GENERAL TERMS AND CONDITIONS OF THE CLIENT CONTRACT OF MEELIS MASSO LAW OFFICE

1. Subject of the Client Contract

1.1. Under this client contract (hereinafter the **Contract**), the Client authorizes the Law Office to represent or defend the Client with all legal rights established by law in all actions related to the provision of legal assistance specified in the Contract (hereinafter the **Assignment**). At the Client's request, the Law Office may also perform tasks not explicitly listed above, including advising the Client on legal matters, representing and defending the Client in court, arbitration, pre-trial proceedings, and elsewhere, preparing necessary documents for the Client, and performing other actions in the interest of the Client. Any additional Assignments must be agreed upon at least by email correspondence, and such additional tasks will be subject to the terms of this Contract. Thus, this Contract remains in force until all Assignments are completed, unless terminated earlier by either Party.

1.2. The Law Office and the attorneys referred to in the Contract (including any other performing attorneys, if applicable) shall have all the rights and authorizations provided in procedural laws, unless the Client has explicitly agreed otherwise in writing in the special conditions of the client contract.

2. Attorneys Performing the Contract

2.1. Under this Contract, the Assignment given by the Client shall be carried out jointly or separately by the attorneys listed in the Contract. In fulfilling the Assignment, an attorney has the right to involve other sworn advocates and assistant attorneys working at the Law Office, provided that assistant attorneys operate under the supervision of a patron (sworn advocate). The same rights and obligations agreed upon by the Parties with respect to the attorney shall apply to the persons involved in performing the tasks.

2.2. All rights and obligations stipulated in the Contract in relation to the attorney also apply to the Law Office and vice versa, unless this is contrary to the nature of those rights and obligations.

3. Rights and Obligations of the Parties. Performance of the Contract

3.1. The Client shall provide the Law Office with all materials and comprehensive information necessary for the performance of the Assignments. The Client undertakes to cooperate with the Law Office, inform the Law Office of all circumstances related to the Assignments and relevant for their performance, submit upon request the documents and positions necessary for the performance of the Assignments in a timely manner, and carry out any other actions required for the performance of the Assignments within the time frame indicated by the Law Office or within a reasonable time.

3.2. The Attorney has the right to represent and/or defend the Client in court, in pretrial proceedings, and elsewhere, both in Estonia and abroad. If the Attorney needs to prove their right to represent the Client, the Client shall issue a power of attorney to the Attorney. Any

limitations on the right of representation must be agreed upon in writing in the special terms of the client contract.

3.3. In providing legal services, the Attorney acts independently and is guided by laws, regulations and decisions of the Bar Association's bodies, the requirements of professional ethics (including the Code of Ethics), good practice, and their conscience. The Bar Association Act, the Code of Ethics, and the internal rules are available on the website of the Estonian Bar Association.

3.4. The Attorney shall act with the necessary diligence in performing the Assignments but does not guarantee the achievement of a specific result. The Attorney is not obligated to correct or supplement the information, opinions, or documents provided to the Client after the completion of the Assignments due to changes in legislation, repeal of laws, developments in case law, or any other changes in circumstances.

4. Scope of the Assignment

4.1. The Law Office provides the Client only with legal services and does not offer any other types of services, including but not limited to social services, financial or accounting services, or technical consulting services.

4.2. If the Law Office expresses opinions on matters related to the law of foreign countries, such opinions do not constitute legal services, and the Law Office is not responsible for the content of those opinions.

5. Conflict of Interest

5.1. The Attorney is obligated to avoid any conflict of interest. For the purposes of this Contract, a conflict of interest is defined by the Bar Association Act and the Code of Ethics of the Estonian Bar Association. Economic competition between the Client and other businesses or representing the Client in different legal matters does not constitute a conflict of interest under this Contract.

5.2. Before accepting any Assignments from the Client, the Law Office shall always conduct an internal conflict of interest check to ensure that it is able to accept the Assignment.

5.3. If, despite conducting the internal conflict of interest check, circumstances arise that prevent the Law Office from acting in the Client's interest in an ongoing or future matter, the Law Office may terminate the Contract.

5.4. If the Client's interests are in conflict with those of another client of the Law Office in the same matter, or there is a risk that such a conflict may arise, the Law Office has the right to refuse to perform the Assignment and to terminate the Contract.

5.5. The Client may use the services of other law offices. The Law Office may provide legal services to other persons and perform tasks that are unrelated to the Assignments accepted from the Client, including providing services to individuals operating in the same economic sector as the Client or to individuals whose interests may be in conflict with the Client's interests.

6. Confidentiality

6.1. The Law Office is obligated to keep confidential any information related to the Client that it has obtained in connection with the performance of the Contract. The Client may release the Law Office from its duty of confidentiality with consent given in a format that can be reproduced in writing. The Parties agree that disclosure by the Law Office to a court or other persons or institutions of information concerning the fact and origin of the Client's debt, as well as the assignment of a claim against the Client, shall not be considered a breach of confidentiality. Disclosure of case materials within the Law Office is permitted.

