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# INFORMATION MEMORANDUM

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TUERLINCKX TAX LAWYERS

## IDENTIFICATION

§ 1. “Tuerlinckx Tax Lawyers”: besloten vennootschap (“private limited liability company”), having its registered office at 2018 Antwerp (Belgium), Van Putlei 14 registered in the Register of Legal Entities of Antwerp under Enterprise number 0835.636.588 and with VAT number BE 0835.636.588 Tuerlinckx Tax Lawyers, is a law firm (Nacebelcode “69.101- Activities of lawyers”).

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

§ 2. Tuerlinckx Tax Lawyers at 2018 Antwerp (Belgium), Van Putlei 14  
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,  
3520 Zonhoven (Belgium), Eikenenweg 73 bus 4  
T 0032 (0)14 21.01.10

And with a (branch) office at,  
6000 Charleroi (Belgium), 3 Général Michel  
T 0032 (0)7 118.37.24

§ 3. The following lawyers are associated with Tuerlinckx Tax Lawyers, either personally or via their own firms. The following paralegals and jurist tax specialists are linked to Tuerlinckx Tax Lawyers through an employment contract or an independent service agreement:

### 3.1. Lawyers | Partners

Jan Tuerlinckx: Jan Tuerlinckx Advocaat, besloten vennootschap (“private limited liability company”), having its registered office at B-2820 Bonheiden (Belgium), Kraaivenstraat 43A, and with Enterprise number 0463.921.603

Dave van Moppes: Dave van Moppes Advocaat, besloten vennootschap (“private limited liability company”), having its registered office at B-2950 Kapellen, Cederlaan 5 and with Enterprise number 0727.577.006

### 3.2. Lawyers

Romy Geysen, with Enterprise number 0819055528  
Baptistin Alaime, with Enterprise number 1004.661.662\*  
Dimitri Van Becelaere, with Enterprise number 0771.288.966\*  
Pieter Willems, with Enterprise number 0771.852.160\*  
Stéphanie Cassimon, with Enterprise number 0777.690.768\*  
Tisha Dujardin, with Enterprise number 0731.927.554  
Winnie Milbou, with Enterprise number 0803.351.822\*  
Bas Minten, with Enterprise number 0803.351.822\*  
Emily Polfliet, with Enterprise number 1005.401.337\*  
Toon Proost, with Enterprise number 0770.406.959  
Klaas Francken, with Enterprise number 0773.849.865  
Arthur Verstichel, with Enterprise number 0789.586.433  
Merten Boyen, with Enterprise number 0804.684.185  
Janne Dietvorst, with Enterprise number 0805.019.430  
Luka Houbrechts, with Enterprise number 0802.867.119  
Nouria Belhaddad, with Enterprise number 0797.416.511

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

\*BV (“private limited liability company”)

### 3.3. Paralegals and Jurist tax specialists

**Cato Van Der Heyden**, with Enterprise number 0797.416.511

Joan-Malcolm Maka, with Enterprise number 0760.905.117

Alice Paenhuys

Evemie Vits

§ 4. Clause 8 of the framework agreement on 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 fourteen rate classes:

