

PORTAL GENERAL TERMS OF BUSINESS (GENERAL TERMS)

THE TERM 'AGREEMENT' COMPRISES: Our General Terms; Your Orders; and The Portal Access Agreement.

'Customer', 'you' and 'your', as referred to in these General Terms, unless otherwise agreed shall refer to the billing entity listed within the Portal associated to the User, and if no billing entity associated to the User the legal entity for which the Supplies are provided (as defined herein).

'we', 'our' and 'us', or 'CPA Global', as referred to in these General Terms, shall refer to VALIPAT S.p.r.l. a Belgian Company with registered offices located on Rue de Livourne, 7, 1060 Brussels, Belgium, with Company Number 0806.735.439 or its applicable Affiliate contracting for the Supplies (as defined herein) as set out within an Order (as defined herein) or as identified within your invoice.

A party to this Agreement (as defined herein) shall be a **Party**.

All capitalised terms used in the Agreement shall have the meaning given in the Definitions clause of these General Terms unless otherwise stated.

THIS AGREEMENT GOVERNS YOUR RELATIONSHIP WITH US IN YOUR PURCHASE AND USE OF OUR SOFTWARE AND/OR SERVICES ORDERED VIA OUR PORTAL OR SUBMITTED THROUGH OTHER APPROVED MEANS TO US.

YOU AGREE TO THESE GENERAL TERMS BY: CLICKING A BOX INDICATING YOUR ACCEPTANCE; EXECUTING AN ORDER FORM THAT REFERENCES THIS AGREEMENT; OR, FOR ANY FREE SERVICES, THE USE OF SUCH SERVICES.

IF YOU ARE ENTERING INTO THIS AGREEMENT ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, YOU WARRANT AND REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH ENTITY AND ITS AFFILIATES TO THESE GENERAL TERMS, IN WHICH CASE THE TERMS "YOU" OR "YOUR" SHALL REFER TO SUCH ENTITY AND ITS AFFILIATES. IF YOU DO NOT HAVE SUCH AUTHORITY, OR IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, YOU MUST NOT ACCEPT THIS AGREEMENT AND MAY NOT USE THE SERVICES.

NO COMPETITOR ACCESS OR BENCHMARKING IS PERMITTED. YOU ARE NOT PERMITTED ACCESS TO THIS PORTAL IF YOU ARE OUR DIRECT COMPETITOR OF ANY OF OUR SERVICES, EXCEPT WITH OUR PRIOR WRITTEN CONSENT. ACCESS IS NOT PERMITTED FOR THE PURPOSES OF MONITORING AVAILABILITY, PERFORMANCE OR FUNCTIONALITY, OR FOR ANY OTHER BENCHMARKING OR COMPETITIVE PURPOSES.

1. DEFINITIONS

Capitalised terms used in this agreement shall have the following meanings:

Additional Supplies means Supplies you may request not included under other categories in this Agreement;

Affiliate means, with respect to an entity, any person or entity that directly or indirectly owns, is owned by, or is under common ownership with that entity. For purposes of this definition, ownership means control of more than a 50% interest in an entity;

Agent means the third-party agent / subcontractor providing some aspects of the execution of Services from our designated existing agent network, or a Specified Agent as may be requested by you for the conclusion of the Services.

Agreement means these General Terms, your Order(s) and other incorporated documents;

Commencement Date means the date of your acceptance of these General Terms via the Portal or otherwise agreed within an Order;

Confidential Information means information received from the other Party which is marked or stated to be confidential at the time of disclosure, or which by its nature ought reasonably to be regarded as confidential including, without limitation, any services, software, pricing and discounts communicated pursuant to these General Terms;

Customer email address means the valid email address that the Customer has advised through the Portal or other means for the receipt and approval of any electronic communications from us;

Customer Data means all data, documents, email or other materials submitted by you, or by a third party on your behalf, in respect of the Supplies;

Customer Materials means such materials and information including, where relevant, documentation, reports and data, as we reasonably require for the provision of the Supplies;

Customer Representative means a person appointed by you to be a point of liaison with us in respect of the Agreement;

Deliverables means all products, works, materials, documentation and information (other than Software)

that are developed specifically for delivery to you pursuant to an Order;

Export Control Rules means all applicable import, export and re-export control law and regulation of any country, including the US International Traffic in Arms Regulations the United States Export Administration Regulations, Council Regulation (EC) No.428/2009 on the control of exports of dual use items and technology, and country specific economic sanctions programs or embargoes adopted against countries or individuals under any national or international legislation, including any measures implemented by the US Office of Foreign Assets Control, and/or any other applicable national or international export control laws or regulations;

Fees means the fees specified in the applicable Order and payable in accordance with the Fees Clause in these General Terms;

Force Majeure Event means an event or circumstance beyond either party's reasonable control including, without limitation, any acts of God, war, fire, flood, embargo, nuclear accident or explosion, civil unrest, failures by telecommunications carriers or internet service, denial of service attacks, any nationalization, confiscation, requisition, expropriation, seizure or destruction of property by or under any government, or any other act of government, or in respect of us, any delay caused by your act or omission;

General Terms means these general terms of business;

Intellectual Property Rights means any and all trademarks, rights in designs, look and feel, trade names, copyrights, future copyrights, patents, rights in databases (whether registered or not and any applications to register or rights to apply for registration of any of the foregoing) rights in inventions, know how, trade secrets and other confidential information and all other intellectual property rights of a similar or corresponding nature which may now or in the future subsist in any part of the world;

Order means either (i) a Request submitted by you for Service(s), in the form specified by us, for specific Supplies via the Portal and acknowledged and accepted by us in a formal confirmation email sent to Customer's Email Address, (system automated acknowledgements of a Request do not constitute

acceptance) or (ii) an Order mutually agreed outside the Portal signed by the parties authorised signatories;

Order Effective Date means the effective date for an Order on which that Order comes into force when accepted by us in a formal confirmation email sent to Customer's Email Address, (automated acknowledgements of a request do not constitute acceptance)

Order Effective Period means the period commencing on the relevant Order Effective Date up until the completion of the Supplies within that Order. unless earlier terminated in accordance with the Agreement;

Personal Data means any information relating to a Data Subject such as a name, an identification number, location data, an online identifier or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;

PAA means the Portal Access Agreement appearing on the Portal governing the access to such Portal as may be updated from time to time;

Portal means the Portal available at the designated web address provided to you or such successor site as notified to the Customer from time to time including all applications hosted on it (other than those based in Jersey, Channel Islands which are contracted for separately);

Pre-Existing Property means data, information, materials, software, tools, processes or Intellectual Property Rights developed by a Party prior to initiation of the Supplies or independent of the Supplies provided or licensed hereunder as well as any improvements or enhancements to such data, information, materials, software, tools, processes or Intellectual Property Rights;

Request means a request for a Service submitted in English via the Portal or sent to support.delegate@cpaglobal.com (or other email address as may be notified of from time to time). A Request for multiple Services shall be deemed one Request encompassing all relevant Services and their applicable terms.

