

# schönherr

## INTERNATIONAL TERMS OF BUSINESS

### 1 Schoenherr Structure

Schoenherr Attorneys at Law is an international law firm operating through Schönherr Rechtsanwälte GmbH, a limited liability company incorporated in Austria with seat in Vienna, registered with the Commercial Court Vienna (*Handelsgericht Wien*) under registration no. FN 266331 p, and its subsidiaries, branch offices, cooperation partners and country desks in Central Eastern and South Eastern Europe as listed under "locations" at [www.schoenherr.eu](http://www.schoenherr.eu) as well as aside (together with all of the members, partners, consultants, employees, contractors, owners, directors and associated entities of these persons and entities collectively "**Schoenherr**" and any such person, individual or entity individually a "**Schoenherr Member**").

### 2 Engagement

- 2.1 It is agreed with the Schoenherr Member that sends the communication which references to these International Terms of Business ("**Terms**") to any person appointing Schoenherr as legal counsel ("**Client**"), that except as expressly agreed otherwise in writing, these Terms shall apply to the relationship between the Client and Schoenherr and to any services that any Schoenherr Member may provide to or on behalf of such Client.
- 2.2 By engaging Schoenherr, the Client agrees that these Terms, together with any written confirmation of the Client's instructions or any other agreement in relation to Schoenherr's services on that matter, shall form the contract between the Client and Schoenherr for that particular matter ("**Engagement Letter**", and the engagement which is the subject matter of the Engagement Letter, the "**Engagement**"), except if agreed otherwise in writing between the Client and Schoenherr.
- 2.3 These Terms are subject to changes from time to time and are updated on the website of Schoenherr ([www.schoenherr.eu](http://www.schoenherr.eu)).

#### AUSTRIA

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#### BULGARIA

Advokatsko druzhestvo  
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Alabin 56  
BG-1000 Sofia

#### CROATIA

Schönherr Rechtsanwälte GmbH  
Podružnica Zagreb  
Prilaz Gjüre Deželica 19  
HR-10000 Zagreb

#### CZECH REPUBLIC

Schönherr Rechtsanwälte GmbH  
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#### HUNGARY

Hetényi Ügyvédi Iroda  
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#### NORTH MACEDONIA

Moravčević Vojnović i partneri DOOEI Skopje  
Attorney Andrea Lazarevska  
Attorney Martin Ivanov  
Boulevard Partizanski Odredi 14  
Aura Business Center, 3rd Floor, Office No. 4  
MK-1000 Skopje

#### MOLDOVA

Schoenherr S.R.L.  
Alexandru Lapusneanu street, No. 3  
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#### MONTENEGRO

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#### POLAND

Schoenherr Halwa sp.k.  
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#### ROMANIA

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(Societate Civila de Avocati)  
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#### SERBIA

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#### SLOVAKIA

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#### SLOVENIA

Odvetniška pisarna Schönherr  
podružnica v Sloveniji  
Tomišičeva ulica 3  
SI-1000 Ljubljana

#### TÜRKIYE

Çelepçi Avukatlık Ortaklığı  
Çelepçi Danışmanlık Hiz. Ltd. Şti.  
Levent Mah. Mektep Sok. No. 14  
TR-34330 Beşiktaş – Istanbul

All activities in these jurisdictions, including cooperations with independent attorneys, are in compliance with relevant laws and other rules and regulations, in particular rules of professional conduct.

### **3 Associated Persons of the Client**

- 3.1 If Schoenherr agrees at a Client's request to provide services in relation to the Engagement on any matter to any individual or entity, including any members of the Client's corporate group ("Associated Person"), the Client agrees either to accept the terms set out in the Engagement Letter for that matter on behalf of each Associated Person (provided that the Client has authority to do so) or to ensure that each Associated Person enters into the same Engagement Letter with Schoenherr.
- 3.2 The Client agrees to ensure that the Associated Person complies with the terms of the Engagement Letter and that the Client is liable to Schoenherr in case of any non-compliance with such terms by any Associated Person.

