

LEGAL NOTICES

GENERAL LEGAL NOTICES

These legal notices detail the mandatory information we must give you and important information about how Addleshaw Goddard provides services to our clients worldwide.

Data Protection

Addleshaw Goddard holds all necessary licences, registrations and authorisations required in order to process personal data in the jurisdictions in which we operate, as determined in accordance with the applicable Law for the jurisdiction in which each member of Addleshaw Goddard is based.

Please refer to our [Privacy Notice](#) for information about what we do with personal data relating to you.

If you have any questions in this regard, or if you wish to exercise any of your rights as a data subject, please contact us at

- ▶ for our UK offices: dataprotection@addleshawgoddard.com
- ▶ for our non-UK offices: dataprotection@aglaw.com

Alternatively you can write to our GC & Risk Team at Milton Gate, 60 Chiswell Street, London EC1Y 4AG.

Where, as part of any matter for you, we process personal data about any third party (including your employees, your customers and any other third parties involved in your matter), you agree that you shall be responsible for ensuring that each data subject to whom such personal data relates:

- ▶ receives a Processing Notice, where required in order for us to act for you on the relevant matter; and
- ▶ has provided their consent to our processing of their personal data, where such consent is necessary in order for us to lawfully process their personal data as part of acting for you.

Information sharing and use of your information

You agree that any information we obtain as a result of acting for you (which may include your confidential information and personal data) may be shared across the AG Group to assist us in providing the services requested by you and complying with the Law. Sharing your Information in accordance with this provision may involve transfer of, or access to, such information worldwide.

All members of the AG Group may use this information, or disclose it to third parties, for our general business purposes, including (but not limited to) one or more of the following;

- ▶ for the provision of our services to you;
- ▶ for disclosure to other third party advisers working for you on the same matter;
- ▶ for fraud prevention, anti-money laundering purposes, anti-bribery purposes and/or generally for the prevention or detection of crime;
- ▶ to ensure the safety and security of our people and premises (where we also use CCTV);
- ▶ for disclosures to our auditors, our own legal and other professional advisors, our insurers and insurance brokers;
- ▶ to administer your account with us, including providing e-billing services at your request and tracing and collecting any debts;
- ▶ to conduct specific tests on our existing or new systems, networks, applications or software;
- ▶ provided that you do not object to us so doing, for advertising, marketing and public relations, including sending you direct marketing communications;

- ▶ to manage our business performance, to assess client satisfaction (such as by asking you to participate in surveys) and generally to help improve our services;
- ▶ as otherwise required by Law;
- ▶ where you have given written consent to such use or disclosure.

Marketing, seminars and training materials

We may use the contact details that you provide to us - including names, telephone numbers, addresses and email addresses - for sending out marketing communications including invitations to events, such as seminars or conferences, or briefings or similar publications which we think might be of interest to you.

If you do not wish to receive such communications, please let us know in writing, addressed to the Business Development team at any of our offices or by sending an email to:

- ▶ for our UK offices: unsubscribe@addleshawgoddard.com
- ▶ for our Singapore office: unsubscribe@aglaw.com
- ▶ for our Hong Kong offices: unsubscribe@aglaw.com
- ▶ for our Dubai office: unsubscribe@aglaw.com
- ▶ for our Oman office: unsubscribe@aglaw.com
- ▶ for our Qatar office: unsubscribe@aglaw.com

Anti-money laundering

In order to comply with the Law, Addleshaw Goddard are obliged to undertake detailed client due diligence and ongoing monitoring for both new and existing clients. Before accepting instructions we must verify the identity of all prospective clients and re-verify all checks periodically thereafter. Due diligence will also be carried out on all connected parties, such as the beneficial owners of a client as part of the verification process.

We may terminate the provision of any services to a client, or be instructed to do so by the relevant authorities, if such client fails to provide evidence of identity or if we suspect that the client or any other party connected with such client or with the matter is involved in any activities proscribed by relevant Law.

Communication and information security

We will communicate with you and, as appropriate, third parties using any normal means such as letters, fax, e-mail, text, instant messaging, telephone, voicemail and video conferencing or using CD-ROMs, DVDs or USB devices. If there is any mode of communication which you do not wish us to use, please notify the partner responsible for the matter in writing.

If you regard any communications from or to us as particularly confidential, or require particular security arrangements with regard to a matter or have alternative communication requirements please notify the partner responsible for the matter in writing.