Service(s) means in relation to European Patent Validations and Filing Services set out within the

Service Specific terms in Schedule 1 below; or such other services as may be agreed within an Order;

Specified Agent means an agent / subcontractor for the Services that is not part our existing network of agents and has been specifically requested by you for the performances of the Services and we have agreed as part of the Order;

Sub processor means any processor engaged by us (or by any of our other subprocessors) who agrees to receive from us (or from any of our other subprocessors) personal data exclusively intended for processing activities to be carried out on behalf of you.

Supplies means the Services purchased by you under an Order and as more fully described in the Order;

Technology means in relation to Supplies comprising hosted software all software used in the operation, management or maintenance of the Supplies, and all other software, hardware, products, processes, algorithms, user interfaces, know how, techniques, designs and other tangible or intangible technical material or information made available to you;

Users means an employee, consultant, contractor or agent of Customer who has been granted access by us to the Portal and has been supplied user identifications and passwords.

Working Day means a day (other than a Saturday or Sunday) on which the banks are ordinarily open for business in the jurisdiction in which the supplying entity is located; and

2. THE AGREEMENT

- 2.1. These General Terms are hereby incorporated into each Order (including any and all documents expressly incorporated by reference therein). Each Order, together with these General Terms and the PAA forms a single Agreement between the parties to the Order.
- 2.2. If there is any conflict between these General Terms and the applicable Order (together comprising the Agreement), the conflict shall be resolved with following order of precedence:
 - 2.2.1. The applicable Order ;
 - 2.2.2. These General Terms ; and

- 2.2.3. The PAA and any other document referred to in the Agreement.
- 2.3. Your Affiliates may, having been duly authorised and by making an Order via the Portal, independently and in their own name, enter into an Agreement with us.

3. YOUR RESPONSIBILITIES

- 3.1. You shall comply with the obligations contained within this Agreement.
- 3.2. In addition to any particular items specified in the relevant Order, you shall, at no charge, provide:
- 3.2.1. Access to your Customer Representative, any other employees, and any relevant consultants and ensure that both you and any such personnel co-operate fully with us;
- 3.2.2. Any Customer Materials that we reasonably require to provide the Supplies in a timely manner in order for us to provide the Supplies.
- 3.3. You shall ensure that all information provided is complete, accurate and up to date in all respects;
- 3.4. You acknowledge that our provision of the Supplies is dependent upon your timely and effective performance. If you fail to perform in a timely manner, this may result in us being unable to provide the Supplies or the Deliverables (or any part of them) in accordance with the Agreement. In such circumstances, we shall have no liability in respect of such failure and you shall grant to us such additional time as is necessary to provide the Supplies and/or the relevant Deliverable, as the case may be, and shall pay to us any additional fees reasonably necessary to compensate us for any necessary additional work or costs.

4. FEES, PAYMENT AND TAXES

- 4.1. A quotation for Services may be provided by the Portal, such quotation is valid for 28 calendar days and will be the basis for the agreed Fees within an Order. The final agreed Fees are those set within an Order and is based on the information provided by you. Fees may be subject to change due to any incorrect, inaccurate information, additional services or late fees that may be applicable to the Service.
- 4.2. You shall pay the Fees to us as consideration for the provision of the Supplies. We shall invoice you, and you shall pay to us, the Fees in the currency specified in the applicable Order. Arrangements to invoice an alternative entity are subject to mutual agreement between the parties and may include additional Fees.
- 4.3. If any sums of money require to be converted from one currency to another, such sums or shall be calculated using our rates from time to time, which include provision for funds management e.g. currency exchange/risk exposure, managing global transactions, credit risk and the like.
- 4.4. Indexation. For Order's with a duration of more than one year, we shall have the right to automatically increase the applicable Fees within an Order by no more than the consumer prices index published by the World Bank for the relevant country in which the Customer resides or 5% whichever the greater.
- 4.5. General Price Increase. For an Order with a duration of more than one year, on the first anniversary of the Order, we shall be entitled to change the Fees upon sixty (60) days' notice to Customer.
- 4.6. Unless otherwise provided in the Order, you shall pay us in accordance with the Agreement within thirty (30) calendar days of the date of our invoice. If any sum payable under these General Terms is not paid by the due date then (without prejudice to our other rights and remedies) we reserve the right to suspend any or all of the provision of the Supplies and charge interest on the overdue sum from the due date to the date of actual payment (both before and after any judgment) at the lesser rate of (a) 1% per month, or (b) the maximum rate permitted by law. In addition, you shall be liable for any and all costs we incur in collection of any overdue amounts and accrued interest, including legal fees and costs, which you shall pay upon demand. Any dispute regarding invoices shall be dealt with under the Disputes Clause. Notwithstanding the

above you agree to pay the undisputed portion of such invoices promptly to us.

- 4.7. All Fees and expenses are exclusive of value added, sales, use, excise, import and any other applicable tax, duties or other charges on the Supplies provided by us under these General Terms. You shall pay the Fees without any withholding or deduction of any withholding tax or other tax or mandatory payment to government agencies. If your country of residence requires you to withhold any taxes on payments made to us under the Agreement, the sum payable by you upon which such withholding or deduction is based shall be increased to the extent necessary to ensure that, after such withholding or deduction, we receive and retain, free from liability for such withholding or deduction, a net amount equal to the amount we would have received and retained in the absence of such required withholding or deduction. Each Party hereby agrees to cooperate in any contest, legal or administrative proceeding related to the validity, payment or amount of any withholding tax.
- 4.8. We shall be entitled to set-off any amount owed by you to us against any amount owing from us to you.
- 4.9. If in our reasonable opinion your creditworthiness deteriorates before completion of performance of the Supplies, we reserve the right to require full or partial payment of all Fees and expenses or the provision of appropriate security prior to performance.