### **4 Services and Scope of Work**

- 4.1 Schoenherr will act as a legal advisor in connection with the legal aspects of the Engagement as set out in the Engagement Letter.
- 4.2 These Terms shall apply to all activities and acts of representation in court and out of court, as well as before authorities, which are undertaken in the course of the Engagement Letter.
- 4.3 In addition, Schoenherr may, at the Client's request and at Schoenherr's usual charge of rates or, if requested, upon agreeing a budget therefor, provide all other legal services that may become relevant during the Engagement.
- 4.4 Tax and insurance matters (including stamp duty and social security matters) will only be covered by Schoenherr if and to the extent expressly agreed in writing. Besides, unless expressly instructed, Schoenherr does not advise on foreign trade issues such as sanctions and embargoes.
- 4.5 Schoenherr will also not provide any non-legal advice, including, but not limited to, business, commercial, financial, technical, accounting or information technology matters.
- 4.6 In the event that a legal framework or situation changes after the Engagement has ended, Schoenherr shall not be obliged to draw the Client's attention to these changes and/or its consequences.

### **5 Power of Attorney**

- 5.1 Schoenherr shall have the right and obligation to represent the Client to the extent necessary and expedient in order to comply with the Engagement.
- 5.2 Schoenherr shall in particular have the right to represent the Client regarding all matters in and out of court and vis-à-vis other authorities, to enter into any settlement whatsoever, to receive money and monetary values on behalf of the Client,

and to validly acknowledge receipt thereof, to appoint agents (substitutes) with equal or limited power of attorney, and to take any measures which Schoenherr and/or any Schoenherr Member as holder of such power of attorney and its substitutes deem(s) appropriate.

- 5.3 If requested, the Client shall sign a written power of attorney for Schoenherr.

## **6 Team**

- 6.1 Each Engagement will be led by a Schoenherr partner, counsel or attorney. Ultimate responsibility for an Engagement lies with the Schoenherr partner responsible for the specific matter.
- 6.2 Additional professional staff, including associates or paralegals, may work on the Engagement from time to time if and to the extent efficient and appropriate.

## **7 Involvement of Third Party Counsel**

- 7.1 Schoenherr may recommend or assist in the coordination of the activities of third party counsels or advisers but will do so solely in good faith and without liability and without warranting that person's ability or standing.
- 7.2 In relation to the matters handled for the Client, third party counsels are engaged by Schoenherr on behalf of the Client. Third party counsels will be directly responsible to the Client for all advice on the law of their jurisdiction and for ensuring that the relevant matter is properly handled within their competence. Third party counsels may negotiate specific terms of engagement with the Client.

## **8 Fees and Expenses**

- 8.1 In the absence of any other agreement between Schoenherr and the Client, the fees for Schoenherr's services in connection with an Engagement will be calculated on the basis of hourly rates, ie based on time actually spent.
- 8.2 In addition, Schoenherr retains the right to use document generation software for the preparation of templates, respectively first drafts of certain standard documents (e.g. Due Diligence request lists, powers of attorney, confidentiality/non-disclosure agreements, commercial register documentation, etc.). Schoenherr's fees for such software generated documents will not be charged on the basis of time spent but at fixed rates (lump sum fees). Time spent on matter-specific amendments or modifications of such software generated documents will be charged on the basis of hourly rates.
- 8.3 During the term of an Engagement positions of Schoenherr Members may change as a result of increased expertise, experience and seniority. This may lead to changes in individual fee rates of Schoenherr Members.

- 8.4 All fees are exclusive of value added tax (or similar tax) ("VAT"), as applicable.
- 8.5 Schoenherr may further incur certain expenses such as court and filing fees, taxi and other travel fares, hotel expenses, costs for encrypted data transmission (please see section 16.3), translation expenses and notary and notarisation fees, all of which will be charged in addition at cost, together with any applicable VAT.
- 8.6 For ordinary expenses such as Compliance checks including associated data base searches, IT security systems etc Schoenherr charges 4 (four) % of the total amount of fees due. Schoenherr does not charge separately for word processing; secretarial work is thus included in the fees. All expenses (other than ordinary expenses) incurred will be stated in Schoenherr's invoices.
- 8.7 Schoenherr reserves the right to make an annual index adjustment of the agreed hourly rates.

