

## 1 Introduction

The law firm and the responsible lawyer are committed to safeguarding the client's interests in the best possible way within the framework of this agreement and applicable law, including the rules of professional conduct for lawyers (RGA). The law firm is authorized by the Supervisory Council for Legal Practice, has provided security, and is subject to supervision. The responsible lawyer is a member of the Norwegian Bar Association and is subject to the association's rules on, among other things, complaint procedures, mandatory continuing education, and the protection of human rights.

## 2 Engagement Agreement

The engagement agreement is confirmed by the responsible lawyer's confirmation of the assignment and the terms for the execution of the assignment. These standard terms of engagement are attached to the engagement confirmation and are considered accepted unless the client notifies of any reservations or exceptions required within a reasonable time. They also apply to the expansion of the assignment and subsequent assignments.

Assignments covered by the Anti-Money Laundering Act cannot be carried out without fully complying with the requirements of the law. The responsible lawyer must ensure that the assignment does not result in conflicts of interest as specified in the RGA. If conflicts of interest are discovered after the engagement agreement, the responsible lawyer may terminate the assignment.

## 3 Execution of the Assignment

The client shall provide all necessary information to form the basis for proper advice, including documentation of factual circumstances to the extent that they are not to be treated as a given basis for the advice without verification.

The responsible lawyer shall ensure that the assignment is carried out with the necessary competence and progress. Progress in the work, including specific deadlines, shall be agreed upon in connection with the engagement agreement. All communication with any opposing party should go through the law firm, and the parties shall in any case keep each other mutually informed about such communication.

Received information will be treated confidentially and in accordance with applicable rules on lawyers' confidentiality. Any personal data received as part of the assignment will only be shared to the extent necessary for the execution of the assignment. The data controller is the law firm's managing director. Electronic transmission of information by email and similar will be understood as consent to also send information to the client in the same way.

The law firm is required to retain certain types of documents and information even after the assignment is completed and may retain copies of additional case documents. Copies may in such cases be provided for a fee.

## 4 Invoicing and payment

Unless otherwise agreed, work performed shall be invoiced based on the time spent, at the agreed hourly rate. The responsible lawyer may set a higher or lower fee based on an overall assessment of the work and the outcome of the case.

In addition, any necessary expenses, VAT, and any other taxes or fees will be added. The fee claim shall not be limited to what can be claimed from the opposing party or actually covered by the opposing party. Questions about whether the fee can be covered by free legal aid or insurance will only be considered if the client requests it and provides relevant information as a basis for the assessment.

Invoices will be due in 14 days. In case of late payment, interest will accrue according to the Act on Interest on Late Payments.

Advances may be calculated by agreement. Any advances shall be held in a client account.

## 5 Complaints, liability, and supervision

If you are dissatisfied with the execution of the assignment, invoicing, or other matters, please contact the responsible lawyer about this. If this dialogue does not resolve the issue, you have the opportunity to file a complaint with the Disciplinary Committee. See more about the complaint options here: [Informasjon om det å klage på advokat | Advokatforeningen](#)

The law firm is liable in accordance with the general rules on lawyers' professional liability and is covered by the mandatory security for the practice of law, which applies without geographical limitation. The law firm's security provider is Gjensidige Forsikring ASA.

The liability for each assignment is limited to 3 times the agreed fee and cannot exceed NOK 10,000,000. The liability does not cover indirect losses.