5. WARRANTIES

- 5.1. You warrant that :
- 5.1.1. You have the capacity and authority to enter into and to perform the Agreement and that the Agreement is executed by your duly authorised representative;
- 5.1.2. You have the legal right and authority to provide us with access and use of the Customer Materials and the Customer Data;

- 5.1.3. We are authorised to use the Customer Materials in the way contemplated by for the Supplies;
- 5.1.4. The Customer Materials are complete, accurate and not misleading; and
- 5.1.5. Information will be provided in a timely manner in order to conclude the Supplies; and
- 5.1.6. You have the right to submit instructions for the conclusion of the Supplies; and
- 5.1.7. shall have sufficient funds for the payment of all Fees.

5.2. We warrant that :

- 5.2.1. We have the capacity and authority to enter into and to perform the Agreement and that the Agreement is executed by our duly authorised representative;
- 5.2.2. The Supplies shall be provided in accordance with the Agreement; and
- 5.2.3. We own or are correctly licensed for all Intellectual Property Rights provided by us in the Supplies; and
- 5.2.4. Other than for offerings via the Portal, services will be carried out with reasonable skill and care.

- 5.3. THE PORTAL, SOFTWARE AND ANY CONTENT ACCESSIBLE VIA THE PORTAL ARE PROVIDED "AS IS". THE WARRANTIES PROVIDED BY US IN THE AGREEMENT ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES. EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, WE DISCLAIM ALL WARRANTIES AND CONDITIONS EXPRESSED OR IMPLIED WITH REGARD TO THE SUPPLIES PROVIDED UNDER THIS AGREEMENT, INCLUDING ALL IMPLIED WARRANTIES AND CONDITIONS OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. THESE DISCLAIMERS CONSTITUTE AN ESSENTIAL PART OF THIS AGREEMENT.

6. PROPRIETARY RIGHTS, NON EXCLUSIVITY

- 6.1. Each Party shall retain all right, title and interest in and to its Pre-Existing Property. Each Party grants a limited licence to use, copy, store, transmit and display its Pre-Existing Property to the extent necessary to discharge such Party's obligations pursuant to this Agreement. Where you have reported fixes or suggestions of improvements to the Supplies or Portal, we shall own all rights therein without further liability or compensation to you and you hereby assign them to us.
- 6.2. Subject to each Party's retention of its rights in and to its Pre-Existing Property as set out above, and unless specified otherwise in the applicable Order, all Intellectual Property Rights in the Deliverables shall vest in you on creation and we hereby assign and shall assign to you all of our worldwide right, title and interest in and to all Intellectual Property Rights in the Deliverables. At your request and expense, we shall sign documents and take any other action reasonably necessary to evidence, perfect or protect your rights in the Deliverables. For the avoidance of doubt nothing in these General Terms shall prohibit us from using our Pre-Existing Property to provide services and deliverables to third parties, even if such services and/or deliverables are the same or substantially similar to those Supplies and/or Deliverables provided to you under the Agreement. We hereby waive any moral or author's rights we may have in the written material provided to you.
- 6.3. Nothing in these General Terms shall be construed as creating an exclusive relationship between the Parties. Subject to obligations of confidentiality, each Party may use knowledge or expertise gained by that Party during the course of provision or receipt of the Supplies.

7. INDEMNIFICATION

- 7.1. A Party (the ***Indemnifying Party***) shall indemnify the other Party (the ***Indemnified Party***) subject to compliance with the remainder of this Indemnification Clause, against all

liabilities, costs, damages and expenses which are incurred by the Indemnified Party as a result of:

- 7.1.1. all third-party claims, to the extent that such liability is based on claims of infringement of any third party's Intellectual Property Rights by the Indemnifying Party in connection with this Agreement; and/or
 - 7.1.2. the Indemnifying Party's tax obligations under the Agreement
- 7.2. In connection with any claim under this Indemnification Clause: (a) each Party shall notify the other as soon as it becomes aware of in writing of a claim; (b) the Indemnified Party shall take all reasonable steps to mitigate any loss it may incur as a result of, or in connection with, any claim; (c) the Indemnifying Party and/or its insurers shall have control of the defence and all settlement negotiations relating to any such claim using counsel of its choice; (d) the Indemnified Party's counsel shall be entitled to be consulted (but not control) in the defence of the claim at such Party's cost and expense; (e) the Indemnified Party shall provide such information and assistance as the Indemnifying Party may reasonably request to help defend such claims; and (f) the Indemnified Party shall not have any right to settle, admit or acknowledge any liability or wrongdoing of the Indemnifying Party or otherwise require the Indemnifying Party to take or refrain from taking any material action (such as the payment of fees) without such Party's consent. The Indemnifying Party shall not be liable for payment of any settlements negotiated by anyone other than itself, its insurers, or its respective counsel.
 - 7.3. The provisions of this Indemnification Clause shall not apply to the extent such claim is based on: (i) use of the Supplies or Deliverables other than in accordance with these General Terms; (ii) any modification of the Supplies or Deliverables not authorized by us; (iii) the combination, operation or use of the the Portal with any third party programs or computer programs not supplied or approved by us;

(iv) use of a superseded or altered release of any software or the Portal.

- 7.4. If your use or possession of any software or the Portal as part of the Supplies or Deliverables in accordance with the Agreement is in our sole opinion, likely to constitute an infringement of a third party's Intellectual Property Rights, then we may promptly and at our own expense, use our reasonable endeavours to (a) procure for you the right to continue using the software or the Portal as part of Supplies or Deliverables; or (b) modify or replace the the software or the Portal being used as part of Supplies or Deliverables so as to avoid the infringement; or (c) terminate the Agreement and we shall refund the fees paid by you to us.