## **9 Billing Policy**

- 9.1 The Client agrees to pay the fees and disbursements as set out in Schoenherr's invoices.
- 9.2 Unless otherwise agreed, Schoenherr will issue invoices on a monthly basis.
- 9.3 Schoenherr may request the Client to pay upfront retainers, having due regard to the amount of work to be expected over the course of a future period or for individual steps or milestones of an Engagement. For this purpose, Schoenherr may issue retainer invoices. Any payments made on account of such retainer invoices are credited against the regular invoices issued by Schoenherr.
- 9.4 Unless otherwise agreed, invoices are payable in Euro upon receipt. Any balances that remain unpaid more than 30 (thirty) days after issuance accrue interest at the lesser of 1 (one) % per month or the highest lawful rate.
- 9.5 If the Client has any query regarding a bill, it should be raised with the partner(s) responsible for the Engagement as soon as possible.
- 9.6 If the Client is required by law (or otherwise) to deduct or withhold any amount from an invoice or if any deduction is made in the course of payment (e.g. bank charges), the Client undertakes to pay such additional amount to Schoenherr as may be necessary to ensure that Schoenherr receives the amount it would otherwise have received had these deductions or withholdings not been made.
- 9.7 If not instructed by the Client to the contrary in writing, Schoenherr will issue its invoice(s) to the Client to the address last communicated by the Client or an address which can reasonably be deemed by Schoenherr to be the Client's official contact address. Upon request, the Client will notify Schoenherr of additional billing details, such as contact and address details and, as the case may be, the appropriate VAT identification number.

## **10 Conflicts**

- 10.1 Before accepting any Engagement, Schoenherr will perform a thorough conflict check in order to determine whether it is able to act for the Client in accordance with applicable legal, professional and internal regulations.
- 10.2 If the Client, at any time, becomes aware of an actual or potential conflict of interest, it shall notify Schoenherr immediately in writing.
- 10.3 Subject to applicable legal, professional and internal regulations, Schoenherr may act for one or several shareholders or affiliates of a Client, the interests of which may not necessarily be fully aligned with the interests of the Client, and/or for other clients which are, or which the Client considers to be, (market) competitors.
- 10.4 If a conflict of interest arises during the Engagement and applicable legal, professional and internal regulations prohibit Schoenherr from (further) acting for the Client, Schoenherr has the right to terminate the Engagement Letter in accordance with section 19. In this case Schoenherr will not be liable to the Client for any costs or losses arising from the termination of the Engagement.

## **11 Confidential Information**

- 11.1 Schoenherr will keep confidential all information about the Client's business and affairs it receives in respect of the Engagement and any other matter on which the Client instructs Schoenherr to provide services.
- 11.2 In particular, Schoenherr will not disclose any such information to any other person except (i) with the Client's consent, (ii) where disclosure is required or permitted by law (eg bar rules), (iii) to anybody who regulates Schoenherr or a Schoenherr Member, (iv) to the extent that such information enters, or has entered, the public domain, (v) (in confidence only) to Schoenherr's professional indemnity insurers, brokers, auditors or professional advisers including other Schoenherr-Offices based on legal or contractual requirements or (vi) as may be advisable in order for Schoenherr to defend itself against a claim made by the Client or any other party.
- 11.3 However, once information has been announced or comes into the public domain, Schoenherr may disclose that it acted on behalf of the Client in relation to the Engagement, principally on the Schoenherr website and in pitches, in relation to lawyer's rankings, league tables, transaction databases and market directory entries. In this context, Schoenherr will not reveal any non-public information about the Engagement without the Client's prior express consent. The Client also agrees that Schoenherr may use Client's name, trademark and logo.
- 11.4 The Client agrees that the fact that Schoenherr holds information, whether generally or specifically, about the Client's business and affairs will not, subject to applicable legal, professional and internal restrictions, prevent Schoenherr from acting for another client in relation to a project to which that information might be relevant or

who is seen as a competitor. This does not affect the confidentiality obligations under this section 11.

## **12 Client Identification and Compliance Matters**

- 12.1 Pursuant to applicable anti-money laundering regulations, under certain circumstances, Schoenherr must comply with strict statutory client due diligence, monitoring, reporting and record keeping obligations.
- 12.2 In particular, if the Engagement establishes a permanent client-attorney relationship and/or involves a transaction value in excess of EUR 15,000 and covers the sale and/or purchase of real estate or business entities, asset management, the establishment, operation and management of (trust) companies, business entities or similar structures, as well as the procurement of funds required to establish, operate and administer such entities, Schoenherr must, *inter alia*, apply strict client verification measures.
- 12.3 In this case, Schoenherr is obliged to request from the Client and its beneficial owner(s) and, as the case may be, from its officers or from natural or legal persons for whom the Client acts as a trustee, satisfactory proof of identity and, as the case may be, of authority of representation. Schoenherr will separately contact the Client regarding the details of such identification and disclosure requirements.
- 12.4 Schoenherr will keep evidence of the client verification (and copies thereof) even after termination of the Engagement due to legal requirements. Schoenherr may not act on the Client's behalf and is legally required to renounce acting on the Client's behalf if it does not receive appropriate evidence of identity within a reasonable time after a disclosure request.

