

# Business Terms

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The Legal Profession Uniform Law and the Legal Profession Act (**LPL**) regulates the legal services we provide and requires us to enter into a Costs Agreement with you. It comprises the Appointment Terms (being the document attached to these Business Terms or other document provided by Clayton Utz confirming your instructions), the Fees & Other Charges schedule and these Business Terms. Those documents, together with any additional correspondence relating to a particular matter that we provide to you at the time of receiving instructions, set out the basis upon which services are provided to you for the work described in the Appointment Terms and for any other work which you (or any company or organisation you control) may instruct us until a new Costs Agreement is entered into.

## 1. Professional relationship

**Our key obligation:** We will perform the work with professional skill and diligence acting as your independent legal advisers. We will act solely in your interests in any matter on which you retain us unless you ask us also to act for other parties in that matter. We will not perform work for you if factors such as a conflict of interests prevent us from accepting your instructions. Our duty of care is to our client named in the Appointment Terms. To the extent permitted by law, we do not owe any duty of care or liability to any other person.

**Our reporting obligations:** We will keep you informed of the progress of the work. You may also request, at any time, a report of the progress of the matter and statements of fees and costs since your last bill. We reserve the right to charge for the provision of progress reports but no charge will be imposed for provision of costs statements.

**Multi party or joint work:** Where you instruct us jointly with one or more other parties, you and each other party will be jointly and severally liable to pay our bills.

**Your obligations:** You agree:

- to provide us with timely, accurate and proper instructions, and all documents and other records relevant to the services we are providing to you; and
- that you are solely responsible for satisfying yourself as to the commercial viability of any transaction, the bona fides of the other parties to any transaction, the financial matters relevant to and the commercial soundness of the transactions, and have the sole responsibility for all these matters and will act reasonably and take reasonable care to do so and otherwise to protect your own interests.

**Conflicts of interest:** You acknowledge that we are not able to conduct full and proper internal conflict checks if you have not provided us with all relevant information or if you ask us to limit or restrict the way we perform those checks.

If we become aware of an actual or potential conflict that is relevant to a matter for which we are acting for you at that time, we will advise you promptly and (subject to duties of confidentiality we owe other clients) will discuss the issue with you. If the law or our professional obligations require us to decline your instructions or cease acting for you, you acknowledge that we must do so.

You consent to us acting (now or in the future) for other entities or persons even though we possess your confidential information. We will comply with our obligations in clause 14 regarding your confidential information, and where required by our professional obligations, we will establish and maintain an effective information barrier to protect your confidential information.

You consent to us acting (now or in the future) for other entities or persons in any matter that is not substantially related to a matter for which we are acting (or have acted) for you or which does not create a legal conflict, even if the commercial, strategic or other similar interests of any such other existing or future client may conflict or compete with your interests. In addition, if you instruct us in any matter where you are or may become one of a number of competitive bidders (or their

financier) for an asset, a right or a contract (for example, a tender process), you consent to us acting (or continuing to act) for any other competitive bidder (or their financier), provided we establish and maintain information barriers between the separate teams within our firm. In that additional situation, each of the separate teams within our firm will pay attention solely to the interests of its client, without regard to the interests of any competitive client.

You will not seek to prevent us acting for any other entity or person only because we hold your confidential information, or that other entity or person has commercial, strategic or other similar interests which may conflict or compete with your interests. We understand you are experienced in retaining counsel and have fully considered any potential risks of consenting to these conflicts of interest. We recommend you discuss these consents with corporate in-house counsel or independent outside legal advisers of your choice.

This sub-clause (Conflicts of interest) does not apply if this agreement falls within the definition of a consumer contract or small business contract in Part 2-3 of the Australian Consumer Law.

**Excluded liability:** To the extent permitted by law;

- we are not liable for any incidental, indirect or consequential loss, damage or liability, or any loss of anticipated profit, profit, reputation, credit rating, goodwill, business opportunity, anticipated savings or benefits; and
- we are not liable if any of your data or any other data that we receive is or becomes lost, destroyed, corrupted, inaccessible, damaged or misappropriated.

**General limitation of liability:** To the extent permitted by law, and without limiting any other limitation of liability under these Business Terms, our aggregate liability for all claims and liabilities under or directly or indirectly arising from or connected with these Business Terms, your matter or any services provided (whether in negligence or otherwise and whether to you or any other person) is limited to the lesser of Australian dollars 50 million and 10 times the total fees paid to us on the matter to which the claim or liability relates (**General Limit**).