8. ORDER EFFECTIVE PERIOD, TERMINATION, AND EFFECT OF TERMINATION

- 8.1. Unless terminated earlier pursuant to the provisions of this Clause:
- 8.1.1. These General Terms shall take effect on the Commencement Date and shall continue in force until all Orders under the Agreement have terminated or expired;
- 8.1.2. Each Order shall take effect on its Order Effective Date and shall continue in force until the earlier of the discharge of all obligations of both Parties under that Order or the expiry of its Order Effective Period; and
- 8.2. Either Party may, without prejudice to its other rights or remedies, terminate an Order or the Agreement with immediate effect by written notice to the other Party, in the event of:
- 8.2.1. Any material breach of the Agreement (including, without limitation, non-payment of fees for sixty (60) days from the date of which we have notified you that payment is outstanding) by the other Party which is not remedied within thirty (30) days after the service on the Party in default of a written notice specifying the nature of the breach and requiring that the same be remedied, unless the Agreement provides that a remedy for such breach as set out in this Agreement is sole and exclusive; or
- 8.2.2. The other Party becoming insolvent, entering into liquidation, whether voluntary or compulsory, passing a resolution for its winding up, having a receiver or administrator appointed over the whole or any part of its assets, making any composition or arrangement with its creditors or taking or suffering any similar action in consequence of its debt.
- 8.3. Unless otherwise specified within an Order, either Party may terminate this Agreement upon and/or any Individual Order for any reason upon thirty (30) days' prior written notice to the other Party. If either Party terminates without cause pursuant to this Clause, any Orders not terminated and entered into prior to the effective date of termination shall continue under these General Terms for the remainder of the relevant Order Effective Period.
- 8.4. Upon termination of this Agreement or an Order for any reason whatsoever:
- 8.4.1. You shall pay all outstanding Fees and any other Fees and expenses incurred but not yet paid and due to us under the Agreement;
- 8.4.2. On request both Parties shall destroy any Confidential Information received under the Agreement; and
- 8.4.3. Any accrued rights or liabilities of either Party or any provision of the Agreement which is expressly or by implication intended to come into or continue in force on or after such termination shall not be affected.
- 8.5. Upon termination of the Agreement in its entirety by either party all licenses granted herein shall terminate immediately and you shall cease using and shall procure that all permitted users shall cease using, the Portal and any related software.

9. LIMITATION OF LIABILITY

- 9.1. UNLESS OTHERWISE AGREED IN AN ORDER SIGNED BY THE PARTIES AUTHORISED SIGNATORIES, OUR LIABILITY ARISING UNDER THE INDEMNIFICATION CLAUSE (WHICH LIABILITY SHALL NOT BE SUBJECT TO THIS CLAUSE 9) AND SUBJECT TO THE OTHER PROVISIONS SET OUT IN THIS LIMITATION OF LIABILITY CLAUSE, OUR LIABILITY UNDER THE AGREEMENT FOR ANY AND ALL CLAIMS, INCLUDING CLAIMS OF CONTRACT, TORT (INCLUDING NEGLIGENCE) AND STRICT LIABILITY, AND INCLUDING WHERE WE ARE IN REPUDIATORY BREACH, SHALL NOT EXCEED THE AMOUNTS PAID AND PAYABLE BY YOU TO US UNDER THE AGREEMENT DURING THE PRECEDING TWELVE (12) MONTHS FOR THE SUPPLIES GIVING RISE TO THE CLAIM, EXCEPT WHERE SUCH CLAIM IS IN RELATION TO A LAPSED AND UNRESTORED INTELLECTUAL PROPERTY RIGHT IN WHICH CASE THE LIMITATION OF LIABILITY SHALL BE THE GREATER OF (I) THE AMOUNTS PAID AND PAYABLE BY YOU TO US UNDER THE AGREEMENT DURING THE PRECEDING TWELVE (12) MONTHS FOR THE SUPPLIES OR (II) 1 MILLION EUROS.
- 9.2. NOTHING IN THE AGREEMENT SHALL EXCLUDE OR IN ANY WAY LIMIT A PARTY'S LIABILITY FOR FRAUD, OR FOR DEATH OR PERSONAL INJURY CAUSED BY ITS NEGLIGENCE, OR ANY OTHER LIABILITY INCLUDING, IF APPLICABLE IN A RELEVANT JURISDICTION, GROSS NEGLIGENCE OR WILFUL MISCONDUCT TO THE EXTENT THE SAME MAY NOT BE EXCLUDED OR LIMITED AS A MATTER OF LAW.
- 9.3. NEITHER PARTY SHALL BE LIABLE TO THE OTHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE OR BREACH OF STATUTORY DUTY) OR OTHERWISE (INCLUDING WHERE WE ARE IN REPUDIATORY BREACH) FOR ANY OF THE FOLLOWING LOSSES OR DAMAGES, WHETHER DIRECT, INDIRECT OR CONSEQUENTIAL ARISING

OUT OF, OR IN CONNECTION WITH, THIS AGREEMENT AND EVEN IF SUCH LOSSES AND/OR DAMAGES WERE FORESEEN, FORESEEABLE OR KNOWN, OR THE BREACHING PARTY WAS ADVISED OF THE POSSIBILITY OF THEM IN ADVANCE:

- 9.3.1. LOSS OF ACTUAL OR ANTICIPATED PROFITS;
- 9.3.2. LOSS OF BUSINESS REVENUE ;
- 9.3.3. LOSS OF ANTICIPATED SAVINGS ;
- 9.3.4. LOSS OF, DAMAGE TO OR CORRUPTION OF DATA;
- 9.3.5. LOSS OF OPPORTUNITY ;
- 9.3.6. LOSS OF GOODWIL ;
- 9.3.7. PUNITIVE DAMAGES ;
- 9.3.8. LOSSES SUFFERED BY THIRD PARTIES, REGARDLESS OF WHETHER SUCH LOSS IS DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL; OR
- 9.3.9. ANY INDIRECT, SPECIAL OR CONSEQUENTIAL LOSS OR DAMAGE HOWSOEVER CAUSED.
- 9.4. WE SHALL HAVE NO RESPONSIBILITY FOR DEFECTS IN DATA, CONTENT, HARDWARE, SOFTWARE OR SERVICES SUPPLIED BY PERSONS OTHER THAN US, FOR THIRD PARTY INTERNET SITES OR FOR MODIFICATIONS TO ANY HARDWARE OR SOFTWARE MANUFACTURED BY PERSONS OTHER THAN US, NOR RESPONSIBILITY FOR PROBLEMS WITH GENERAL TELECOMMUNICATIONS FAILURES, DOMAIN NAME SYSTEM (DNS) AND DOMAIN NAME REGISTRATION PROBLEMS, GENERAL INTERNET PROBLEMS AND OTHER PROBLEMS OUTSIDE OF OUR CONTROL AND SHALL NOT BE LIABLE FOR DOWNTIME IN RESPECT OF SCHEDULED MAINTENANCE.
- 9.5. IN THE PERFORMANCE OF THE SUPPLIES THE PROVIDER HAS NO LIABILITY IN RELATION TO ANY ACT OR OMISSION OF A SPECIFIED AGENT.

10. INSURANCE

We shall maintain sufficient insurance coverage to meet our obligations created by the Agreement and by applicable law. Upon request, we shall deliver to you proof of insurance coverage required by this Insurance Clause.