Our anti-virus and anti-spam filters and other security arrangements may reject or filter legitimate emails. Please ensure that any important email you send is followed up by a telephone call if it has not otherwise been acknowledged.

AG Group cannot guarantee the availability or security of its electronic information, storage and communications systems.

The services we provide

Our services are provided to and for the benefit of our client only. No other person may use or rely upon the services undertaken for you nor derive any rights or benefits from such services unless expressly agreed otherwise.

If there is any change in the Law after the date on which any services are provided, we have no responsibility to notify you of the change or the consequences of such change, unless expressly agreed otherwise.

We alone are responsible for the provision of the services. No AG Individual assumes any personal responsibility to you and accordingly, no AG Individual shall owe you any personal duty of care. Accordingly, when instructing us, you agree that (a) you will not bring any claim whether in contract, tort, under statute or otherwise against any AG Individual or any other member of

Addleshaw Goddard, and (b) AG Individuals and other members of Addleshaw Goddard shall be entitled to rely upon this provision.

Applying agreed liability limits

Any amount agreed with you in writing as a limit on our liability, shall be applied (a) to each matter upon which we act for you; (b) to Losses arising in any circumstances whatsoever, whether in contract, tort, under statute or otherwise, and howsoever caused (including our negligence or non-performance); and (c) as an aggregate cap on the liability of AG Group.

Where we have agreed a monetary cap on our liability, the amount of such cap shall be the greater of (a) such amount agreed with you in writing; and (b) the minimum amount permitted under applicable Law.

For the application of any limit on our liability to matters where advice is provided by our Hong Kong offices, please refer to the relevant jurisdictional page of these Legal Notices.

Professional Indemnity Insurance

Addleshaw Goddard maintains professional indemnity insurance which:

- ▶ covers our practice worldwide;
- ▶ extends to acts and omissions of AG Individuals wherever in the world they may occur; and
- ▶ meets the minimum insurance requirements of all professional regulations to which our practice is subject.

Our current insurers are Aviva Insurance Limited, whose address is 18th Floor St Helen's, 1 Undershaft, London, EC3P 3DQ.

e-billing

Where you have requested that, as part of our services, we invoice you via a third party e-billing provider, Addleshaw Goddard will, unless you expressly notify us in writing to the contrary, use a web based SaaS e-billing application hosted by a third party to provide the invoices in the electronic format required by your e-billing provider.

You warrant that you are entitled to permit Addleshaw Goddard to access and use the e-billing service you require and agree to reimburse Addleshaw Goddard for any costs or other liabilities incurred by any member of the AG Group in engaging with your preferred e-billing provider.

No member of the AG Group shall incur any liability caused by the act, omission, fraud, delay, negligence, insolvency, collapse or default of such e-billing provider (save to the extent of any negligence on our part), including its failure to process your data in accordance with legal requirements.

Financial institutions and systems

If you wish to know the name of the deposit-taking institution(s) where your client money is being held, please ask the partner responsible for any matter.

No member of the AG Group shall incur any liability caused by the act, omission, fraud, delay, negligence, insolvency, collapse or default of a deposit-taking institution or a financial clearing or payment system (save to the extent of any negligence on our part). This does not affect the enforceability of any express legal undertaking.

In the UK, some clients may be entitled to compensation in the event that monies are lost due to the collapse of a deposit-taking institution, please refer to the relevant jurisdictional page of these Legal Notices for further information.

Complaints Handling

You and any third party has a right to complain.

Our Complaints Procedure can be opened and printed in pdf format by clicking the relevant link below.

[Complaints Procedure - Clients](#)

[Complaints Procedure – Third Parties](#)

UK LEGAL NOTICES

The provisions detailed below are applicable to the work provided to the clients of Addleshaw Goddard LLP from our offices in the UK and apply in addition to the General Legal Notices set out above.

Regulatory Regime and Requirements

Addleshaw Goddard LLP is authorised and regulated in England and Wales by the [Solicitors Regulation Authority](#), which is the independent regulatory body of The Law Society of England and Wales and by the Law Society of Scotland. A small number of our lawyers are regulated by other professional legal bodies including [The Bar Standards Board](#), the Institute of Trade Mark Attorneys, and in the case of lawyers admitted in jurisdictions outside England and Wales or Scotland, the relevant regulatory body in the jurisdiction in which they are admitted to practice.