## **13 Reporting Obligations according to DAC6<sup>1</sup>**

- 13.1 Due to DAC6, Schoenherr may be required to report certain cross-border (tax) arrangements to the relevant tax authorities. However, unless the client releases Schoenherr from its legal obligation of confidentiality, Schoenherr is exempt from this reporting obligation. Schoenherr would like to point out that even if Schoenherr is exempt from this reporting obligation, the latter obligation may be transferred to other Schoenherr entities or third party (legal) counsels, if certain (parts of) services in relation to the mandate are subcontracted to them.
- 13.2 If Schoenherr is subject to a reporting obligation, the client undertakes to support Schoenherr in relation to the collection of all contents relevant for the reporting obligation and to cooperate with Schoenherr in a timely manner in order for Schoenherr to comply with the legal requirements, including the relevant deadlines.

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<sup>1</sup> Council Directive (EU) 2018/822 of 25 May 2018 amending Directive 2011/16/EU as regards mandatory automatic exchange of information in the field of taxation in relation to reportable cross-border arrangements, OJ L 139/1.

- 13.3 Schoenherr or any other Schoenherr entity, including any third party (legal) counsel, will assess at its own discretion whether an obligation to disclose exists. In addition, Schoenherr would like to point out that if Schoenherr or no other so-called "intermediary" (eg tax advisor or notary) is required to make a disclosure, the taxable person itself is responsible for complying with this reporting obligation.
- 13.4 Wherever possible, Schoenherr will inform the client in advance of any report that Schoenherr, another Schoenherr entity or third party (legal) counsel has to submit, and will in any case provide Schoenherr with a copy of the transmitted report, if the client request it from Schoenherr in a particular case.
- 13.5 If Schoenherr is required to submit a report and/or if a DAC6-assessment is necessary in connection with the mandate, Schoenherr will invoice the expenses incurred on the basis of the regular hourly rates. With pleasure Schoenherr will provide the client with an estimation of the effort at the time of identifying the (possible) reporting obligation upon request.

#### **14 Limitation of Liability**

- 14.1 The aggregate liability of Schoenherr (including its shareholders, managing directors, partners, agents, attorneys or employees or other persons working for Schoenherr) for any losses, costs, expenses or damages ("**Damages**") shall be limited to the aggregate maximum amount of EUR 2,400,000 (Euro two million four hundred thousand). The limitation of liability under this section shall apply to any claim, whether in contract, tort, breach of statutory or (pre-)contractual duty, or otherwise. However, it shall not apply in case of our willful misconduct or fraud or if and to the extent such limitation should be invalid under applicable law and/or regulation.
- 14.2 Schoenherr shall not be liable for Damages caused as a result of slight negligence, for indirect and/or consequential damages and lost profit.
- 14.3 Schoenherr shall only be liable to the Client but not to any third party/-ies.
- 14.4 Schoenherr is exclusively responsible and liable for all services and any Damages resulting therefrom. Under no circumstances shall there be any claim against a shareholder, managing director, partner, agent, attorney or employee of Schoenherr or against any other person working for Schoenherr personally.
- 14.5 Any claim for Damages may only be asserted in court within six months after knowledge, but at the latest within three years after the occurrence of the (primary) damage after the event giving rise to the claim, unless other limitation periods are stipulated in mandatory statutory provisions.

## **15 Intellectual Property**

- 15.1 The Client has the right to use documents prepared by Schoenherr for purposes of the Engagement and legitimate ancillary purposes (but not, without Schoenherr's prior written consent, for other matters). Without express written agreement to the contrary, Schoenherr does not transfer any intellectual property rights, including copyrights, or licenses in any documents or other materials prepared by Schoenherr which are passed to the Client during the course of the Engagement.
- 15.2 For knowledge, service and business development purposes Schoenherr may use (electronic) copies of these documents within the law firm, whereas these documents are stored (strictly) confidential.