11. CONFIDENTIAL INFORMATION

- 11.1. A Party (the **Receiving Party**) undertakes to treat as confidential and keep secret and use all Confidential Information received from the other Party (the **Disclosing Party**) solely for the purpose of fulfilling its obligations or exercising its rights hereunder.
- 11.2. The Receiving Party shall not without the prior written consent of the Disclosing Party divulge any part of the Confidential Information to any person except to the Receiving Party's and its Affiliates' employees, professional advisors, and its agents (**Representatives**) and then only to those Representatives who need to know it to perform or receive the benefit of the Supplies. The Receiving Party shall ensure that such Representatives are bound by the material requirements of this Confidential Information Clause or a pre-existing confidentiality agreement with comparable terms. The Receiving Party shall use the same degree of care to protect the Disclosing Party's Confidential Information used to protect its own confidential information, but no less than a reasonable degree of care. The Receiving Party shall promptly notify the Disclosing Party if it becomes aware of any breach of confidence by any recipient of the Confidential Information and shall give the Disclosing Party all reasonable assistance at the Disclosing Party's own expense in connection with any proceedings which the Disclosing Party may institute against such recipient for breach of confidence.
- 11.3. Confidential Information shall not include any information which (a) is at the time of disclosure, or subsequently becomes, publicly known except by breach of these General Terms; (b) is obtained from a third party under no obligation of confidentiality to the Disclosing Party; or (c) is independently developed by the Receiving

Party. In the event that the Receiving Party is compelled by law or is required to act in compliance with the legal requirement of a governmental agency to disclose the Confidential Information to any third party, the Receiving Party shall provide the Disclosing Party with reasonable notice of any disclosure and comply with any reasonable instructions of the Disclosing Party as to such disclosure. The foregoing obligations as to confidentiality shall remain in full force and effect notwithstanding any termination of an Agreement.

12. DATA PROTECTION

- 12.1. Each Party shall, at all times, comply with its respective obligations under all relevant data privacy legislation in relation to any personal data collected or processed in the course of the performance of its obligations under this Agreement.
- 12.2. The additional Data Protection provisions in Annex 1 shall apply to the Parties

13. FORCE MAJEURE

If either Party is prevented from, or delayed in, performing any of its obligations under the Agreement (other than an obligation to make payment of monies already outstanding) by a Force Majeure Event, then that Party shall be excused from performance of, and not be liable for any delay or failure to perform under the Agreement for so long as the Force Majeure Event continues and to the extent that Party is so delayed or prevented. If such non-performance or delay continues for longer than forty-five (45) consecutive days, either Party shall be able to terminate the Agreement with immediate effect.

14. NON-SOLICITATION

Neither Party shall, during an Order Effective Period and for a period of one (1) year following the termination or expiry of such Order Effective Period, solicit or recruit for employment either directly or indirectly (other than by general advertising), any person who was an employee of the other Party during that Order Effective Period and who performed work under the relevant Order, without the other Party's

written consent. Each Party agrees that if it employs or engages any person contrary to the provisions of this Non-Solicitation Clause, the breaching Party shall pay to the damaged Party on demand a sum in liquidated damages equal to fifty per cent (50%) of such person's annual salary immediately prior to the time of leaving the employment of the relevant Party. The parties confirm that this sum represents a genuine pre-estimate of the damaged Party's loss.

15. COMPLIANCE WITH LAWS

- 15.1. Unless specified otherwise in any Order, each Party shall, at its own expense: (a) obtain and maintain any approvals, licenses, filings or registrations necessary to performance of its obligations hereunder; and (b) comply with all applicable laws (including export laws and regulations).
- 15.2. You shall, in connection with your use of the Supplies, comply with all Export Control Rules. It is a condition of the Agreement that you shall notify us in writing of any data provided to us pursuant to the Agreement (including, but not limited to, your sharing, via any electronic database, of your data with us) or created by us on your instruction which is controlled for export under any Export Control Rules or requires a security clearance. For the purposes of this Compliance with Laws Clause, data in whatever form is controlled if it is necessary for the design, development, production, operation, repair, testing, or modification of items controlled for export by law. You shall make such notification prior to any provision of the export-controlled data, and shall mark any export-controlled data as such in the manner specified by us. We warrant that any export-controlled data provided by you in accordance with this Compliance with Laws Clause shall be exported or re-exported in full compliance with applicable Export Control Laws if export and re-export is necessary to comply with this Agreement.
- 15.3. Each Party (including all of our directors, executive officers, agents, and employees) hereby agrees to, in connection with the transactions contemplated by the Agreement or in connection with any other business

transaction involving the Parties, fully comply with: (a) the U.S. Foreign Corrupt Practices Act (FCPA), and (b) the provisions of any other applicable anti-corruption laws, including but not limited to the U.K. Bribery Act 2010. Each Party hereby also agrees that should either of them learn of or have reason to suspect that a transaction prohibited by such laws above has occurred, the knowledgeable or concerned Party shall immediately advise the other in writing of such knowledge or suspicion.

- 15.4. You shall indemnify us against all liabilities, costs, damages and expenses which are incurred by us as a result of any violation by you of any Export Rules, and/or other applicable privacy or export law, rule or regulation through your use of your own data (or our use in accordance with our instructions) in connection with the Supplies.

16. CHANGE

- 16.1. Subject to Clause 16.2 below or unless otherwise specified in an Order, if either Party wishes to modify a provision of the Agreement or request Additional Supplies such Party may propose a change by delivering such request to the other Party in writing. Each Party shall evaluate a proposed change in good faith and shall respond in writing within a reasonable time. We shall determine the impact of any requested or recommended change to the price or timetable (if any) and advise you in writing of such impact. Any proposed change shall only become effective upon the execution by both Parties of a written amendment. Unless otherwise agreed upon by the Parties, until such time as such amendment is effective, we shall continue to perform, and you shall continue to pay for, the Supplies in accordance with the unmodified Agreement.
- 16.2. We shall be entitled to change the Agreement on at least 60 (sixty) days' notice to ensure compliance with changes in law or regulation or to the Portal. If you can demonstrate to us that such change significantly alters the nature of the bargain you originally entered into with us then you shall be entitled to terminate all Orders on notice to us.

17. DISPUTES

In the event of any dispute between us both parties shall immediately, (and where the dispute concerns invoices submitted by us, not later than the due date of the payment of invoice), notify the other of, and provide details about, such dispute. Each party agrees to meet with the other as soon as practicable either in person or by telephone to resolve the dispute. However, in the event that the Parties do not reach resolution, then either Party shall be entitled to escalating it to senior level management to attempt to resolve the dispute within 15 Working Days.