Solicitors' Compensation Fund

[The Solicitors' Compensation Fund Rules 2011](#) provide for the Law Society of England and Wales to establish and maintain a fund for compensation claims. Grants are made from the fund at the discretion of the [Solicitors Regulation Authority](#).

Third Party Rights

Where under any circumstance a third party derives any benefit from the contract between us and you, the provisions of the Contracts (Rights of Third Parties) Act 1999 are excluded save where expressly stated otherwise.

Contentious work - Costs Risk Warning

In litigation, the Court may decide to order one party to pay the costs of another party. The Court usually orders the unsuccessful party to pay all or a part of the successful party's costs although there is no certainty about this. The successful party usually recovers a proportion of its costs from the unsuccessful party although there is no certainty about this. You should be aware that, in a case heard in a court in England and Wales:

- ▶ If you make an interim application to Court which does not succeed you may have to pay the other side's costs, usually within 2 weeks
- ▶ If you lose the case you may have to pay the other side's costs and it is not usually possible for you to withdraw from the case without dealing with the issue of those costs
- ▶ Costs awarded have to be proportionate to the value of the dispute and, in the ordinary course, recovered costs rarely exceed 60-70% of actual expenditure
- ▶ You will still be liable to pay our invoices in full even if the other party fails to pay the costs awarded to you by the Court.
- ▶ Issues which the Court may take into account in assessing the costs payable or recoverable include:
 - ▶ efforts made before and during the proceedings to try to resolve the dispute, including the appropriate use of mediation and other alternative dispute resolution procedures
 - ▶ the effects of payments into court and offers of settlement
 - ▶ the complexity and size of the matter and the difficulty or novelty of the questions raised
 - ▶ the skill, effort, specialised knowledge and responsibility involved
 - ▶ the time spent
 - ▶ the place and circumstances in which the work was done

If the other side is or becomes legally aided it is highly unlikely that you will recover your costs even if you are successful.

If you are unsuccessful, or the court so orders for some other reason, you may be ordered to pay the other side's costs. We will discuss with you whether the likely outcome will justify the expense/risk.

Contentious work – paying for your case

Legal expenses insurance may be included in your contracts of insurance and you should check your policies to see if you are covered. Your policy may cover your costs and/or your liability to pay the other side's costs. If you believe you are covered, please discuss this with us so that we can assist you in notifying your insurer. If you do not have legal expenses insurance, you may be able to purchase insurance to cover you in the event that you have to pay the other side's costs.

Lobbying (Scotland) Act 2016

Where our services on your matter include work which is covered by the definition of "regulated lobbying" under the Lobbying (Scotland) Act 2016 (**Act**), we are required to publically disclose our lobbying activity, carried out on your behalf. Such lobbying activity must be disclosed on the Scottish Government Lobbying Register, which is a public register and openly available online.

If, as part of a matter, you wish to assert privilege over relevant information or keep such information confidential, we will be unable to provide services in respect of that part of your matter which would constitute "regulated lobbying". If you instruct us to provide services which we have informed you would constitute "regulated lobbying", you will be deemed to have waived confidentiality and privilege in relation to any information which we are required to disclose publicly pursuant to the Act.

Financial Services and Insurance Mediation

Addleshaw Goddard is not authorised by the Financial Conduct Authority. However, we are included on the register maintained by the Financial Conduct Authority so that we can carry on insurance mediation activity, which is broadly the advising on, selling and administration of insurance contracts. In addition, our Scottish offices are licensed by the Law Society of Scotland to carry on incidental financial business which includes insurance mediation activity. This part of our business, including redress if something goes wrong is regulated by the Solicitors Regulation Authority for work undertaken from an office in England and Wales and by the Law Society of Scotland for work undertaken from an office in Scotland. The register can be accessed via the Financial Conduct Authority website at: <http://www.fca.org.uk/register>.

While we may provide advice to clients in relation to a matter which involves or relates to an investment, we are only able to provide such advice on a limited basis where an exemption under FSMA applies. Exemptions include the provision of the advice where it is an incidental part of the professional services we have been engaged to provide; where the advice can reasonably be regarded as a necessary part of our professional services or where the provisions of FSMA otherwise permit us to give the advice.

