

## General Conditions

1. Hofhuis Alkema Groen ('the partnership') is a Dutch partnership of natural persons ('partners'). The partnership is established in Amsterdam.

2. These general conditions are applicable to all legal relationships between the partnership and the client unless agreed otherwise in writing in advance. Applicability of the client's general conditions is excluded.

3. All instructions are accepted and carried out by the partnership only, also if it is the express or implied intention that an instruction is carried out by a specific person. Applicability of Article 7:404 and 7:407(2) of the Dutch Civil Code is excluded.

4. When carrying out instructions the partnership may engage third parties. The partnership will exercise due care in engaging such third parties. The partnership's liability for third parties' faults or shortcomings is excluded. The partnership and its partners are authorized to accept said third parties' possible general conditions and limitations of liability for and on behalf of the client.

5. In respect of instructions carried out, the client is due fees plus disbursements and VAT. The partnership does not charge clients for general office expenses. The partnership may request the payment of an advance. Advance payments made will be set off against the final invoice in connection with the instruction.

6. In principle, clients are invoiced for the services rendered on a monthly basis, subject to payment within 14 days of the date of the invoice. Should payment not be received within the time limit mentioned, the client shall be deemed in default without any further notice being required and the partnership is authorized to charge legal interest.

7. The partnership's liability is limited to the amount which is paid out under the partnership's liability insurance in the matter concerned, plus the amount of the deductible which under the terms of the relevant insurance policy must be borne by the partnership. If, for any reason, no monies are paid out under such insurance policy, any and all liability will be limited to the amount of fees charged by the partnership in the matter concerned.

8. The client shall indemnify the partnership and hold it harmless in respect of all claims of third parties connected in any way with the activities

performed for the client. The client shall compensate the partnership

for reasonable costs of defending such claims.

9. These general conditions are also stipulated for the benefit of the partners and all persons who are or have been employed, working or engaged by the partnership in connection with any instruction.

10. In the course of rendering its services, the partnership processes personal data. The processing of personal data is subject to the privacy statement available at the partnership's website.

11. The legal relationship between the partnership and the client is governed by Dutch law. Disputes shall be submitted exclusively to the competent court in Amsterdam.

## Complaints procedure

12. In case of complaints about the conclusion and execution of an agreement, the quality of services rendered or the amount of the invoice the client is requested to address the lawyer handling the matter in which the complaint has arisen first. If this does not lead to a solution of the complaint, the client may submit the complaint to the complaints officer, Ms. A.C.M. Alkema. If the complaint concerns her, or if she is not available, the complaint may be submitted to the substitute complaints officer, Mr. J.S. Hofhuis.

13. Complaints must be submitted within three months of the date on which the complainant became aware, or could reasonably have become aware, of the acts or omissions that gave rise to the complaint.

14. After the receipt of a complaint, the complaints officer will discuss the complaint with the relevant lawyer or staff member and will give both parties the opportunity to express their views regarding the complaint.

15. The complaints officer will assist the parties in trying to reach an agreement that settles the complaint. If no settlement can be reached, the complaints officer will – within a month after receipt of the complaint – give an opinion and recommendations concerning the complaint which will be sent to both parties in writing. If it is not possible to handle the complaint within a

month, the complaints officer will notify both parties stating the reasons for the delay and setting a term within which the opinion and recommendations can be expected.

16. If the opinion and recommendations given by the complaints officer lead to a satisfactory solution of the complaint, an agreement detailing said solution will be concluded in writing and will be signed by both parties and the complaints officer. If no agreement is reached, the client may submit the complaint to the competent court in Amsterdam.

17. This complaints procedure applies both to complaints about the lawyers of the partnership and to complaints about persons acting under the responsibility of the partnership. No fees will be charged for the handling of the complaint.