



TERMS OF BUSINESS

Normann Law Firm's Terms of Business.

1. Scope

Normann Law Firm's Terms of Business apply to all assignments entrusted to Normann Law Firm unless otherwise agreed in writing.

2. Normann Law Firm

Normann Law Firm (Normann Advokatfirma)
CVR no. 45317641
Amager Strandvej 60
2300 Copenhagen
Denmark

All attorneys at Normann Law Firm are appointed by the Department of Civil Affairs, and all attorneys at Normann Law Firm are members of the Danish Bar and Law Society.

3. Legal Assistance

Normann Law Firm defines the task for the client in collaboration with the client and can be adjusted as needed. Normann Law Firm provides legal assistance concerning Danish law, unless otherwise explicitly agreed.



All assistance and tasks are performed in accordance with the Danish Bar and Law Society's ethical rules for attorneys, the rules regarding attorneys and the performance of their duties stipulated in the Danish Administration of Justice Act and other relevant legislation.

In connection with taking on new cases and clients, Normann Law Firm is obliged to check whether there is a conflict of interest that could prevent Normann Law Firm from providing advice on the matter.

As a law firm, Normann Law Firm is subject to the regulations of the Danish Anti-Money Laundering Act. Therefore, in some cases, we are obliged to collect and store identity information on some of our clients, as well as document our clients' ownership and control structures in accordance with the rules of the Danish Anti-Money Laundering Act. This is done continuously during the client relationship and in connection with the commencement of the case.

Employees who, in connection with their case work, gain access to inside information about publicly traded companies will be informed about the legislation's prohibition against the disclosure and exploitation of inside information.

The client may terminate the engagement at any time with reasonable notice.

Normann Law Firm may terminate the engagement without notice to the extent that it complies with applicable regulations. Such termination means that we will immediately cease working on the case in question, as these terms of business will continue to apply after the termination of the engagement. We are entitled to receive payment of all fees and reimbursement of all costs for the period until the termination of the engagement, unless otherwise provided by applicable rules.

Normann Law Firm's advisory is provided exclusively to the client and may not be used by others without written consent, and only our client can rely on our advisory.

Normann Law Firm retains the copyright and intellectual property rights associated with our materials and advisory. Our materials and advisory may only be used by the client in connection with the specific matter for which they are intended. Any deviation from this requires a written agreement.

We process a range of personal data concerning our clients, parties, etc., in order to respond to inquiries and provide our services. Our Privacy Policy is available on Normann Law Firm's website www.normannlaw.com.



Upon completion of each matter, we retain all case files for a 10-year period from the conclusion of the matter. Thereafter, the case materials will be destroyed and deleted. For certain case types, a longer retention period applies due to the statute of limitations.

4. Fees and Billing

Normann Law Firm must comply with the rules of the Danish Administration of Justice Act regarding the calculation and determination of fees based on factors such as the scope of the matter, time spent (both within and outside normal working hours), the significance of the matter to the client, the value of the advice provided, the complexity and extent of the matter, the degree of specialized knowledge required, the achieved outcome and the liability associated with the matter.

Costs and disbursements, including but not limited to fees, travel and accommodation expenses, and shipping costs are not included in the fee and must therefore be paid separately by the client.

Upon request, we provide a reasoned estimate of the fee before commencing work. In cases where it is difficult to provide such an estimate, we will inform the client of the parameters on which the fee will be calculated, such as the applicable hourly rates for the matter.

For consumers, we proactively provide information on the expected fee or the criteria for determining the fee before commencing work.

As a general rule, invoicing takes place upon completion of the assignment, unless it concerns long-term engagements, in which fees will be billed on account either monthly or quarterly in arrears. However, we may choose a different billing frequency and are also entitled to request a deposit or advance payment to cover costs.

Our payment terms are 14 days from the invoice date. Interest on overdue payments accrues in accordance with the Danish Interest Act.

VAT is added in accordance with the applicable regulations at any given time.

All invoices are subject to VAT in accordance with the prevailing regulation.