Interest Policy

In the ordinary course when we act for you we will hold any money of yours in our **general client account** on your behalf. When we pay out funds or on completion of the matter, we pay you interest (rates available on request) on the sums we have been holding except:

- ▶ if in accordance with your instructions or any agreement you have entered into or undertaking we have given on your instructions, the interest has been paid to a third party; or
- ▶ if the interest is less than £20.00.

Where you know or reasonably expect that we will hold a high value sum for you and/or that we will hold a sum for a considerable amount of time, you can request us to place the money in a **designated account**. In that event we would account to you for the full amount of interest received from the bank.

FSCS compensation

For clients who are individuals or small companies, compensation is recoverable through the Financial Services Compensation Scheme, in the event monies are lost through the collapse of a deposit-taking institution.

Further information is available at: <http://www.fscs.org.uk>

Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013

Where we are instructed by you in your capacity as a "Consumer" (being *an individual acting for purposes which are wholly or mainly outside that individual's trade, business, craft or profession*) the information provided in the engagement documentation, including the Engagement Letter, Matter Specification and these Legal Notices, satisfies the requirements of the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013.

If you are such a client, and the contract between you and us has not been entered into on Addleshaw Goddard premises, then you should also have been provided with a document headed "Cancellation Information" which notifies you of your rights, under the above regulations, to cancel your contract with us within fourteen working days of your receipt of the engagement letter, without financial consequences. A cancellation form is available for you to complete and return should you wish to exercise this option.

Under the above regulations we cannot provide any element of the services prior to the expiry of the fourteen day cancellation period. If you wish for us to start work as soon as possible you must sign and return the copy Matter Specification or e-mail us with your express authority to commence work for you. In doing so, you will not lose your right to cancel, however should you then exercise that right, you will be liable to pay us for any work we have already undertaken for you.

Under our Terms you have the right to instruct us to stop work at any time outside of the fourteen day period however. If you exercise that right, you will then have to pay us for the work we have done.

Milton Gate
60 Chiswell Street
London EC1Y 4AG
Tel +44 (0)20 7606 8855
Fax +44 (0)20 7606 4390

3, Sovereign Square
Sovereign Street
Leeds LS1 4ER
Tel +44 (0)113 209 2000
Fax +44 (0)113 209 2060

One St Peter's Square
Manchester
M2 3DE
Tel +44 (0)161 934 6000
Fax +44 (0)161 934 6060

19 Rubislaw Terrace
Aberdeen
AB10 1XE
DX: AB7 Aberdeen
Tel +44 (0)1244 965 400

Exchange Tower
19 Canning Street
Edinburgh EH3 8EH
DX: ED27 Edinburgh
Tel +44 (0)131 228 2400

Cornerstone
107 West Regent Street
Glasgow, G2 2BA
DX: GW120 Glasgow
Tel +44 (0)141 221 2300

SINGAPORE LEGAL NOTICES

The provisions detailed below are applicable to the work provided to the clients of Addleshaw Goddard LLP from our offices in Singapore and apply in addition to the General Legal Notices set out above.

Regulatory Regime and Requirements

Addleshaw Goddard LLP is authorised and regulated by the [Solicitors Regulation Authority](#) (with registered number 440721), which is the independent regulatory body of The Law Society of England and Wales and by the Law Society of Scotland, and is licensed by the Attorney General's Office of Singapore to practise law in Singapore as a Licensed Foreign Law Practice and registered with ACRA (with registration number T12FC0039C).

Contentious work (England & Wales) - Costs Risk Warning

In litigation, the Court may decide to order one party to pay the costs of another party. The Court usually orders the unsuccessful party to pay all or a part of the successful party's costs although there is no certainty about this. The successful party usually recovers a proportion of its costs from the unsuccessful party although there is no certainty about this. You should be aware that, in a case heard in a court in England and Wales:

- ▶ If you make an interim application to Court which does not succeed you may have to pay the other side's costs, usually within 2 weeks
- ▶ If you lose the case you may have to pay the other side's costs and it is not usually possible for you to withdraw from the case without dealing with the issue of those costs
- ▶ Costs awarded have to be proportionate to the value of the dispute and, in the ordinary course, recovered costs rarely exceed 60-70% of actual expenditure
- ▶ You will still be liable to pay our invoices in full even if the other party fails to pay the costs awarded to you by the Court.
- ▶ Issues which the Court may take into account in assessing the costs payable or recoverable include:
 - ▶ efforts made before and during the proceedings to try to resolve the dispute, including the appropriate use of mediation and other alternative dispute resolution procedures
 - ▶ the effects of payments into court and offers of settlement
 - ▶ the complexity and size of the matter and the difficulty or novelty of the questions raised
 - ▶ the skill, effort, specialised knowledge and responsibility involved
 - ▶ the time spent
 - ▶ the place and circumstances in which the work was done

If the other side is or becomes legally aided it is highly unlikely that you will recover your costs even if you are successful.