Jan Tuerlinckx	Rate Class A	400,- EUR/hour exclusive of VAT (i.e 484,00 EUR/hour including 21% VAT)
Dave van Moppes	Rate Class D	325,- EUR/hour exclusive of VAT (i.e 393,25 EUR/hour including 21% VAT)
Romy Geysen	Rate Class D	325,- EUR/hour exclusive of VAT (i.e 393,25 EUR/hour including 21% VAT)
Pieter Willems	Rate Class F	275,- EUR/hour exclusive of VAT (i.e 332,75 EUR/hour including 21% VAT)
Baptistin Alaime	Rate Class G	250,- EUR/hour exclusive of VAT (i.e 302,50 EUR/hour including 21% VAT)
Dimitri Van Becelaere	Rate Class G	250,- EUR/hour exclusive of VAT (i.e 302,50 EUR/hour including 21% VAT)
Stéphanie Cassimon	Rate Class G	250,- EUR/hour exclusive of VAT (i.e 302,50 EUR/hour including 21% VAT)
Tisha Dujardin	Rate Class H	250,- EUR/hour exclusive of VAT (i.e 302,50 EUR/hour including 21% VAT)
Winnie Milbou	Rate Class H	225,- EUR/hour exclusive of VAT (i.e 272,25 EUR/hour including 21% VAT)
Bas Minten	Rate Class H	225,- EUR/hour exclusive of VAT (i.e 272,25 EUR/hour including 21% VAT)
Emily Polfliet	Rate Class K	225,- EUR/hour exclusive of VAT (i.e 272,25 EUR/hour including 21% VAT)
Toon Proost	Rate Class K	225,- EUR/hour exclusive of VAT (i.e 272,25 EUR/hour including 21% VAT)
Klaas Francken	Rate Class K	225,- EUR/hour exclusive of VAT (i.e 272,25 EUR/hour including 21% VAT)
Arthur Verstichel	Rate Class I	200,- EUR/hour exclusive of VAT (i.e 242,00 EUR/hour including 21% VAT)
Luka Houbrechts	Rate Class K	150,- EUR/hour exclusive of VAT (i.e 181,50 EUR/hour including 21% VAT)
Janne Dietvorst	Rate Class K	150,- EUR/hour exclusive of VAT (i.e 181,50 EUR/hour including 21% VAT)
Merten Boyen	Rate Class K	150,- EUR/hour exclusive of VAT (i.e 181,50 EUR/hour including 21% VAT)
Nouria Belhaddad	Rate Class K	150,- EUR/hour exclusive of VAT (i.e 181,50 EUR/hour including 21% VAT)
Joan Malcom Maka	Rate Class K	150,- EUR/hour exclusive of VAT (i.e 181,50 EUR/hour including 21% VAT)
Cato Van Der Heyden	Rate Class L	125,- EUR/hour exclusive of VAT (i.e 151,25 EUR/hour including 21% VAT)
Alice Paenhuys	Rate Class N	90,- EUR/hour exclusive of VAT (i.e 108,90 EUR/hour including 21% VAT)
Evemie Vits	Rate Class N	90,- EUR/hour exclusive of VAT (i.e 108,90 EUR/hour including 21% VAT)

Lawyers may change their rate class. The current rate class of each lawyer can be consulted on the Tuerlinckx Tax Lawyers 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 lawyers, bailiffs, notaries public, translators, bookkeepers, 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 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 eleven percent of the fees charged.

## BAR ASSOCIATION INFORMATION

### Province of Antwerp Bar Association

Jan Tuerlinckx  
 Dave Van Moppes  
 Romy Geysen  
 Dimitri Van Becelaere  
 Pieter Willems  
 Stéphanie Cassimon  
 Tisha Dujardin  
 Winnie Milbou  
 Bas Minten  
 Toon Proost  
 Klaas Francken  
 Emily Polfiet  
 Arthur Verstichel  
 Luka Houbrechts  
 Janne Dietvorst  
 Nouria Belhaddad

### Limburg Bar Association

Jan Tuerlinckx  
 Merten Boyen

### Charleroi Bar Association

Baptistin Alaime

All advocates of Tuerlinckx Tax Lawyers 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](http://www.advocaat.be) > Ik ben advocaat > Reglementen of [www.staatsblad.be](http://www.staatsblad.be) > De publicatie Belgisch Staatsblad.
- the regulations of the Ordre des barreaux francophones et germanophones de Belgique: [www.avocats.be](http://www.avocats.be)
- the regulations of the Antwerp Bar Association. For reference, please see [www.balieantwerpen.be](http://www.balieantwerpen.be)
- the regulations of the Charleroi Bar Association. For reference, please see [www.barreaudecharleroi.be/fr](http://www.barreaudecharleroi.be/fr)
- the regulations of the Limburg Bar Association. For reference, please see [www.balielimburg.be](http://www.balielimburg.be)

## CONTRACTUAL FRAMEWORK FOR SERVICES

§ 8. The framework agreement on provision of services of Tuerlinckx Tax Lawyers – a copy of which will be provided free of cost by Tuerlinckx Tax Lawyers- contains the entirety of the contractual framework on 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 lawyers 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 Tax Lawyers. for information regarding the order of precedence between the language versions, please refer to Clause 17 of the framework agreement on provision of services.

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

This information memorandum shall apply with effect from 25th of March 2024.