**Cyber limitation of liability:** To the extent permitted by law, and without limiting any other limitation of liability under these Business Terms, our aggregate liability for all claims by, and liabilities to, you or any other person for, or directly or indirectly arising from or connected with, any:

- malicious, criminal or unauthorised act or series of related acts, or the threat or hoax thereof, involving access to, use of, or operation of, any digital system or involving access to, processing of, use of, disclosure of, misappropriation of, corruption of, or locking of data;
- receipt or transmission of ransomware, cryptoware, virus, trojans, worms and logic or time bombs or any malware, malicious code or similar;
- partial or total unavailability or failure of any digital system;

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- failure or interruption of a service or software which impacts a digital system, where that service or software is provided by any internet service provider, telecommunications provider, IT provider, cloud provider or utility provider; or
- actual or alleged breach of any data protection or privacy legislation or regulations which govern the collection, use, storage, disclosure, confidentiality, integrity, security and protection of personal data, or any guidance or codes of practice relating to data (including personal or sensitive information) issued by any regulator or authority from time to time,

**(Cyber Claims)** is limited to the lesser of Australian dollars 1 million and the total fees paid to us on your matter in the 12 month period immediately before the liability was incurred (**Cyber Limit**). The Cyber Limit is a sub-limit for all claims under the General Limit, and any liability in respect of a Cyber Claim will count towards both the Cyber Limit and the General Limit. For the purposes of this sub-clause 'digital system' includes any electronic, computer, cloud or other IT system, and any related process, equipment, tool, device, infrastructure, network, software or facility.

**Release:** You release us from, and agree and undertake not to make, any claim to the extent it would result in our aggregate liability exceeding the Cyber Limit or the General Limit (as applicable).

**Facts and assumptions:** In providing legal services we may need to base our advice or conclusions on facts or assumptions. If that occurs, we will tell you what facts and assumptions we are relying on. You agree that we are not responsible if any of those facts and assumptions are not correct.

**Formula(e) and equation(s):** In undertaking the work, you acknowledge that we will not perform any validation, checking or verification as to the suitability, accuracy or correctness of, any formula or equation that has been provided to us for incorporation into documents or other use in undertaking the work. Formula or equation includes any formula, equation, ratio, technical computation, algorithm, binary coding, computer programme, or financial schedule, whether expressed in words, symbols or other form.

**Performance of obligations and time periods:** Any obligation imposed on you by statute, regulation, contract, at law, in equity or otherwise to perform an act or deliver a notice, to:

- affirm the exercise of a right, renewal, extension, variation or termination; or
  - make a claim or commence an action,
- arising howsoever including but not limited to the occurrence of any date, event or circumstance, whether past present or future, remains your obligation, save and except where our scope of works agreed in writing with you expressly requires us to perform that obligation. Unless otherwise agreed in writing with you, we will not be responsible for notifying you of the imminent expiry of the ability to perform that obligation or any limitation or time period.

**Information reliance:** In providing our services we rely on the information that you give us. We are not required to obtain or take into account any other information, even if it is in the public domain.

**Documents provided by you:** You represent and warrant that our use of any documents or other material you provide to us for your matter will not infringe any other person's intellectual property rights.

**Multi-disciplinary partnership:** We are a multi-disciplinary partnership which provides legal services and non-legal services. Where the work we perform comprises legal services, it will be provided by an Australian legal practitioner. The LPL and the applicable LPL rules or regulations apply to the provision of legal services but do not apply to the provision of non-legal services.

The following non-legal services we provide may be provided by a person who is not acting in the capacity as an Australian legal practitioner:

- eDiscovery: Services utilising technology and strategy to secure data from electronic sources, then map, collect, process, review and produce it for legal matters;
- Data analytics: Services designed in data extraction, analysis and modelling to gain insights, discover problems, or anticipate future challenges that may require additional scrutiny or investigation;
- Forensic accounting and investigations: Services designed to address financial, compliance and risk management. Including forensic accounting, fraud and corruption advisory, intelligence services, financial forensic contract compliance, and detailed fact-finding investigations;
- Cyber security: Services including data governance, cyber compliance, resilience programs with bespoke penetration stress-testing, and crisis and incident response management;
- Risk Advisory: Services including risk and compliance management reviews, regulatory requirement reviews, findings and recommendation reports, quantitative risk services, fraud and financial crime compliance, and regulatory investigations.