If you are unsuccessful, or the court so orders for some other reason, you may be ordered to pay the other side's costs. We will discuss with you whether the likely outcome will justify the expense/risk.

Contentious work (England & Wales) – paying for your case

Legal expenses insurance may be included in your contracts of insurance and you should check your policies to see if you are covered. Your policy may cover your costs and/or your liability to pay the other side's costs. If you believe you are covered, please discuss this with us so that we can assist you in notifying your insurer. If you do not have legal expenses insurance, you may be able to purchase insurance to cover you in the event that you have to pay the other side's costs.

Financial Services and Insurance Mediation

Addleshaw Goddard is not authorised by the Financial Conduct Authority. However, we are included on the register maintained by the Financial Conduct Authority so that we can carry on insurance mediation activity, which is broadly the advising on, selling and administration of insurance contracts. In addition, our Scottish offices are licensed by the Law Society of Scotland to carry on incidental financial business which includes insurance mediation activity. This part of our business, including redress if something goes wrong is regulated by the Solicitors Regulation Authority for work undertaken from an office in England and Wales and by the Law Society of Scotland for work undertaken from an office in Scotland. The register can be accessed via the Financial Conduct Authority website at: <http://www.fca.org.uk/register>.

While we may provide advice to clients in relation to a matter which involves or relates to an investment, we are only able to provide such advice on a limited basis where an exemption under FSMA applies. Exemptions include the provision of the advice where it is an incidental part of the professional services we have been engaged to provide; where the advice can reasonably be regarded as a necessary part of our professional services or where the provisions of FSMA otherwise permit us to give the advice.

Interest Policy

In the ordinary course when we act for you we will hold any money of yours in our **general client account** on your behalf. When we pay out funds or on completion of the matter, we pay you interest on the sums we have been holding except:

- ▶ if in accordance with your instructions or any agreement you have entered into or undertaking we have given on your instructions, the interest has been paid to a third party or
- ▶ if the interest is less than £20.00

Where you know or reasonably expect that we will hold a high value sum for you and/or that we will hold a sum for a considerable amount of time, you can request us to place the money in a **designated account**. In that event we would account to you for the full amount of interest received from the bank.

10 Collyer Quay
#40-00
Ocean Financial Centre
Singapore 049315
Tel +65 6808 6230
Fax +65 6808 6231

HONG KONG LEGAL NOTICES

The provisions detailed below are applicable to the work provided to the clients of Addleshaw Goddard (Hong Kong) LLP from our offices in Hong Kong and apply in addition to the General Legal Notices set out above.

Regulatory Regime and Requirements

Addleshaw Goddard (Hong Kong) LLP is a Hong Kong limited liability partnership pursuant to the Legal Practitioners Ordinance and regulated by The Law Society of Hong Kong.

Click [here](#) and select the links under the Professional Guide for the current regulatory requirements imposed by The Law Society of Hong Kong.

Applying agreed liability limits

In accordance with applicable regulatory requirements in Hong Kong, the liability of the AG Group will be unlimited with regard to contentious business, as any such liability which arises cannot, pursuant to relevant Law, be limited or excluded.

Scope of our Services

Addleshaw Goddard (Hong Kong) LLP is not permitted to advise on the laws of the People's Republic of China excluding Hong Kong (**Mainland China**). In view of this, our engagement would, insofar as the laws of Mainland China are concerned, necessarily be based on our own research and experience and the advice of our correspondents in Mainland China and as such should not be construed or relied upon as formal legal advice on those laws.

Professional Indemnity Insurance

In addition to our professional indemnity insurance policy, detailed in the General Legal Notices set out above, compulsory professional indemnity insurance is provided by the Hong Kong Solicitors Indemnity Fund Limited for advice provided in Hong Kong.

Contentious work under the jurisdiction of the courts in England and Wales

Where Addleshaw Goddard (Hong Kong) LLP advises on contentious matters under the jurisdiction of the courts in England and Wales, our client's attention is drawn to the costs and funding information detailed in the UK Legal Notices.