18. MISCELLANEOUS

18.1. Neither Party may assign or transfer, or purport to assign or transfer, any of its rights or obligations under the Agreement without the prior written consent of the other Party, such consent not to be unreasonably withheld. Notwithstanding the foregoing, either Party may, without the need to obtain consent from the other Party, subcontract to those parties made aware to the other party at the time of an Order assign, transfer and/or subcontract the whole or any part of the Agreement to an Affiliate or successor to all or substantially all of the business to which these General Terms relate, whether by merger, sale of assets, sale of shares internal corporate restructuring or other similar transaction provided that such Affiliate or successor agrees to be bound by its terms.

18.2. These General Terms are intended to create an independent contractor relationship between the Parties. Our employees or subcontractors shall not be construed as your employees. We shall manage our personnel and be free to exercise independent judgment as to the manner and method of performance of the Supplies. If a local tax authority, a state, provincial, local or federal agency, or a court determines that we, or our employees or subcontractors, are your common law employees (whether arising during the term of this Agreement, as a result of the termination of this agreement, or otherwise), then we shall fully indemnify you for all costs or damages incurred as a result of that determination.

18.3. This Agreement is not intended to create or impose any fiduciary duty on any of the Parties, or their respective Affiliates nor create any agency relationship. Notwithstanding anything to the contrary contained in this Agreement or otherwise applicable provision of law or equity, to the maximum extent permitted by applicable law, we and our Affiliates shall owe no duties (including fiduciary duties) to you.

18.4. The Parties do not require the consent of any third party to rescind or terminate this Agreement or to vary it in any way. No provision of this Agreement is intended to confer a benefit on, or to be enforceable by, any person who is not a party to this Agreement, whether by law or otherwise.

18.5. No term or provision of the Agreement shall be deemed waived and no breach excused unless such waiver or consent is in writing and signed by the Party claimed to have waived or consented. Other than as expressly stated herein, the remedies provided herein are in addition to, and not exclusive of, any other remedies of a Party at law or in equity.

18.6. Clause headings are for convenience only and do not form a part of the Agreement.

18.7. The invalidity or unenforceability of one or more provisions of the Agreement shall not affect the enforceability of any other provision, and the Agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted.

18.8. The Parties agree that the United Nations Convention for the International Sale of Goods shall not apply to the Agreement.

18.9. A notice given to a Party under or in connection with this Agreement: a) shall be in writing; b) shall be sent via recorded delivery: i) For the attention of the Company Secretary at CPA Global, Liberation House, Castle Street, St Helier, Jersey, JE1 1BL where notices are sent to CPA; ii) For the attention of the CFO/General Counsel at your registered address where notices are sent to you. A secondary notice may, in addition, be sent to a Party via email: i) for CPA: contracts@cpaglobal.com ii) for you an email address agreed in writing. A notice given

under this Agreement is not valid if only sent by email.

- 18.10. You agree to negotiate in good faith to permit us and our Affiliates a right to reference you, including quotes, photos taken or illustrations from you, for advertising and marketing purposes, including but not limited to case studies, print advertisements, reference in our marketing materials, press releases, internet postings and other publications electronic or printed which are produced in the ordinary course of business.
- 18.11. All records and invoices shall be maintained in and all oral and written communications (including without limitation meetings, telephone calls, reports, notices and conferences) shall be conducted exclusively in the English language. In any conflict between communications in the English language and in the local language, the English language version shall prevail.
- 18.12. The Agreement constitutes the entire agreement between the parties, and supersedes all prior and contemporaneous agreements, proposals or representations (other than fraudulent ones), written or oral, concerning its subject matter.
- 18.13. The Agreement may be executed by in counterparts, which taken together shall form one legal instrument.
- 18.14. Other than a dispute for payment of outstanding Fees any dispute arising out of or in connection with this Agreement or Order, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration under the ICC Rules, which Rules are deemed to be incorporated by reference into this clause. The number of arbitrators shall be three. The seat, or legal place, of arbitration shall be a location in the UK or Europe as designated by you and if no location designated within London, UK. The language to be used in the arbitral proceedings shall be English.
- 18.15. The Agreement and any dispute or non-contractual obligation arising out of or in connection with it shall be governed by and construed in accordance with the law of England and Wales and the English courts;
- 18.16. Nothing in the Agreement shall restrict or limit a party from seeking injunctive or similar relief in any jurisdiction.

ANNEX 1

DATA PROTECTION ANNEX

- | | |
|---|---|
| <p>1.1 In this Annex the following terms shall have the following meanings:</p> | <p>purposes, we are acting as a data controller and not a data processor.</p> |
| <p>1.1.1 Applicable Data Protection Laws means all national, international and local laws, regulations and rules by any government, agency or authority relating to data protection and privacy which are applicable to Personal Data controlled or processed by CPA Global or the Customer under the Agreement, including but not limited to The General Data Protection Regulation (Regulation (EU) 2016/679), (GDPR);</p> | <p>1.3 The subject-matter, duration and the nature and purpose of the processing are set out within the Agreement. The type of Personal Data we shall process shall be low risk, (being not of a special category), relating to Data Subjects that is required to fulfil the services and/or supplies set out within the Agreement.</p> |
| <p>1.1.2 Data Subject means a natural person, who can be identified, directly or indirectly, in particular by reference to an identifier;</p> | <p>1.4 Where we are acting as your data processor;</p> |
| <p>1.1.3 Personal Data means any information relating to a Data Subject such as a name, an identification number, location data, an online identifier or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;</p> | <p>1.4.1 You acknowledge and agree that the Personal Data may be transferred or stored outside the EEA in order for us to fulfil our obligations under the Agreement. Such transfers will take place in accordance with Applicable Data Protection Legislation;</p> |
| <p>1.1.4 Sub processor means any processor engaged by CPA Global (or by any of our other sub processors) who agrees to receive from us (or from any of our other sub processors) personal data exclusively intended for processing activities to be carried out on behalf of you;</p> | <p>1.4.2 You warrant that you are entitled to transfer the Personal Data to us so that we may lawfully use, process and transfer the Personal Data in accordance with the Agreement on your behalf and as instructed;</p> |
| <p>1.2 If we process any Personal Data on your behalf when performing our obligations under the Agreement, you agree that the intention is that you shall be the data controller and we shall be a data processor for the purposes of the Applicable Data Protection Laws. For the avoidance of doubt, you agree that we also process Personal Data for certain internal purposes, such as risk management and quality reviews, internal financial accounting, information technology and other administrative support services. Where we are processing Personal Data for our own internal</p> | <p>1.4.3 You shall ensure that the relevant data subjects and third parties have been informed of, and where relevant, have given their consent to, such use, processing and transfer as required by all Applicable Data Protection Laws;</p> |
| | <p>1.4.4 We shall process the Personal Data in accordance with the terms of this Agreement and any lawful documented clear instructions reasonably given by you from time to time;</p> |
| | <p>1.4.5 We shall both take appropriate technical and organisational measures against unauthorised or unlawful processing of the Personal Data or its accidental loss, destruction or damage;</p> |
| | <p>1.4.6 We shall ensure that persons within CPA Global who are authorised to process the Personal Data on your behalf shall commit themselves to confidentiality, or will be under an appropriate obligation of confidentiality;</p> |