6.2. The Law Office has the right to disclose confidential information and documents related to the Client to third parties (including notaries, translators, banks, and government authorities) without separate consent from the Client, if such disclosure is necessary for the performance of the Assignment or required by law.

6.3. The Client agrees to the exchange of information electronically via the Internet. The Law Office will make reasonable efforts to ensure the confidentiality of communication conducted through electronic means.

6.4. The Client acknowledges being aware of the risks associated with email transmission: messages may be lost, and confidential or personal information may be intentionally or unintentionally altered, stolen, or disclosed to third parties. The Law Office is not liable for such risks.

7. Personal data

7.1. In the course of fulfilling the Assignment, the Law Office processes the personal data of the Client and individuals directly associated with the Client (such as employees or representatives) in accordance with applicable legislation, including the General Data Protection Regulation (2016/679) and national data protection laws.

7.2. The Law Office may transfer the personal data of the Client and of persons directly associated with the Client to third parties, if necessary for the performance of the Client's Assignment, and only to the extent required to achieve that purpose.

7.3. The Law Office retains personal data during the term of the Contract and, after its termination, for as long as required by law or necessary to protect the rights of the Law Office. The data subject (the Client or the Client's representative) has all rights granted under applicable laws, including the right to access information, request correction or deletion of data, provided that doing so does not conflict with the requirements applicable to legal practice.

7.4. The Client confirms that they have a legal basis for transferring personal data to the Law Office and will, if necessary, inform all relevant data subjects about the Law Office's Data Protection Terms, available at: https://meelismasso.ee/andmekaitsetingimused/.

7.5. The Client undertakes to immediately inform the Law Office of any special measures regarding the processing of their personal data (for example, if the Client provides special categories of personal data in connection with the Assignment and wishes to apply additional protective

measures).

7.6. The Law Office processes personal data as a data controller or, in exceptional cases, as a data processor.

8. Implementation of the „Know Your Client" Principle

8.1. The Law Office is obligated to comply with the legal requirements regarding the prevention of money laundering, terrorism financing, and the avoidance or violation of sanctions.

8.2. According to laws regulating the prevention of money laundering, financing of terrorism, and avoidance or breach of sanctions, the Law Office must, in connection with certain Assignments, identify the Client, the persons acting on behalf of the Client, and the Client's ultimate beneficiaries. In some cases, the Law Office is also required to verify the origin of the Client's assets.

8.3. The Law Office may be obligated to refuse or suspend the performance of an Assignment and notify the authorities if the Client fails to provide the required information, if a transaction appears unusual compared to previously known transactions, or if there is suspicion that the assets are being used for the purposes of terrorism financing, money laundering, or avoidance or violation of sanctions. Although the Law Office is generally obligated by law to maintain confidentiality regarding the Client and the legal services provided, legislation may require the Law Office to disclose relevant information to the authorities. In such cases, the Law Office is prohibited from informing the Client about the disclosure of confidential information or the reasons for it.

8.4. The Client agrees that the measures implemented to prevent terrorism financing, money laundering, or avoidance or violation of sanctions are mandatory for the Law Office and that the implementation of such measures does not constitute a breach of professional confidentiality.

9. Legal Fee

9.1. The Client shall pay for the legal services provided by the Law Office based on invoices issued by the Law Office. The default billing method is hourly unless the parties agree otherwise (e.g., a fixed fee or success fee). The attorney providing legal assistance keeps a record of the hours worked. Time is recorded in increments of no less than 10 minutes. The Law Office has the right to request an advance payment at any time.

9.2. At the Client's request, work performed outside of regular working hours (Monday to Friday, 9:00 AM – 5:00 PM) shall be billed at 1.5 times the regular hourly rate.

9.3. Upon conclusion of the Contract, the hourly rate or other applicable fee specified in the Contract shall apply, plus VAT. The Law Office has the right to unilaterally change the hourly rate specified in the Contract by providing prior notice to the Client within a reasonable period and in a format reproducible in writing. If the Client does not agree to pay for services at the changed rate, either Party may terminate the .

9.4. In addition to the legal fee, the Client shall reimburse all additional costs related to the provision of legal services in accordance with the Law Office's price list or the actual expenses incurred.

9.5. The Client is obligated to pay all invoices issued by the Law Office for work performed and additional costs incurred up to the termination or expiration of the Contract. Termination of the Contract does not release the Client from the obligation to pay outstanding invoices. Invoices are generally issued once a month—either at the end of the month or at the beginning of the following month for the previous period. The invoice will indicate the service period.

9.6. The Client must pay the invoice within 7 (seven) calendar days of its issuance by the Law Office, unless stated otherwise on the invoice. If the Client disagrees with an invoice, they must notify the Law Office in writing by email to advokaadibyroo@meelismasso.ee within 3 (three) business days of receiving the invoice. If the Client does not notify the Law Office within this period, the invoice is deemed accepted, and later complaints will not be considered.