Contentious work under Hong Kong jurisdiction

Where a client requires advice on a contentious matter under Hong Kong law and jurisdiction, relevant information on alternative dispute resolution, disclosure obligations and court rules will be provided.

We are not permitted to agree any conditional fee arrangements for contentious matters handled in Hong Kong by Addleshaw Goddard (Hong Kong) LLP

Financial Services and Insurance Mediation

Addleshaw Goddard (Hong Kong) LLP is not authorised under the Securities and Futures Ordinance (Cap 571) of the Laws of Hong Kong (**SFO**) to carry out regulated activities within the meaning of the SFO.

While we may provide advice to clients in relation to a matter which involves or relates to an investment, we are only able to provide such advice on a limited basis where an exemption under SFO applies. Exemptions include the provision of the advice where it is an incidental part of the professional services we have been engaged to provide; where the advice can reasonably be regarded as a necessary part of our professional services or where the provisions of the SFO otherwise permit us to give the advice.

Interest Policy

We will pay interest on client account balances in accordance with applicable regulatory requirements.

802-804 Champion Tower
3 Garden Road
Central, Hong Kong
Tel: +852 2253 3000

DUBAI LEGAL NOTICES

The provisions detailed below are applicable to the work provided to the clients of Addleshaw Goddard (Middle East) LLP from our offices in Dubai and apply in addition to the General Legal Notices set out above.

Regulatory Regime and Requirements

Addleshaw Goddard (Middle East) LLP is a wholly owned subsidiary of Addleshaw Goddard LLP and a limited liability partnership licensed in the Dubai International Financial Centre (Commercial License Number 1200) registered with the [Dubai Financial Services Authority](#) (Reference Number F001625).

In accordance with the DIFC Regulatory Law No.1 of 2004, we are obliged to act within the scope of our DFSA license and comply with our legal and regulatory obligations as prescribed by the DFSA and/or the DIFC.

DIFC means Dubai International Financial Centre

DFSA means Dubai Financial Services Authority

Addleshaw Goddard LLP is authorised and regulated by the [Solicitors Regulation Authority](#), which is the independent regulatory body of The Law Society of England and Wales and by the Law Society of Scotland. A small number of our lawyers are regulated by other professional legal bodies including [The Bar Standards Board](#), the Institute of Trade Mark Attorneys, and in the case of lawyers admitted in other jurisdictions, the relevant regulatory body in the jurisdiction in which they are admitted to practice.

Contentious Work - Costs Risks Warning

In DIFC Courts litigation, the DIFC Court may decide to order one party to pay the costs of another party. The DIFC Court usually orders the unsuccessful party to pay all or a part of the successful party's costs although there is no certainty about this. The successful party usually recovers a proportion of its costs from the unsuccessful party although there is no certainty about this.

You should be aware that:

- ▶ If you make an interim application to the DIFC Courts which does not succeed you may have to pay the other side's costs, usually within two weeks, unless another date is set by the Court
- ▶ If you lose the case you may have to pay the other side's costs and it is not usually possible for you to withdraw from the case without dealing with the issue of those costs
- ▶ Costs awarded on a standard basis have to be proportionate to the value of the dispute and reasonable, (with any doubt resolved in favour of the paying party). Recovered costs rarely exceed 60-70% of actual expenditure when assessed on the standard basis. The position is different if costs are awarded on an indemnity basis. In that case costs only have to be reasonable and the Court will resolve any doubt which it may have as to whether costs were reasonably incurred or were reasonable in amount in favour of the receiving party
- ▶ You will still be liable to pay our invoices in full even if the other party fails to pay the costs awarded to you by the Court
- ▶ Issues which the DIFC Courts may take into account in assessing the costs payable or recoverable include:
 - ▶ efforts made before and during the proceedings to try to resolve the dispute, including the appropriate use of mediation and other alternative dispute resolution procedures
 - ▶ the effects of payments into court and offers of settlement
 - ▶ the complexity and size of the matter and the difficulty or novelty of the questions raised

- ▶ the skill, effort, specialised knowledge and responsibility involved
- ▶ the time spent
- ▶ the place and circumstances in which the work was done

If the other side is or becomes legally aided it is highly unlikely that you will recover your costs even if you are successful.

If you are unsuccessful, or the court so orders for some other reason, you may be ordered to pay the other side's costs.