We will notify you in writing if the services we provide to you are provided by a person who is not acting in the capacity as an Australian legal practitioner or are non-legal services.

Our services are not performed in accordance with any auditing, review or assurance standards, and the use of the term "audit", "assurance" or "review" or similar term in any communication (whether written or verbal) or any materials (including in any engagement letter or deliverable), is not intended to suggest otherwise.

**Legal Privilege:** Confidential communications, oral or in writing, made for the dominant purpose of enabling you to seek and obtain legal advice or for the dominant purpose of seeking and obtaining legal services for the conduct of actual or contemplated litigation are privileged. Privileged communications may not be given in evidence or otherwise disclosed without your consent.

Communications, oral or in writing, which are not made for the dominant purpose of enabling you to seek and obtain legal advice or legal services for the conduct of actual or contemplated litigation will not be privileged. For example, where the scope of our work includes or is for the provision of forensic services and those services are not for the dominant purpose of providing you with legal advice or for use in litigation, communications in respect of that work will not be privileged.

**Services Trust:** Some of the services which we provide may be provided by lawyers employed by an associated services trust who have been appointed as our agents.

**Our bank accounts:** We will not change our bank account details without requesting that you confirm the change by phoning your existing firm contact. You are responsible for seeking that confirmation. We will not be responsible for any

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loss resulting from you transferring money to an incorrect account.

### 2. Fees and other charges

**Fees:** We calculate our fees by reference to the time spent by our lawyers, lawyers employed by an associated services trust, our forensic accountants and forensic technology specialists, and other relevant staff on your matter, multiplied by the relevant hourly rate set out in the Fees and Other Charges schedule. We cost time in 6 minute units. The minimum amount of time spent on a task will be one unit.

**Included in fees:** We will charge fees for all professional time for lawyers, law clerks and paralegals, forensic accountants and forensic technology specialists, including but not limited to drafting, reviewing and completing documents, analysis and reporting, correspondence, advices, conferences, reading materials, travelling (where related to the work), telephone calls, court appearances, research and providing representation letters where requested by you.

We reserve the right to charge for support staff outside normal trading hours at the rate specified in the Fees & Other Charges schedule.

**Other charges:** We calculate other charges in accordance with the Fees & Other Charges schedule or at the rate charged by the provider or otherwise at cost. Where we pay taxes, fees or charges on your behalf, you will reimburse us for those payments. We will account in our bills for all disbursements and outlays we incur on your behalf. We will provide you, on request, with invoices or other proof of disbursements and outlays we make on your behalf.

**Reviews of fees and other charges:** We will review our rates and other charges each financial year and we will notify you of any changes to apply for the following financial year, in accordance with clause 21.

**Goods and Services Tax (GST):** Unless otherwise stated, our fees, other charges and disbursements are stated inclusive of any GST. We will treat you as the recipient of the supplies that we make. We will determine the GST payable (if any) on our supply of services to you based on your legal status and the nature of the work performed. Where our supply of services to you gives rise to a GST liability for us, the total invoice amount for those services will include an amount on account of that GST.

**Mergers and acquisitions and other significant matters:** For significant mergers and acquisitions matters and other significant transactions, we reserve the right to renegotiate our rates in respect of personnel at and above senior lawyer level.

**Estimates:** Our costs agreement may include an estimate of our fees, other charges or total legal costs for your matter. Any such estimate is our best effort to anticipate what the relevant legal costs may be, based on our understanding at that time of your matter and our scope of services, and any assumptions set out in our costs agreement. An estimate is not a fixed quote, and the final legal costs will depend on the circumstances and may differ from the estimate.

### 3. Fee reimbursement and third parties

**Fee reimbursement:** Although you may expect to be reimbursed by some other person for our bills, if we do not have any legal recourse against that other person, you will be responsible for payment, even if payment to you is delayed or not received.

**Third parties:** Where a third party is legally obliged to pay your fees and other charges to us (that is, an associated third party pursuant to the LPL), then:

- we may make any disclosure required by the LPL to the third party without further reference to you; and
- we may provide the third party with any information that it requires relating to the fees and other charges you would otherwise be liable for as a result of our retainer.