## **16 Communication and Collaboration**

- 16.1 The Client agrees to communicate with Schoenherr in a variety of ways using own digital solutions as well as digital solutions provided by third parties, including communication by e-mail, internet, video, audio and online conferences as well as voice-over-IP. For efficiency purposes and due to process optimization Schoenherr may use tools and digital platforms for collaboration, matter management, document review and automation. These solutions and platforms might be supported by machine learning algorithms and operated on cloud based infrastructure. For cloud based solutions Schoenherr makes sure that appropriate data protection and security standards are always met and Client's interests are safeguarded according to applicable bar rules. The use of tools and digital platforms may require Client's separate consent to the respective terms of use.
- 16.2 Any such digital communication involves risks such as delays, non-delivery, data corruption, hacking, interception, unauthorised amendment, as well as other tampering and, in some cases, use of digital communication may compromise confidentiality and legal privilege. In addition, digital communication such as e-mail communication can transmit viruses, worms, Trojan horses and other malicious code. Schoenherr cannot be held liable for any damages caused by such incidents, in particular if the Client requests Schoenherr to use digital solutions provided by third parties.
- 16.3 In case the Client prefers to use encrypted data transmission for the communication in any particular matter (or parts thereof), it should notify the responsible partner.

## **17 Processing of Personal Data**

- 17.1 When rendering the legal services including support functions such as knowledge, service and business development, it is necessary to process personal data of the Client and, if required, also personal data of the Client's contractual partners, employees or other third parties. Also, when Schoenherr works with web-based tools for reasons of cost efficiency and process optimization. If the Client provides



Schoenherr with these data, Schoenherr assumes that the Client is authorised to do so.

- 17.2 In Schoenherr's day-to-day operations, Schoenherr mainly uses electronic forms of communication. Please note that - as stated under section 16 - this does not offer absolute protection against third party access and that servers outside Europe may also be involved in the communication traffic. Schoenherr will always process Client's personal data as well as that of Client's contractual partners, employees or other third parties which the Client has disclosed in accordance with applicable data protection regulations (for details please see Schoenherr's Data Privacy Statement at <https://www.schoenherr.eu/privacy-statementdisclaimer/>).

## **18 Retention of Files**

Files are kept by Schoenherr in paper or electronic form. Any documents in connection with the Engagement will be retained by Schoenherr (at least) for such period as required under applicable law. Thereafter, Schoenherr has the right to destroy such files and delete all information from Schoenherr's IT systems without prior notice to the Client of such destruction or deletion. Schoenherr will further so delete files as and when required under applicable law.

## **19 Termination**

- 19.1 Either party may terminate the Engagement at any time on written notice to the other party without stating reasons for the termination. The representation of the Client will terminate immediately upon the giving of this notice by either party. If and to the extent that the immediate withdrawal as the Client's legal advisors would jeopardise the Client's interests, Schoenherr shall continue to be at the Client's service for another 14 days following receipt of the termination notice or as long as required under applicable law or bar rules.
- 19.2 Upon termination of the Engagement by either party for any reason, fees and expenses immediately become due and payable by the Client, including the fees and expenses of any third party retained by Schoenherr or on behalf of the Client, including any VAT applicable to such amounts, incurred up to the date of termination.
- 19.3 Sections 11 (Confidential Information), 13 (Reporting Obligations according to DAC6), 14 (Limitation of Liability), 15 (Intellectual Property), 17 (Processing of Personal Data), 18 (Retention of Files), 20 (Governing Law and Jurisdiction) and 21 (Assignment) shall remain in force upon termination the Engagement.

## **20 Governing Law and Jurisdiction**

- 20.1 Subject to any other written agreement between Schoenherr and the Client, these Terms shall be governed by, and interpreted in accordance with, Austrian law, excluding the Austrian conflict of laws rules.

20.2 Subject to any other written agreement between Schoenherr and the Client, the competent courts of the first district in Vienna, Austria, shall have exclusive jurisdiction to settle any disputes, controversies or claims arising out of, or in connection with these Terms, or related to their creation, interpretation, validity, performance, violation, termination, or nullity.

## **21 Assignment**

These Terms shall be binding upon, and inure to the benefit of Schoenherr and the Client and their respective successors and permitted assigns. No party shall, nor shall it purport to assign, transfer, charge or otherwise deal with all or any of its rights and/or obligations under these Terms, nor grant, declare, create or dispose of any right or interest in them, without the prior written consent of the other party.

## **22 Severability**

The illegality, invalidity or unenforceability of a provision of these Terms under the law of any jurisdiction shall not affect the legality, validity or enforceability of any other provision of these Terms in (i) that jurisdiction or (ii) the legality, validity or enforceability of that, or any other provision of these Terms under the law of any other jurisdiction. Any such invalid, unenforceable or impracticable provision shall, to the extent permitted by law, be deemed replaced by a provision which – to the extent possible – carries out the original intent of the parties.