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MEMORANDUM
INFORMATION

IDENTIFICATION

§ 1. “Tuerlinckx Advocaten”: the civil company in the form of a cooperative company with limited liability, having its registered office at B-2018 Antwerp (Belgium), Maria-Henriëttalei 1, registered in the Register of Legal Entities of Antwerp under Enterprise number 0835.636.588 and with VAT number VAT BE 0835.636.588 Tuerlinckx Advocaten, is a law firm (Nacebelcode “69.101 - Activities of lawyers”).

“Tuerlinckx Fiscale Advocaten” is the name under which Tuerlinckx Advocaten carries on its operations, and shall hereinafter be referred to as “Tuerlinckx Fiscale Advocaten”.

§ 2. Tuerlinckx Fiscale Advocaten
registered office, chambers and correspondence address at
B-2018 Antwerp (Belgium), Maria-Henriëttalei 1
T 0032 (0)3 206.21.10
F 0032 (0)3 206.21.19
www.tuerlinckx.eu info@tuerlinckx.eu

And with a (branch) office at,
B-2260 Westerlo (Belgium), Nijverheidsstraat 13,
T 0032 (0)14 21.01.10
F 0032 (0)14 21.01.19

And with a (branch) office at,
B-4000 Liège (Belgium), Place Ste Véronique 10,
T 0032 (0)4 233.34.36
F 0032 (0)4 233.81.45

§ 3. The following advocates are associated with Tuerlinckx Advocaten, either personally or via their own firms:

3.1. Advocate-associates

Jan Tuerlinckx: Jan Tuerlinckx Advocaat, a civil company in the form of a cooperative company with limited liability, having its registered office at B-2820 Bonheiden(Belgium), Korte Dreef 89, and with Enterprise number 0463.921.603

Dave van Moppes: Advocate, residing at B-2950 Kapellen, Cederlaan 5, with his place of business located at B-2018 Antwerp, Maria-Henriëttalei 1, and with Enterprise number 0812.456.162

3.2. Advocates

Charlotte Lardenoit, with Enterprise number 0839.324.271

Julie Van Vossel, with Enterprise number 0839.567.167

Melissa Claessens, with Enterprise number 0538.705.336

Koen Verhaegen, with Enterprise number 0563.646.214

Christophe Verhelst, with Enterprise number 0558.955.669

Kristof Brys, with Enterprise number 0633.976.360

Philippe Maes, with Enterprise number 0638.906.237

Baptistin Alaime, with Enterprise number 0665.565.795

This list will be regularly updated. The latest list shall be found on the website.

FEES

§ 4. Clause 8 of the Framework Agreement for the Provision of Services describes the manner in which fees and costs will be charged. The calculations are based on the basic hourly rates, sub-divided into eight rate classes (abbreviated as RC).

Jan Tuerlinckx	Rate Class A	375,- EUR/hour exclusive of VAT (i.e. 453,75 EUR/hour including 21% VAT)
Dave van Moppes	Rate Class B	300,- EUR/hour exclusive of VAT (i.e. 363,00 EUR/hour including 21% VAT)
Charlotte Lardenoit	Rate Class E	200,- EUR/hour exclusive of VAT (i.e. 242,00 EUR/hour including 21% VAT)
Julie Van Vossel	Rate Class E	200,- EUR/hour exclusive of VAT (i.e. 242,00 EUR/hour including 21% VAT)
Melissa Claessens	Rate Class F	175,- EUR/hour exclusive of VAT (i.e. 211,75 EUR/hour including 21% VAT)
Koen Verhaegen	Rate Class F	175,- EUR/hour exclusive of VAT (i.e. 211,75 EUR/hour including 21% VAT)
Christophe Verhelst	Rate Class F	175,- EUR/hour exclusive of VAT (i.e. 211,75 EUR/hour including 21% VAT)
Kristof Brys	Rate Class G	150,- EUR/hour exclusive of VAT (i.e.181.50 EUR/hour including 21% VAT)
Philippe Maes	Rate Class G	150,- EUR/hour exclusive of VAT (i.e.181.50 EUR/hour including 21% VAT)
Baptistin Alaime	Rate Class H	125,- EUR/hour exclusive of VAT (i.e.151.25 EUR/hour including 21% VAT)

Advocates may change their rate class. The current rate class of each advocate can be consulted on the Tuerlinckx Fiscale Advocaten website at any time. This Information Memorandum shows the status as applicable at the time of handover to the Client.

COSTS

§ 5. The specific costs relating to your case, such as payments to bailiffs, mortgage registry offices, registration offices, enterprise counters, the Belgian Official Gazette, the National Register, the Central database for reports of seizure, official as well as unofficial trade and company registers, other official and unofficial registers and databases, third-party advocates, bailiffs, notaries public, translators, book-keepers, accountants, auditors, experts, paralegals and (foreign as well as domestic, whether or not public) authorities, shall be separately charged according to the costs actually incurred.

§ 6. Office costs consisting of the costs for dactylography costs, copying and printing costs, dispatch costs and various office expenses, will also be charged. The office costs shall be charged on a lump sum basis of nine percent of the fees charged.

BAR ASSOCIATION INFORMATION

§ 7. All advocates of Tuerlinckx Advocaten are advocates in Belgium. All advocates, except for Baptistin Alaime, are registered with the Antwerp Bar Association.

Jan Tuerlinckx is also registered with the Turnhout Bar Association. Jan Tuerlinckx, Dave van Moppes and Baptistin Alaime are also registered with the Liège Bar Association.

All advocates of Tuerlinckx Advocaten are subject to the following professional rules (code of ethics)

- the regulations of the Flemish Bar Association, with effect from 1st January 2015, codified and superseded by the Code of Ethics for Lawyers, Belgian Official Gazette 30th September 2014, p. 77350 et seq. For reference, please see www.advocaat.be > Ik ben advocaat > Reglementen of www.staatsblad.be > De publicatie Belgisch Staatsblad.
- the regulations of the Ordre des barreaux francophones et germanophones de Belgique. www.avocats.be
- the regulations of the Antwerp Bar Association. For reference, please see www.balieantwerpen.be
- the regulations of the Turnhout Bar Association. For reference, please see www.balieturnhout.be
- the regulations of the Liège Bar Association. For reference, please see www.barreaudeliege.be

CONTRACTUAL FRAMEWORK UNDER WHICH SERVICES ARE PROVIDED

§ 8. The framework agreement for the provision of services of Tuerlinckx Advocaten – a copy of which will be provided free of cost by Tuerlinckx Advocaten – contains the entirety of the contractual framework for the provision of services. We would like to draw special attention to the following:

- clause 8 the manner in which fees and charges are payable;
- clause 10 the insurance of the advocates for their professional liability and the claims of the Client;
- clause 12 the manner in which the services can be terminated;
- clause 14 the manner in which complaints will be handled;
- clause 18 the possibility of access to conciliation proceedings in case of disputes about fees;
- clause 18§3 the applicable law and the competent court in case of disputes.

There is also a Dutch, French and an English version of the framework agreement for provision of services of Tuerlinckx Advocaten. for information regarding the order of precedence between the language versions, please refer to Clause 17 of the General Terms and Conditions of Tuerlinckx Advocaten.

§ 9. Previous versions of the framework agreement for the provision of services of Tuerlinckx Fiscale Advocaten, with the applicable start and end date can always be requested from Tuerlinckx Advocaten, at no charge.

This information memorandum shall apply with effect from 1st July 2017.