### 4. Non-Clayton Utz service providers

**External service providers we engage on your behalf:** You authorise us to engage external service providers needed to perform the work (for example accountants, data management specialists, forensic experts, surveyors or town planners) as agent (where we consider it appropriate to do so). You will be responsible for payment of fees and charges of such service providers and must repay us any amount that we pay them irrespective of the basis on which we engage those service providers.

**Service provider liability:** External service providers may contract with you on their own terms and conditions of business. Many service providers, including advocates, undertake work only on the basis that their liability for damages is limited.

**Our liability in relation to service providers:** To the extent permitted by law:

- we accept liability for any error on our part in our instructions to those service providers, but take no responsibility for their work or how they carry out their instructions; and
- in suggesting or selecting any service provider, we shall rely on information we are given as to the qualifications of the person but take no responsibility for that selection and give no warranty as to the ability of the service provider to appropriately carry out the task or as to the quality of that service provider's work.

**Service provider GST:** Where we engage service providers as your agent, for the purposes of the Australian GST law, it will be you (and not Clayton Utz) that will make an acquisition of the supply of the provider's services. You will therefore be entitled to an input tax credit for GST included in amounts charged by the service provider, to the extent that you satisfy the requirements of the GST law. We will supply you with details of the amounts invoiced by the service provider and will retain the original tax invoices on your behalf. Whether or not the service provider should add GST on the amounts they charge for supplies they make to you is a matter between you and the service provider. Where a service provider includes an amount on account of GST that we pay on your behalf, you must repay us the whole amount paid by us, including any GST.

**Specialist advocates:** We will advise you in advance if we need to brief a specialist advocate (including any barrister) in any of your matters. If the advocate provides us with disclosure in accordance with the LPL or the basis of fee calculation, we will pass this information on to you. If we become liable to pay interest on any advocate's fees as a consequence of delay on your part, we will pass that charge on to you. As a matter of public policy, the law provides immunity from suit in relation to advocacy. Nothing in this agreement affects an advocate's immunity from suit in relation to any advocacy conducted on your behalf.

**Additional services:** Separately to external service providers whom we engage on your behalf, we may directly engage third party suppliers to perform various outsourced or subcontracted functions for us, including to deliver ongoing innovations, improvements and efficiencies in the way we perform the work. These may include functions in connection with the

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management, production, handling, storage, hosting and retrieval of any information, documents or records which we receive, prepare or generate in connection with our engagement, including our work product. Our use of such external service providers will in no way diminish our obligations to you under these Business Terms in relation to how we treat confidential information received from you in the course of us performing the work.

### 5. Billing arrangements

**Billing arrangements:** You are entitled to receive a bill from us which is signed or nominates a responsible principal for the bill. We bill each month and bills are payable upon receipt. You are taken to have received our bill:

- if it is given personally - on the day it is given to you or to your agent;
- if it is sent by post - within 2 days of posting;
- if it is sent electronically - upon transmission.

**Electronic billing and statements:** We may deliver our bills and trust account statements to you electronically. You consent to our bills being sent and signed electronically. You consent to our trust account statements being sent electronically. Your rights under the LPL to receive an original bill of costs will be satisfied by us sending the information in the bill by the electronic means. If you ask us to do so, we will also post you a hard copy original bill.

**Bill payments:** You must pay bills in the currency of issue in full following receipt. You must make payment without deduction or set-off including but not limited to withholding tax or any other deduction for processing payment. If you are obliged to withhold tax for any reason in respect of any amount billed, you must gross up the payment so that we receive the amount stated in our bill. If we receive a refund in respect of any withholding tax or any other tax for which you have effectively reimbursed us, we will pay to you the amount of that refund less any costs we incur in obtaining it. We may charge interest on any amount outstanding for the period from 30 days after receipt of the bill until payment in full, calculated in accordance with the LPL and the applicable LPL rules or regulations using an interest rate equal to the Reserve Bank Cash Rate Target as at the bill date plus 2 percentage points.

**External service providers payments:** Where we receive funds to meet an obligation incurred on your behalf to an external service provider, we will pay the third party as soon as practicable after receipt.

### 6. Liens and suspension of work

**Liens:** Subject to the LPL:

- we have a lien on all documents, funds and records in any form whatsoever in our possession until payment in full of all our bills for all matters in respect of which you have retained us; and
- we are entitled to retain for our records, copies of all documents which we give you, whether owned by us or not and to deal with them in accordance with clause 14 below of these Business Terms.