- 1.4.7 You give us general authorisation to engage a Sub processor to process Personal Data. A list of the Sub processors is available at <https://www.cpaglobal.com/subprocessors-list> which shall be updated from time to time with any changes concerning the addition or replacement of Sub processors, thereby giving you the opportunity to object to such changes;
- 1.4.8 Where we engage another processor to carry out specific processing activities, the same or substantively similar data protection obligations as set out between us shall be imposed on that Sub processor by way of contract;
- 1.4.9 We shall notify you if we receive a request by a Data Subject exercising their rights in relation to Personal Data, including but not limited to requests for access, rectification, erasure, restriction of processing, portability and objections to processing based on automated decision making, and will cooperate with you to allow you to respond to such requests;
- 1.4.10 We shall notify you as soon as reasonably possible, without undue delay, of us becoming aware of a Personal Data breach, as defined in Applicable Data Protection Laws relating to Personal Data processed pursuant to the Agreement;
- 1.4.11 We shall assist you to comply with requirements relating to notification of Personal Data breaches to a supervisory authority, communication of Personal Data breaches to data subjects, data protection impact assessments and prior consultations with a supervisory authority, taking into account the nature of processing and the information available to us;
- 1.4.12 At your written request, we shall delete or return all of the Personal Data to you after the end of the provision of our processing in relation to the Agreement, and delete existing copies from our records, unless a relevant legal, regulatory or standard business practice requires storage of the Personal Data;
- 1.4.13 We shall make available to you all information necessary to demonstrate compliance with the data protection obligations set out in this Annex 1, and allow for, and contribute assistance to such audits, including inspections, conducted by you or another auditor mandated by you. Such audits, including inspections, shall be limited to one per year and shall be conducted with no less than 30 Working Days prior written notice;
- 1.4.14 You shall ensure that any audit, including inspection, conducted pursuant to this Annex 1 will not disrupt our business, be conducted during business hours, not interfere with the interests of our other customers; and not exceed a period of two successive business days;
- 1.4.15 In conducting any audit pursuant to this Annex 1, you (or your auditor) will comply with the confidentiality obligations, health and safety policies and our security policies, as set out within the Agreement.
- 1.4.16 If we can demonstrate compliance with the obligations set out in this Annex 1 by adhering to an approved code of conduct, by obtaining an approved certification or by providing you with an audit report issued by an independent third party auditor (provided that you comply with appropriate confidentiality obligations as set out in the Agreement and shall not use such audit report for any other purpose), you agree that you will not conduct an audit under this Annex 1.
- 1.4.17 Excluding fines levied by a data protection authority pursuant to the Applicable Data Protection Laws, you shall indemnify us against any claim made, or proceedings taken against us acting wholly upon your instructions, claiming or alleging that our processing of any Personal Data as data processor for you infringes a data subject's rights under any Applicable Data Protection Laws.

SCHEDULE 1 SERVICE SPECIFIC TERMS

PART ONE EUROPEAN PATENT VALIDATIONS

CPA Global shall provide a European Patent Validation (EPV) Service as described below:

1.1 ORDER PROCESS

- 1.1.1 **Requests received via Portal:** if the Customer has provided all the requisite information via the Portal, we will confirm via email and your Request will be acknowledged as an Order.
- 1.1.2 **Requests received via email:** if the Customer has emailed a Request, we will advise the Customer of the requisite information required for the completion of the Service and upon receipt of this information your Request will be acknowledged as an Order.

1.2 DOCUMENT PREPARATION

- 1.2.1 **Translations.** If translated documents are required and are not provided by the Customer, CPA Global shall instruct Agent(s) within the relevant jurisdiction to prepare any required translations.
- 1.2.2 **Power of attorney forms.** The Customer will have submitted as part of the Request the validly executed Power of Attorney forms (POA) required for the conclusion of the EPV in the requisite timelines for the relevant jurisdiction and in no event later than the earlier of the deadline specified by CPA Global or two business days before the official deadline to allow sufficient time for CPA Global to process and distribute the POA's. CPA Global shall dispatch the POA's to relevant Agent(s), who shall advise if any substantive issues arise with the POA and if any further information or changes are required.

1.3 FILING

- 1.3.1 **Instructions to Agents and coordination.** CPA Global shall instruct Agents in each relevant jurisdiction to perform the EPV. Agent(s) shall provide feedback on potential conflict(s) of interest. In the event of a possible conflict raised by an Agent, we shall discuss these with you and when required discuss alternative Agent(s).
- 1.3.2 **Address for service.** The relevant CPA Global entity or Agent (as required) shall register itself as address for service ("AFS") or representative in jurisdictions having ratified or adhered to the London Agreement. CPA Global will use reasonable endeavours to send the Customer the relevant communications and notifications issued by each national patent office

in the name of the patentee during the lifetime of the patent. CPA Global shall not be responsible for taking any action on any notice received at the AFS or paying of any annuities, annual fees or fees not directly related to the conclusion of EPV.].

1.4 FILING REPORT

- 1.4.1 **Agent actions.** CPA Global shall send a summary to Customer of all actions taken by Agents by or before any relevant official deadlines.
- 1.4.2 **Missing requirements.** CPA Global shall provide a summary of missing requirements to complete filings, together with any corresponding deadlines, to the best of its knowledge as provided by an Agent.
- 1.4.3 **Documents.** CPA Global shall provide documents, or online access link, filed with and/or received from Patent Offices, if received by an Agent or directly from the Patent Offices should CPA Global be registered as Address for Service.
- 1.4.4 **Invoice.** CPA Global shall send a single invoice covering all actions in all jurisdictions, unless the Customer has specifically requested per jurisdiction. Invoice are sent upon completion of filing (unless invoiced in advance).

