

1. Legal information

1.1 Van Gompel Advocaten BV (BE0711.725.721, 3500 Hasselt, Belgium, Herkenrodesingel 4A, RPR Hasselt) ("VGA") is a group of lawyers with the aim of practicing the legal profession in the broadest sense. **1.2** VGA is the sole contracting party to clients for any legal services provided by our lawyers or employees. **1.3** Our lawyers are authorized to practice the profession of lawyer (in Belgium and/or in one of the countries of our Spanish desk). VGA and its lawyers are insured for professional liability in accordance with the applicable deontological rules.

2. Applicability

2.1 The relationship between VGA and its clients is governed by these general terms and conditions, to the express exclusion of the general terms and conditions of the clients. **2.2** These general terms and conditions are sent to the client when the file is opened and/or the client file is created. The client is deemed to have accepted these terms and conditions if, after receipt thereof, he sends further instructions and information regarding the file to VGA and/or allows the assignment to continue.

3. Confidentiality and professional secrecy

3.1 VGA treats the files and information entrusted to it with due care and professional seriousness. In this respect, VGA assumes an obligation of means. VGA will treat client information confidentially and in accordance with the legal requirements of professional secrecy. **3.2** Following its assignment, VGA processes information of the clients, including personal data. VGA is the controller of the data processing that is thus established. In our privacy statement you will find all useful detailed information about this topic. In case of questions, you can contact us via (0032)11 281 280 or info@vangompeladvocaten.be.

4. Information – Course of the file

4.1 VGA informs the client punctually about the progress of the assignment/case. The client receives a digital copy of (the most relevant documents of) the file or (partial) access to it. **4.2** The client provides VGA promptly and during the entire duration of the assignment, if necessary at the request of VGA, all useful information for the file. In the absence of this information, it is possible that VGA cannot (fully) carry out its assignment.

5. Recourse to third parties

5.1 In the performance of its services, VGA calls on specialized third parties, including bailiffs, translators, notaries, experts, accountants. **5.2** The costs for these external services are invoiced directly to the client. The client is responsible for prompt payment thereof.

6. Fees and costs

6.1 VGA charges fees for its services (A), either on the basis of the applicable hourly rate, which varies according to the lawyer's degree of specialization

and experience, or on the basis of a specifically agreed rate. **6.2** VGA also charges office costs, to compensate for internal administrative file costs (B), expressed as a percentage of the total fees. External costs advanced by VGA, such as travel costs, DPA filing, etc., are also charged (C). **6.3** The aforementioned items (A), (B) and (C) are invoiced periodically (monthly or bimonthly). Each fee note/invoice is accompanied by a detailed overview of the services for the period in question. **6.4** Any fee note/invoice from VGA is payable within 30 calendar days on VGA's account, unless a different due date is provided on the document in question and/or other written payment agreements between VGA and the client apply. **6.5** In the event of a complaint or protest regarding a fee note/invoice from VGA, the client will inform VGA of this in writing within 14 days of receipt. **6.6** Any unpaid fee note/invoice will be increased by operation of law and without notice of default with conventional interest from the due date in accordance with the Belgian Law of August 2, 2002 ("*Wet Betalingsachterstand Handelstransacties*"). **6.7** In the event of non-payment, VGA is entitled by operation of law and without notice of default to suspend its future work until the moment that all amounts due have been paid in full, without compromising the interests of the client.

7. Prevention of money laundering and identification obligations

The Act of 18 September 2017 on the prevention of money laundering and terrorist financing obliges VGA to take a number of identification measures regarding clients and/or to act if certain, legally established, alarm criteria are met. This identification and vigilance obligation extends, in some cases, to our clients' agents, such as directors and ultimate beneficial owners (so-called "UBO").

8. Applicable law – Competent court

Belgian law applies to these terms and conditions. In the event of a dispute, the courts of Hasselt (Belgium) have exclusive jurisdiction.