**Suspension of work:** We may at any time suspend all work for you until payment in full of all our bills for all matters in respect of which you have retained us.

### 7. Work product

**Use of work product:** Advice that we give you and documents which we prepare in any matter or transaction in which we are acting for you are specifically given or prepared

for you in relation to that matter or transaction only, and must not be relied on by:

- you in relation to any other matter or transaction; or
  - any other person or entity,
- without our prior written consent.

**Ownership and copyright:** We have and retain ownership of, and copyright in, all advices and other documents prepared in the course of our engagement other than documents prepared by external service providers or specialist advocates.

You may use such advices and documents in relation to the work for which they were prepared but must not:

- reproduce or use them in relation to any other transaction or matter; or
  - provide them to any other person or entity
- without our prior written consent.

**Changes to work product:** We are not responsible to you or any other party for any loss incurred in connection with changes made to a document that we provide to you unless we have specifically approved those changes.

**Scope of advice:** Unless we specifically state otherwise, advice that we give to you in any matter or transaction in which we are acting for you:

- is limited to the law of the place in which the Clayton Utz office providing the advice is situated, as applied by the courts of that place;
- is given as at the date of the communication containing that advice; and
- is strictly limited to the matters stated in it and does not apply by implication to other matters.

We will not notify you of any changes in the law after the date on which the advice was given, unless you specifically ask us to do so.

**Disclosure of advice:** Unless we specifically state otherwise, advice that we give to you in any matter or transaction in which we are acting for you may not, without our prior written consent, be:

- disclosed except to persons who, in the ordinary course of your business, have access to your papers and records, on the basis that they will not disclose the advice to anyone else; or
- filed with a government or other agency or quoted or referred to in a public document.

### 8. Apportionment of liability

If you claim compensation, damages or contribution from us for loss or damage arising from acts or defaults (including negligence) on our part and some or all of that loss or damage was due to or contributed to by:

- your own acts or defaults or by the acts or defaults of other persons for whose actions or defaults you are responsible; or
- the acts or defaults of one or more other persons, not being partners, employees or agents for whose conduct we are responsible,

then we will be liable only for that proportion of the loss or damage which our acts or defaults bear relative to the totality of the conduct of all persons causing or contributing to the loss or damage.

Where any law relating to proportionate liability applies to a claim against us, this clause does not seek to exclude the



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operation of that law but will continue to operate to the extent that its operation is consistent with that law.

### 9. Your rights under the LPL

**Right to receive a bill:** You are entitled to receive a bill of costs (**bill**) from us complying with the requirements of the LPL. We cannot take action to recover our fees and other costs until the period specified in the LPL after we have given you the applicable bill has expired.

**Details of work and charges:** If we provide you with a bill which does not set out the details of the work we have done and the charges to be paid for that work, you may request an itemised bill within the period (if any) specified in the LPL.

### 10. Costs review

Notwithstanding the provisions of the Division of the LPL as to Costs Assessment and what may appear on our bills, you agree that you will not be entitled to apply for a review of the whole or any part of the legal costs we charge to you in a bill unless you make that application within 4 months of the date we send you the bill in accordance with these Business Terms. This agreement applies regardless of whether or not the bill we send you is an interim bill or a final bill, and whether or not the bill has been previously reviewed, assessed or paid.

### 11. Trust funds and advance payments

We may ask you for payments in advance. If we do, we will hold the money in trust and tell you how it is used. You authorise us to use such money held in trust to pay for charges and third party payments. We may also use money held in trust to pay our professional fees provided we have first given you a bill for them and either:

- you have not objected to the use of the money within the period specified in the LPL (or if no period is specified, 7 business days) after being given the bill; or
- if you are entitled to apply for a review of costs under the LPL, you do object but do not apply for a review of the costs under the LPL within the period specified in the LPL after being given the applicable bill under the LPL; or
- the money otherwise becomes legally payable.

You authorise us to deposit any moneys we receive on your behalf directly to our trust account and to pay ourselves from this money in the circumstances set out above.

### 12. Ending our appointment

**Termination by you:** You may terminate our engagement by giving us written notice at any time. If you do so, you must pay our fees for work done and for other charges incurred up to the time of termination.