We will discuss with you whether the likely outcome will justify the expense/risk.

Contentious work – paying for your case

Legal expenses insurance may be included in your contracts of insurance and you should check your policies to see if you are covered. Your policy may cover your costs and/or your liability to pay the other side's costs. If you believe you are covered, please discuss this with us so that we can assist you in notifying your insurer. If you do not have legal expenses insurance, you may be able to purchase insurance to cover you in the event that you have to pay the other side's costs.

Level 15, Tower 2
Al Fattan Currency House
Dubai International Finance Centre
PO Box 506555, Dubai
United Arab Emirates
Tel: +971 4 350 6400
Fax: +971 4 354 4944

OMAN LEGAL NOTICES

The provisions detailed below are applicable to the work provided to the clients of Addleshaw Goddard from our offices in the Sultanate of Oman and apply in addition to the General Legal Notices set out above.

Regulatory Regime and Requirements

Nasser Al Habsi & Saif Al Mamari Law Firm is licensed by the Ministry of Justice of Oman (Registration Number 67/2013) and operates in Oman in association with Addleshaw Goddard (Middle East) LLP.

Addleshaw Goddard (Middle East) LLP is a wholly owned subsidiary of Addleshaw Goddard LLP and a limited liability partnership licensed in the Dubai International Financial Centre (Commercial License Number 1200) registered with the [Dubai Financial Services Authority](#) (Reference Number F001625).

Addleshaw Goddard LLP is a limited liability partnership registered in England and Wales and is authorised and regulated by the [Solicitors Regulation Authority](#), which is the independent regulatory body of The Law Society of England and Wales and by the Law Society of Scotland. A small number of our lawyers are regulated by other professional legal bodies including [The Bar Standards Board](#), the Institute of Trade Mark Attorneys, and in the case of lawyers admitted in other jurisdictions, the relevant regulatory body in the jurisdiction in which they are admitted to practice.

Contentious Work

Nasser Al Habsi & Saif Al Mamari Law Firm is not currently licensed to provide legal services on contentious matters which require rights of audience in the Omani Courts.

Nasser Al Habsi & Saif Al Mamari Law Firm
Beach One,
Shatti Al Qurum,
POBox 4, PC 102
Al Qurum,
Sultanate of Oman

QATAR LEGAL NOTICES

The provisions detailed below are applicable to the work provided to the clients of Addleshaw Goddard (GCC) LLP from our offices in Qatar and apply in addition to the General Legal Notices set out above.

Regulatory Regime and Requirements

Addleshaw Goddard (GCC) LLP is a wholly owned subsidiary of Addleshaw Goddard LLP and a limited liability partnership incorporated in the Qatar Financial Centre (QFC No. 00174) licensed by the [Qatar Financial Centre Authority](#).

Addleshaw Goddard LLP is a limited liability partnership registered in England and Wales and is authorised and regulated by the [Solicitors Regulation Authority](#), which is the independent regulatory body of The Law Society of England and Wales and by the Law Society of Scotland. A small number of our lawyers are regulated by other professional legal bodies including [The Bar Standards Board](#), the Institute of Trade Mark Attorneys, and in the case of lawyers admitted in other jurisdictions, the relevant regulatory body in the jurisdiction in which they are admitted to practice.

Level 44,
Tornado Tower,
West Bay,
Doha,
State of Qatar
Tel +974 4019 0300
Fax +974 4458 1819

Definitions and Interpretation

In these Legal Notices, the following expressions shall have the following meanings:

Addleshaw Goddard means Addleshaw Goddard LLP together with each AG Entity

Addleshaw Goddard LLP means Addleshaw Goddard LLP a limited liability partnership incorporated in England and Wales with registered number OC318149, authorised and regulated by the Solicitors Regulation Authority and by the Law Society of Scotland and whose registered office is at Milton Gate, 60 Chiswell Street, London EC1Y 4AG and any successor practice

Addleshaw Goddard (GCC) LLP means Addleshaw Goddard (GCC) LLP, a wholly owned subsidiary of Addleshaw Goddard LLP and a limited liability partnership incorporated in the Qatar Financial Centre (QFC No. 00174) and licensed by the Qatar Financial Centre Authority

Addleshaw Goddard (Hong Kong) LLP means Addleshaw Goddard (Hong Kong) LLP, a Hong Kong limited liability partnership pursuant to the Legal Practitioners Ordinance whose trading address is at 802-804 Champion Tower, 3 Garden Road, Central, Hong Kong