9.7. If the invoice is not paid on time, the Law Office is entitled to charge interest of 0.25% per day on the overdue amount. If the Client has any outstanding debt to the Law Office (whether related to the specific Assignment or another), the Law Office is not obligated to provide further legal services. The Law Office's obligations will be considered suspended for the duration of the debt, without the need to separately notify the Client. The Law Office shall not be liable for any damage incurred or potentially incurred by the Client during such a suspension.

9.8. If the Client delays payment by more than 45 calendar days after the due date, the Law Office has the right to disclose the following Client and debt-related information—full name, personal identification number, debt amount, and the date the delay began—to a debt information service maintained by the Estonian Bar Association and accessible to its members, as well as to other debtor databases, including the credit default registry.

9.9. A one-time fee applies to new clients to cover the costs of booking and administering the initial consultation.

10. Applicable law and dispute resolution

10.1. This Contract is governed by the laws of Estonia.

10.2. If the Client has any complaints or objections regarding the actions of the attorney, they must immediately submit a complaint to the managing partner (email: advokaadibyroo@meelismasso.ee**).** The complaint must clearly describe the Client's violated rights and the circumstances of the violation. Any available evidence of the violation of the Client's rights must be attached to the complaint.

10.3. The Bar Association's Court of Honour resolves issues related to the justification of disputed attorney fees or legal service costs in conciliation proceedings. The rules for proceedings before the Court of Honour are established in the Bar Association Act and the internal rules, which are available on the website of the Estonian Bar Association.

10.4. The Parties shall attempt to resolve any disputes arising from the Contract through negotiations. If disputes cannot be resolved through negotiations, they shall be settled in Harju County Court**.**

11. Suspension and Termination of the Client Contract. Liability of the Parties

11.1. The Client has the right to terminate the Contract at any time by sending notice to the Law Office in a format reproducible in writing, within a reasonable time before the next legal action (e.g., court hearing). In such cases, the Client is obligated to pay the Law Office for all work performed and expenses incurred up to that point.

11.2. The Law Office has the right, on its own initiative, to suspend the performance of Assignments under this or other agreements, to refuse to continue an Assignment, or to terminate the Contract without prior notice if:

11.2.1. The Client fails to fulfill or breaches, or has repeatedly breached, a material term of the Contract—for example, by not providing the necessary documents, data, or information in a timely manner; by providing false information; or by failing to pay for legal services as agreed.
11.2.2. The Client acts contrary to the attorney's instructions or otherwise clearly expresses a loss of trust in the attorney, or demands that the attorney act in a way that is inconsistent with the attorney’s honor, dignity, or professional ethics.
11.2.3. The Client gives instructions that are harmful to the Client’s own interests or are clearly useless or incorrect for fulfilling the Assignment, and refuses to withdraw such instructions despite the attorney’s explanations.
11.2.4. A conflict of interest has arisen or may arise.
11.2.5. A person involved in a business or professional transaction, or the Client, fails to provide the required documents and relevant information, or the documents/information provided do not eliminate the Law Office’s suspicion that the purpose of the transaction or business relationship may involve money laundering, terrorism financing, or circumvention/violation of sanctions.

11.3. The Law Office may also terminate the Contract at any time without giving a reason to the Client, by providing two weeks’ prior notice, provided that all accepted Assignments have been completed.

11.4. In the event that legal services do not meet the terms of the Contract the Client may: 1) demand performance of the obligation; 2) refuse to fulfill their own obligations; 3) claim compensation for damages; 4) withdraw from or terminate the Contract; 5) request a price reduction; 6) demand interest in case of delay in fulfilling a monetary obligation.

11.5. The Law Office is liable for direct material damage caused to the Client through intentional or negligent breach during the performance of Assignments, up to the amount paid for the relevant Assignment. The Law Office is not liable for lost profit or non-material damages.

12. Parties Transfer and Retention of Documents

12.1. The Law Office retains documents submitted to it and documents it has created in accordance with the requirements set by law. The Parties presume that the Client will not submit original documents to the attorney but rather copies, unless otherwise agreed in writing.

12.2. After the Assignment is completed, the Law Office shall return to the Client the documents submitted by the Client and hand over the documents created or collected (except in cases where the Client has outstanding debts). Digital documents will be provided in digital format, either on the Client's data carrier or via email (if not previously delivered or if not otherwise accessible to the Client, e.g., through the e-file system). The Parties presume that digital documents are delivered to the Client during the provision of legal services.

12.3. If the Client refuses to accept the documents, is unreachable through the provided contact details, or has outstanding debts to the Law Office, the Law Office has the right to charge a monthly storage fee of 10 euro**s** starting from the date the Client is notified that the documents are ready for handover (in case of debt, along with a payment demand). If the Client does not request the return of documents or delivery of created documents within three years of the completion of the Assignment, the Parties agree that the Client has given consent for the destruction of the documents**.**