**Termination by us:** We may terminate our engagement in whole or in part:

- by giving you reasonable notice where we believe that we must terminate our engagement, because of a conflict of interest or other legal or ethical reason, reasonable notice may be as little as 24 hours' notice. Where our engagement is for a set duration, we can only exercise our rights under this paragraph where we believe that we must terminate our engagement because of a legal reason;
- if any payment (including but not limited to payment of a bill or money in advance) due by you to us under this Costs Agreement is not paid on the due date;
- if you do not provide timely, accurate and proper instructions;

- if, by continuing to act for you, we would be required to act contrary to any legal, regulatory or professional conduct obligation or similar just cause; or
- if there is any change in the financial or legal status of any associated third party.

Termination by us on any of those grounds does not prejudice or otherwise affect any lien created under clause 6 of these Business Terms.

### 13. Technology usage

**Emails and electronic communication:** We will use email and other forms of digital or electronic communication with you and third parties for provision of information, advice, opinions and copies of documents unless you instruct us to the contrary and we can discuss and agree an alternative method of communication with you.

**Other systems and devices:** If you require us to access or use your or third-party systems or devices, we have no responsibility for the confidentiality, security or data protection controls of those systems and devices or for their performance or compliance with your requirements or applicable law.

**Technology risks:** Storing and transmitting information and documents electronically, and executing documents by electronic means, involves risk. It cannot be guaranteed to be secure or error-free. Email and other digital or electronic communication may be interfered with, contain computer viruses or other defects, or may not be successfully replicated on other systems. To the extent permitted by law, we will not be liable for any copying, recording, reading or interference by others during, or after, a transmission, for any delay or non-delivery, or for any loss, damage or liability caused in connection with the transmission. You will contact us immediately if you have any doubts about the authenticity of any communications or material which appears to have been received from us.

**Artificial intelligence:** We may use artificial intelligence (AI) technologies in undertaking the work. Our use of AI will be consistent with these Business Terms and our professional obligations.

### 14. Confidentiality

**Our obligations:** We will keep confidential all confidential information received from you in the course of us performing the work, and we:

- will treat confidential information you give as being given only to us, our partners, staff, employees, agents and contractors; and
- may disclose confidential information within the firm or to our agents and/or contractors in order to perform the work or functions in relation to the work (including as contemplated under clause 4).

If we hold confidential information relating to other clients, entities or persons and we have an obligation of confidence in respect of that information, you agree that we will not be able to disclose that information to you or make use of it for your benefit.

If required, we will reinforce the confidentiality of information by adopting special procedures among groups of partners and staff.

**Restricted information from us:** You understand and accept that our obligation to you with respect to giving you information is restricted by these provisions. Only partners and staff working for you will have an obligation to give advice only to

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you. We will treat other clients' instructions to the firm and their confidential information on the same basis.

**Industry Information:** You understand that we act for clients in similar industries and sectors to your own. Except for information confidential only to you, knowledge of industry or sector conditions, practices, participants or pricing form part of our knowledge and experience and is not confidential information for the purposes of this agreement.

**Information use:** We may transfer material to databases we control for learning and knowledge purposes. Before doing so, we will make reasonable efforts to ensure that confidential information is not used inconsistently with the obligations referred to above.

### 15. Compliance with Laws - Anti-Money Laundering and Counter-Terrorism and Sanctions Laws

You agree to provide us with all information we require for the purpose of complying with the law, including but not limited to the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth), Regulations and Rules (AML laws); the Autonomous Sanctions Act 2011 (Cth), Charter of the United Nations Act 1945 (Cth), Declarations, Lists and Regulations (Sanctions laws); or where it is reasonably likely that we will need to comply with the AML laws. Depending on the kind of entity you are, this might involve us collecting and verifying information to confirm the existence of a company or trust or other legal arrangements and/or the identity of individuals such as directors, partners, beneficiaries, trustees, settlors, beneficial owners and principals.

You agree that we can use any information we obtain from you or about you for the purpose of our compliance with the law, including but not limited to us being required to report it to AUSTRAC under the AML laws. We may also be required to take certain steps because of the AML laws or Sanctions laws. We may not be able to tell you when we have done these things.

If we need you to provide somebody else's information so we can comply with the AML laws or Sanctions Laws, or in circumstances where it is reasonably likely that we will need to comply with the AML laws, you agree to facilitate the production of that information, obtain the consents of the individual whose information you are providing as required under clause 16.

You agree to provide any information we have requested under this clause 15 in a timely manner..