Addleshaw Goddard (Middle East) LLP means Addleshaw Goddard (Middle East) LLP, a wholly owned subsidiary of Addleshaw Goddard LLP and a limited liability partnership licensed in the Dubai International Financial Centre (Commercial License Number 1200) registered with the Dubai Financial Services Authority (Reference Number F001625)

Addleshaw Goddard Singapore means the branch of Addleshaw Goddard LLP which operates in Singapore

AG Individual means any partner, director, officer or employee of, or any consultant or other advisor to, Addleshaw Goddard LLP or any AG Entity such as English qualified solicitors, barristers, trainee solicitors, paralegals, lawyers qualified in other jurisdictions and support staff and **AG Individuals** shall be construed accordingly

AG Entity means any entity owned or controlled by Addleshaw Goddard LLP or any of its partners, or owned or controlled by any other AG Entity or any of such AG Entity's partners, including Addleshaw Goddard (GCC) LLP, Addleshaw Goddard (Hong Kong) LLP, Addleshaw Goddard (Middle East) LLP and Nasser Al Habsi & Saif Mamari Law Firm and **AG Entities** shall be construed accordingly

AG Group means Addleshaw Goddard LLP, AG Individuals and AG Entities

DP Law means (i) GDPR and any applicable Law implementing the GDPR in the United Kingdom from time to time; (ii) The Data Protection Act 2018 (subject to Royal Assent) to the extent that it relates to the processing of personal data and privacy; (iii) any other Law that replaces or converts into domestic Law, the directives and/or regulations implemented by EU member states relating to data protection, the processing of personal data and privacy, as a consequence of the United Kingdom leaving the European Union; and (iv) all Law applicable to data protection, the processing of personal data and privacy in force anywhere in the world from time to time, and **processing, controller, processor, personal data, personal data breach, data subject** and **supervisory authority** shall have the meanings given to them in DP Law.

GDPR means the General Data Protection Regulation ((EU) 2016/679).

Law means, in any jurisdiction in which Addleshaw Goddard provides services, applicable: (a) common law; (b) case law; (c) legislation, enactment, statute, statutory instrument, regulation, by-law; ordinance or subordinate legislation; (d) statutory, industry or other professional regulations, rules, codes, guidance, regulations, practice directions, instruments and provisions

Losses means all losses, liabilities, fines, damages, costs and expenses including legal fees on a solicitor/client basis and disbursements and costs of investigation, litigation, settlement, judgment, interest and penalties

Nasser Al Habsi & Saif Al Mamari Law Firm means Nasser Al Habsi & Saif Al Mamari Law Firm, an AG Entity, licensed by the Ministry of Justice in Oman and operating in association with and controlled by Addleshaw Goddard (Middle East) LLP and whose trading address is Unit 402, Beach One, Building 37, Way 2601, Al Sarooj, Muscat, Sultanate of Oman

partner means someone who is a member of Addleshaw Goddard LLP or a member or partner of any AG Entity or an employee or consultant with equivalent standing and qualifications. A list of our members' names may be inspected at our registered offices

Processing Notice means information required to be provided to a data subject where personal data has been collected from or obtained in respect of such data subject, as set out in Article 13 and Article 14 of the GDPR or any similar requirement under DP Law.

we, us, and our, means Addleshaw Goddard LLP or such other AG Entity with which the client has entered into a contract to provide services.

you means the client, being the person or persons identified by us as having provided our instructions and to whom we are providing the services and **your** shall be construed accordingly

use of the words **other, includes, including, for example** and **in particular** and similar words or phrases, do not limit the generality of any preceding words and any words which follow them shall not be construed as being limited in scope to the same class as preceding words where a wider construction is possible.

references to us carrying out **work** for or providing **advice** to our clients, include all aspects of our services, for example drafting documents, negotiating on our client's behalf and advising on the Law.

any reference to **liability** means that, notwithstanding any provision in these Legal Notices which details the extent to which the liability of members of the AG Group is limited or excluded, nothing in these Legal Notices shall limit or exclude the liability of any member of the AG Group for:

- ▶ death or personal injury arising out of negligence
- ▶ fraudulent misrepresentation or
- ▶ any other matter which cannot be limited or excluded by Law

use of the words **expressly agreed** means we have given prior consent in writing

