



ADVOKATFIRMA

# STENDAHL OTTESEN

Law Firm Stendahl Ottensen's Terms and Conditions of Business apply to any task that we undertake, unless otherwise agreed in writing.

## 1. Receipt of instructions:

Upon receiving instructions from a client, we will investigate in accordance with Advokatsamfundets (Danish Lawyers Society)'s rules and our own internal procedures, that there are no conflicts of interest or anything that otherwise disqualifies us from acting for the client.

Law Firm Stendahl Ottesen - as all other law firms – is subject to legal requirements regarding prevention of money laundering and terrorist financing. We are thus required to obtain sufficient evidence of identity from new clients and clients who have not previously given evidence of identity. When instructing us clients must therefore give their full name, address, date of birth and personal identification/social security number, and company registration number if a business.

## 2. Privacy

All employees of Law Firm Stendahl Ottesen are bound to secrecy. We naturally treat all information we receive from clients with strict confidentiality.

## 3. Fees and billing

Before we undertake work on behalf of a client, we will give a cost at which the work can be carried out.

In minor cases where it is possible to predict the time, we can often provide a total cost for the entire task.

In major cases, this can rarely be done. Instead of giving a cost for the entire case, we will divide the case up into manageable tasks, before we perform them. With the major tasks we will also continuously inform the client of our time spent on the matter.

Our prices are in principle based on how much time we spend on the matter, but the following other factors can also influence pricing: job size and complexity, the result obtained, the responsibilities connected with this task, the value and volume of required specialized knowledge.

For time-based invoicing of matters, this will be invoiced at our partner's hourly rate in professional matters, being Danish Kroner 2250, - excl. VAT. Private matters are invoiced at a lower hourly rate, which reflects the responsibilities involved and the nature of the task.

We invoice either monthly or at the conclusion of the matter. Our payment terms are 14 days from the date of the invoice.

With disbursements and other costs we will usually request that these be paid in advance. In certain cases we will also request a payment on account of our estimated fees.

## 4. Intellectual Property:

The copyright and other intellectual property rights to the work and material Law Firm Stendahl Ottesen produces belong as a starting point to Law Firm Stendahl Ottesen, unless otherwise agreed with the client.

## 5. Responsibility and limitation of liability

Law Firm Stendahl Ottesen is subject to Advokatsamfundets regulatory rules of practice. We advise only on Danish law. Our advice is targeted to the specific task and should not, without our explicit consent, be used for other purposes.

Liability in respect of advice to our clients is governed by the general rules under Danish law.

Our liability to a client in respect of a matter is limited to Danish Kroner 2.5 million. Our liability does not include loss of service, lost data, lost profits, goodwill or other indirect impact or economic losses.

## 6. Applicable law and jurisdiction

Any dispute between a client and Law Firm Stendahl Ottesen shall be resolved in accordance with Danish law by the Danish courts.

28 September 2009