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From Koen Platteau Partner
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Our ref PERSONAL/OPEN/KNPL
Your ref

Brussels, [...] 2017

[Addressee]

Dear [...],

Re: Engagement letter

This letter and our enclosed Terms of Business set out the terms upon which Simmons & Simmons LLP ("Simmons & Simmons") proposes to act.

1. Introduction

We are to act on behalf of [...].

2. Scope of work

This engagement letter relates to legal assistance to [...].

3. Our team

I will be responsible for the conduct of this matter on behalf of [...]. I will be assisted by my colleagues [...], Geneviève Borremans and [...]. Our contact details are as follows:

<u>Name</u>	<u>Level of Seniority</u>	<u>Direct Phone</u>	<u>E-mail</u>
Koen Platteau	Partner	(32) 2 542 09 63	Koen.platteau@simmons-simmons.com ...@simmons-simmons.com
Geneviève Borremans	Associate	(32) 2 542 09 80	genevieve.borremans@simmons-simmons.com

For details of our international offices please visit www.simmons-simmons.com

Simmons & Simmons LLP is a limited liability partnership registered in England & Wales with number OC352713 and with its registered office at CityPoint, One Ropemaker Street, London EC2Y 9SS, United Kingdom, and in Belgium with the Crossroad Bank for Enterprises under number 0830.690.083 at the above mentioned address. The word "partner" refers to a member of Simmons & Simmons LLP or an employee or consultant with equivalent standing and qualifications. A list of members and other partners together with their professional qualifications is available for inspection at the above address.

<u>Name</u>	<u>Level of Seniority</u>	<u>Direct Phone</u>	<u>E-mail</u>
			...@simmons-simmons.com

Other lawyers may be added to the team on an as needed basis.

4. Charges

Our fees are based principally on the time we spend on the matter. I set out below the hourly rates (excluding VAT and disbursements) which we propose to charge in this case:

<u>Level of Seniority</u>	<u>Rate (€)</u>
Partner	[...]
Associate	[...]

Our charge rates are subject to review on an annual basis (as per 1 May). Possible changes will be duly notified.

External expenses (e.g. travel costs, bailiff fees) are charged at cost.

5. Reporting and billing arrangements

Our principal contact for you on this matter will be me.

We will render our bills to [...], marked for your attention to the address mentioned below:

[Address]

VAT No.:

It is our usual practice to render our bills on a monthly basis for payment within 30 days. Once received, if you have any query about the bill, please contact me straightaway.

6. Our service

For each of our clients, our policy is to nominate a partner who has overall responsibility for ensuring we deliver a high standard of service, and with whom any problems should be raised. I shall be the client partner for [...].

If you have concerns at any stage about any aspect of our conduct in this matter please contact me or, if you would prefer, our Senior Partner Colin Passmore. We will try to resolve any problem quickly and operate an internal complaints handling system to help us to resolve the problem between ourselves. A copy of our written complaints procedure is available on request.

7. Terms of Business

A copy of the firm's current Terms of Business is attached. These Terms of Business are updated from time to time. The most recent version is always available on our website www.simmons-simmons.com. This engagement letter, together with our Terms of Business constitute the entire agreement and understanding between us, unless we agree otherwise in writing.

If you are happy with the above proposal, please confirm your agreement to these terms by counter-signing the enclosed copy of this letter.

Yours sincerely,

Koen Platteau
Partner
Simmons & Simmons LLP

Accepted and agreed,
For and on behalf of [...]

Enclosure: Terms of Business