Our obligations to you are subject to our obligations to comply with all laws including but not limited to any applicable AML laws and Sanctions laws.

### 16. Privacy

**Personal information:** The Privacy Act 1988 (Cth) and other privacy legislation may apply when we collect, hold, use and disclose information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not and whether the information or opinion is recorded in a material form or not (**personal information**).

**Collection of personal information:** Before we act for you, in the course of obtaining your instructions and while acting for you we may collect your personal information or if you are an organisation, such as a corporation or Government Department or agency, we may collect personal information about individuals who are employees, directors, principals or associates of you or your associates including but not limited to partners, beneficial owners, beneficiaries, trustees, settlors and

principals (as the case may be). We may collect this personal information from the individual directly, from you on behalf of another individual, or from other third parties including but not limited to our service providers, government agencies, law enforcement bodies, publicly available records, public registries, court or tribunal records, ratings agencies, search agencies, regulatory and licensing bodies, your service providers and other third parties to whom you refer us for these purposes. You agree that you will make these individuals aware that our acting for you may involve collection of personal information about them and refer them to this clause 16 or otherwise make them aware of the matters set out in this clause 16.

In respect of some matters, we may collect personal information about an individual that is sensitive information under the Privacy Act, such as health information, criminal record information or information about individuals' political affiliations. You agree that where you provide us with your sensitive information, you consent to us collecting that information. If you provide us with, or authorise us to collect, sensitive information about someone else, you warrant that you have obtained the consent of that individual to our collection of that information. You otherwise consent, or if you are providing the personal information of someone else, warrant that the person whose personal information you are providing consents, to us collecting sensitive information that is reasonably necessary for our functions or activities or is otherwise required or authorised by or under an Australian law or a court/tribunal order.

**Collection required or authorised by law:** The collection of personal information by us is in some circumstances required by law, including legal profession laws, the AML laws and verification of identification laws.

**Purposes of collection:** We collect personal information to use for all purposes in relation to the services that you have requested, provide you with information about services we offer through direct marketing, comply with our legal and regulatory obligations, and otherwise carry out our functions as professional legal service providers and related activities.

If we do not collect personal information as set out above, we may not be able to provide you with the services that you have requested or otherwise carry out your instructions.

**Disclosure of personal information:** For the purposes set out above, we may disclose personal information to third parties including but not limited to:

- our service providers, contractors and suppliers (such as barristers, title and court searchers, surveyors, forensic witnesses, accountants, mediators and consultants, valuers, IT consultants, mailing, carriers, printing, photocopying, advertising and market research);
- our agents;
- individuals, organisations and agencies with whom we are required to deal in the course of acting for you and carrying out your instructions (including but not limited to parties to your matter and their legal representatives);
- court officers and staff; and
- government agencies (such as agencies responsible for processing transactions).

In some circumstances we will not be permitted by law to tell you about such disclosure of information to a third party.

We may disclose personal information to overseas recipients (including but not limited to recipients located in England, Germany and the United States of America) for purposes which include enabling the overseas recipients to provide us

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with services in connection with the operation of our business, such as marketing services and data storage, employment reference checking, client identification checking and verification and to enable clients, who agree, to act as our referees for foreign legal directories and international legal awards. Aside from the purposes set out above, we are generally not likely to disclose personal information to overseas recipients. However, in the course of acting for some clients it may become necessary or desirable to disclose personal information to overseas recipients. The countries in which these overseas recipients may be located will depend upon the individual circumstances of our client's matter, and it is not practicable to specify them.

**Direct marketing:** Contact details and other personal information (such as information about areas of interest) we hold about individuals may also be used by us (and disclosed to our service providers and contractors) to keep those individuals informed about developments in relevant areas of law or other legal services or seminars we offer (including but not limited to by email and other electronic communications). However, if at any time an individual tells us that they do not wish their personal information to be used for this purpose, we will act in accordance with their request. Details of how an individual can do this are set out in our Privacy Policy. If you are an organisation, we ask that you assist us to make individuals who are employees, directors, principals or associates of you or your associates aware of these matters.

**Our Privacy Policy:** Our Privacy Policy available on our website ([www.claytonutz.com](http://www.claytonutz.com)) contains information about how an individual may access personal information that we hold about them, seek its correction, complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint.

**Privacy Officer:** Please contact our Privacy Officer at the details below if you would like to obtain a copy of our Privacy Policy or have a question regarding the management of personal information.