1.5 CUSTOMER OBLIGATIONS

- 1.5.1 The Customer shall submit all information in a timely manner in accordance with any deadlines. We shall have no liability for Orders placed within 6 Working Days of an official deadline.
- 1.5.2 Customer shall promptly sign and return the necessary documentation as reasonably required by CPA Global for the Services, noting differing documents may be required for differing jurisdictions.
- 1.5.3 Customer shall provide a designated point of contact who shall provide a prompt response to queries and response within designated timeframes.
- 1.5.4 The Customer is responsible for the accuracy and correctness of any information provided to CPA Global, and we are not responsible for the corrections or cross verification of any information provided.

2. OPTIONAL SERVICES

CPA Global may provide the following additional services linked to EPV:

- 2.1 **Translation of claims to be filed in response to Rule 71(3) EPC.** EPO Claims translation can be ordered simultaneously to European patent validations or, individually, for a single or for a batch of European patents prior to the grant of a patent via Request and shall be acknowledged and included as part of the Order. CPA Global shall instruct its network of specialized translators. The translators

shall formally revise the claims of the text intended for grant in order to detect any errors, enabling the Customer to correct them while responding to the communication under R. 71(3) EPC. CPA Global shall monitor deadlines and perform quality checks throughout the process. Upon completion, CPA Global shall send the translation(s) for review to the Customer along with the invoice and notes from the translator(s) if any. CPA Global is not liable for content and quality of the translations such translation may not be reviewed by patent attorneys

2.2 Recordals. In conjunction with an EPV Order, there may be a need for the registration of a change in the proprietor of a patent (the recordal). The Customer can submit a Request for CPA Global for a recordal in conjunction with an EPV Order. The Customer is responsible for requesting the recordal at the EPO and obtaining an EPO form 2544, the recordal process should be finalised prior to a validation. Upon confirmation of the validation, CPA Global shall provide a status of the recordal process and a pro-active monitoring shall be applied until the change is performed and confirmed before the target Patent Office(s). If the Customer fails to provide requested documents (e.g. Power of attorneys reflecting new data) in timely manner, CPA Global cannot guarantee the EPV can be completed.

2.2 Payment of the first annuities. CPA Global offers the possibility to the Customer to order the payment of the first annuities to CPA Global within the European patent validation order process. For this service the Customer shall be provided with a separate agreement for the conclusion of this service.

PART TWO

PATENT FOREIGN FILING

1. SCOPE OF SERVICES

CPA Global shall provide a Patent Foreign Filing (FIL) Service as described below:

1.1 ORDER ANALYSIS

1.1.1 **Request received via Portal.** if the Customer has provided all the requisite information required by CPA Global via the Portal, we will confirm via email and your Request will be acknowledged as an Order.

1.1.2 **Request received via email.** If the Customer has emailed a Request, we will advise the Customer of the requisite information required for the completion of the Service and upon receipt of this information your Request will be acknowledged as an Order.

1.2 DOCUMENT PREPARATION

- 1.2.1 **Translations.** If translated documents are required and are not provided by the Customer, CPA Global shall instruct agent(s) within the relevant jurisdiction to prepare any required translations.
- 1.2.2 **Pre-filled and bundled forms.** CPA Global shall provide power of Attorney forms provided by an Agent, declarations and assignments to be executed by the patentee or the applicant pre-filled and bundled. The Customer must respond to any requests in a timely manner and no later than the earlier of deadline specified by CPA Global or two business days before the official deadline to allow sufficient time for CPA Global to process and distribute information.

The Customer will have submitted as part of the Request the validly executed Power of Attorney forms (POA) required for the filing and any required declarations and assignments to be executed by the patentee or the applicant pre-filled and bundled. The POA and any declarations and assignments shall be provided in the requisite timelines for the relevant jurisdiction and in no event later than the earlier of the deadline specified by CPA Global or two business days before the official deadline to allow sufficient time for CPA Global to process and distribute the POA's.

- 1.2.3 **Document review.** CPA Global shall dispatch the document provided in 1.2.2 to relevant Agent(s). The Customer will be contacted if any substantive issues arise.

1.3 FILING

- 1.3.1 **Agent coordination.** CPA Global shall coordinate with the Agent(s) on all further actions required for the filing.
- 1.3.2 **Examination and Renewals fees.** If the Agent(s) is/are not in charge of handling the payment of some official fees (e.g. examination fees, renewal fees), CPA Global's policy is to secure the payment of all official fees which are due at the filing deadline or within three (3) months of the said deadline. Therefore, if any official fee (examination and/or renewal fees) is due within this period of time, the Agent(s) shall be instructed to secure payments in order to keep the application alive. Fees for requesting substantive examination at the date of filing are not included in our service fees, except where local laws provide that such a request must be filed in all cases.

1.4 FILING REPORT

- 1.4.1 **Agent actions.** CPA Global shall send a summary to Customer of all actions taken by agents by or before any relevant official deadlines. In the event of urgent Orders this may be provided only on due date. One email per due date is sent to the Customer unless instructed well in advance of the official deadline to report all entries in a batch.

- 1.4.2 **Missing requirements.** CPA Global shall provide a summary of missing requirements to complete filings, together with any corresponding deadlines, to the best of its knowledge as provided by the Agent(s).
- 1.4.3 **Documents.** CPA Global shall provide documents, or online access link, filed with and/or received from Patent Offices, if received by the Agent(s).
- 1.4.4 **Invoice.** CPA Global shall send a single invoice covering all actions in all jurisdictions, unless the Client requests in writing one invoice per country. Invoice are sent upon completion (unless invoiced in advance).
- 1.4.5 **Transfer of responsibility.** The responsibility of the case is transferred to the Agent(s) in each jurisdiction for the proceedings on the merits and CPA Global shall communicate contact details of both parties to each other.

2. OPTIONAL SERVICES

- 2.1 **Payment of the annuities.** CPA Global offers the possibility to the Customer to order the payment of annuities subsequent to the Filing Service. For this Service the Customer is required to execute a separate agreement for the conclusion of this service.
- 2.2 **Structured Invoice Management** CPA Global offers the possibility to the Customer for the consolidation of filing and prosecution invoices on your behalf and issue a monthly invoice in a single currency in the format of your choice. For this Service the Customer is required to execute a separate agreement for the conclusion of this service