In the event of non-payment or delayed payment, Normann Law Firm may choose to withdraw from the matter as well as any other matters in which we are assisting the client.

5. Confidentiality

Partners and employees at Normann Law Firm are subject to a duty of confidentiality regarding all information obtained in connection with our legal advice.

All information is treated as confidential.

The duty of confidentiality applies subject to regulation that impose a duty of disclosure in relation to public authorities, including the rules set out in the Danish Anti-Money Laundering Act.

Normann Law Firm may refer to having acted as legal counsel for the client in relation to the matter in its marketing, provided that the matter is publicly known or if agreed with the client.

6. Client Account Assets

Normann Law Firm and our partners assume no liability for the solvency of the account-holding financial institution.

Funds deposited with Normann Law Firm by clients, or third parties accrue interest, which may be either positive or negative.

7. Liability, Insurance and Guarantee

Normann Law Firm provides legal advice in accordance with the general principles of Danish law. We have taken out professional liability insurance for all attorneys and have provided a guarantee in accordance with the rules established by the Danish Bar and Law Society. The professional liability insurance covers all legal practice, regardless of where the legal services are provided.



Further information regarding the insurance provider and guarantor is available on Normann Law Firm's website www.normannlaw.com.

Unless otherwise agreed in writing with the client, any potential liability of Normann Law Firm, its partners, and employees is limited to an amount equivalent to five times the fee (excluding VAT) invoiced to the client for the relevant matter.

However, Normann Law Firm's liability can never exceed a maximum coverage of DKK 10,000,000 per assignment. Furthermore, the total compensation per client in a calendar year cannot exceed DKK 10,000,000.

The client may only bring claims against Normann Law Firm and not against individual partners or employees.

Any disputes concerning Normann Law Firm's services, advice, fees, etc., are subject to Danish law and the jurisdiction of the Danish courts.

Normann Law Firm's liability does not cover indirect losses or consequential damages, including but not limited to operating losses, loss of data, loss of time, loss of profit, lost goodwill or losses resulting from reputational damage.

Normann Law Firm is not liable for losses arising from advice or other services that were not provided by Normann Law Firm but by other advisors whom we have engaged or referred the client to in agreement with the client.

To the extent that Normann Law Firm engages external advisory services with the client's consent, and the external advisor limits their liability, Normann Law Firm is authorized to accept such a limitation of liability on behalf of the client without prior approval.

In cases of joint and several liability between the client and Normann Law Firm towards a third party, the client shall indemnify Normann Law Firm to the extent that our liability exceeds the amounts specified above.

In commercial matters, and unless otherwise agreed in writing with the client, Normann Law Firm's liability is limited to three years from the completion of the assignment. This period is calculated from the date of the final settlement of the matter or the date of the last on-account billing for the relevant matter.



8. Attorney Regulation and Complaints

The rules governing attorneys, our duties, and our responsibilities towards you, as well as the code of conduct for attorneys, can be found on the Danish Bar and Law Society's website: www.advokatsamfundet.dk.

If you have any objections regarding a fee or conduct, we encourage the client to first contact the responsible partner or attorney before submitting a complaint to the Danish Bar and Law Society.

Complaints regarding a fee or conduct must be submitted to the Danish Bar and Law Society at Kronprinsessegade 28, 1306 Copenhagen, Denmark. You can find more information about the complaint process at www.advokatsamfundet.dk/advokatnaevnet/vil-du-klage/, where access to the digital complaint portal is also available.

Complaints concerning fees must be submitted no later than one year from the date of the fee settlement.

Complaints regarding conduct must be submitted no later than one year from the date on which the complainant became aware of the matter being complained about. A fee is charged by the Danish Bar and Law Society when submitting a complaint.

9. Applicable Law, Jurisdiction and Venue

Any disputes concerning Normann Law Firm's services, advice, fees, etc., shall be governed exclusively by Danish law and subject to the jurisdiction of the Danish courts.

In commercial matters, the proper venue shall be the District Court of Copenhagen, Denmark.