Email: [privacy@claytonutz.com](mailto:privacy@claytonutz.com)

Post: Attention "Privacy Officer", Level 15, 1 Bligh Street, Sydney 2000 NSW; or

Tel: (02) 9353 4000 (within Australia)  
+ 612 9353 4000 (outside Australia).

### 17. Official inquiries

**Obligation to produce documents:** It is possible that because we have acted for you in a matter or because we have received documents or information in the course of, or in connection with, our work, we may be required in the future to participate in an inquiry, commission or proceeding arising out of, or in connection with, that work. This may lead to our producing documents, seeking to claim or defend your privilege to resist inspection or disclosure of certain documents or information, or giving evidence at an inquiry.

**Steps to be taken:** We will seek your instructions if these circumstances arise, but you agree to reimburse us for out of pocket expenses we reasonably incur and for the time we spend in that regard at our then current hourly rates.

### 18. Document storage

**Storage standard:** Where we agree, or are required, to retain documents on your behalf, you agree that we may entrust them to the possession of a professional document management service which is a member of the Records Management Association of Australia, complies with the Australian standard for records management, or is accredited under ISO 9000/9002.

**Storage method:** We may store your files in our usual information technology systems. That storage may include cloud servers or the servers of third parties. You agree we do not need to take any additional steps to secure your files beyond our usual security steps.

**Electronic storage:** You agree we may store any information, documents or records we retain in connection with our engagement or the services we provide to you or on your behalf, in digital or electronic formats (regardless of the date on which that retention arose). Where the information, documents or records are so stored, any original hardcopy of the information, documents or records may be destroyed by us unless you expressly request otherwise in writing or the destruction is otherwise prohibited by law.

**File delivery:** If you request delivery to you of all or part of your file for a matter, subject to any contrary law or applicable professional conduct rules:

- we may choose to identify and return to you the information, documents or records in your file which belong to you and retain those which belong to us;
- we may retain a copy of the information, documents or records on the file which belong to you; and
- you agree to pay us any disbursements incurred and for the time we spend identifying and returning to you the documents which belong to you, at our then current hourly rates.

Where you instruct us jointly with one or more other parties, we will deliver all or part of your file for a matter to you on request, without requiring the consent of all other parties to the joint instruction (except in the case of a request for delivery of original documents, where we require the consent of all parties to the joint instruction).

**File destruction instructions:** You authorise us to destroy your file for a matter seven years after the matter is completed. You acknowledge that we may not be able to destroy your file where prohibited by law or if we are aware of any actual or anticipated litigation to which the file or any documents in it may be required.

### 19. Jurisdiction and governing law

**Jurisdiction:** Subject to your rights to select jurisdiction under the LPL, our Costs Agreement and all aspects of our retainer and the performance of our services for you are governed by and you agree to be bound by the laws of the state or territory from which we issue this Costs Agreement. You irrevocably submit to the exclusive jurisdiction of the courts of that jurisdiction.

**LPL rights as to jurisdiction:** Where the legal services are or will be completely or primarily provided in, or where the work has a substantial connection with another state or territory, you may have the right to:

- enter into a costs agreement with us on the basis that a corresponding law of that other state or territory; or
- notify us in writing in accordance with the time limits of the corresponding law that you require the law of another jurisdiction to apply to our Costs Agreement.

In the event that you elect to have another jurisdiction's laws govern this agreement, then we may do one or both of the following:

- conduct the matter from our office in that jurisdiction; and/or
- enter into a new costs agreement with you.

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## 20. Replacement of agreement

Each financial year we will review these Business Terms and the Fees & Other Charges schedule. If we propose to change either the Business Terms or the Fees & Other Charges schedule, we will notify you in writing and ask you to enter into a new costs agreement. You agree that we may send a new costs agreement to you electronically to an electronic address notified by you or used by you in communicating with us.

## 21. Severability

Any provision of this Costs Agreement which is illegal, void or unenforceable is only ineffective to the extent of that illegality, voidness or unenforceability, without invalidating the remaining provisions.

## 22. Inconsistency

To the extent of any inconsistency or conflict between:

- the Appointment Terms;
- any matter related letters;
- the Fees & Other Charges schedule; and
- these Business Terms,

then that inconsistency or conflict must be resolved by giving priority to the earlier named document over any later document.