

# GENERAL TERMS AND CONDITIONS

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BIC: GIBAATWWXXX

Registered: Handelsgericht Wien,

FN 445069p

VAT ID: ATU70085409



The currently valid version of our general terms and conditions can be found at:

https://www.sec-research.com/imprint.html

# General Terms and Conditions of Sec-Research GmbH

# 1. General Terms and Conditions & Scope

- **1.1** Unless otherwise agreed, all legal transactions between the Principal (Customer) and the Agent (Sec-Research GmbH) shall be subject to these General Terms and Conditions exclusively. This General Terms and Conditions are only applicable within B2B. The version valid at the time the contract is concluded shall be applicable.
- **1.2** These General Terms and Conditions shall also apply to any future contractual relationships even if these General Terms and Conditions are not expressly referred to in collateral contracts.
- **1.3** Any conflicting General Terms and Conditions on the part of the Principal shall be invalid unless they have been explicitly accepted in writing by the Agent.
- **1.4** If any provision of these General Terms and Conditions is or becomes invalid, the other provisions and any contracts concluded pursuant to these provisions shall not be affected thereby. The invalid provision shall be replaced by a provision which best corresponds to the intention and economic purpose of the invalid provision.

# 2. Proposal, Scope of Assignement and Representation

- **2.1** All offers proposed by Sec-Research GmbH are non-binding and subject to change without notice, unless otherwise agreed.
- **2.2** The scope of each particular assignment shall be individually agreed by contract. Subject and scope of each service offered by Sec-Research are defined in the service description of the particular proposals. The service descriptions within the proposals may also contain additional specifications of provisions of these General Terms and Conditions.
- **2.3** A contract between Principal and Agent is formed, upon the Agents proposal is accepted in writing by the Principal.
- **2.4** The Agent shall be entitled to subcontract, in whole or in part, the services for which the Agent is responsible to third parties. Payment of said third parties shall be effected exclusively by the Agent. No contractual relationship of any kind shall exist between the Principal and said third party.
- **2.5** During the validity of this Contract and for a period of three years after termination thereof, the Principal shall agree not to enter into any kind of business transactions with persons or organisations the Agent employs to perform the Agent's contractual duties. In particular, the Principal shall not employ said persons or organisations to render consulting services the same or similar to those offered by the Agent.



# 3. Principal's Obligation to Provide Information / Declaration of Completeness

- **3.1** It is our goal to create long-term benefits for your business through our work. Sec-Research GmbH sets great value upon open communication as well as close cooperation and coordination with the principal. The quality of the results as well as the adherence to the scheduling depend crucially on the constructive co-operation with the Principal. This presupposes that the information and documents necessary for the work of the contractor as well as the Principals contact persons are available promptly and sufficiently.
- **3.2** The Principal shall ensure that during the performance of the consulting assignment, organisational conditions in the Principal's place of business allow the consulting process to proceed in a timely and undisturbed manner.
- **3.3** The Principal shall also inform the Agent in detail about previously conducted and/or currently active consulting projects, including those in other areas of competency.
- **3.4** The Principal shall, in a timely manner and without special request on the part of the Agent, provide the Agent with all documents necessary to fulfil and perform the consulting assignment and shall inform the Agent of all activities and conditions pertinent to the performance of the consulting assignment. This includes all documents, activities and conditions that become known or available during the performance of the consulting assignment.
- **3.5** The Principal shall ensure that all employees as well as any employee representation (works council) provided by law, if established, are informed of the Agent's consulting activities prior to the commencement of the assignment.

# 4. Maintenance of Independence

- **4.1** The contracting parties shall be committed to mutual loyalty.
- **4.2** The contracting parties shall be obligated to take all necessary measures to ensure that the independence of all persons working for the Agent and/or of any third parties employed by the Agent is not jeopardized. This applies particularly to any employment offers made by the Principal or the acceptance of assignments on their own account.

# 5. Reporting and Obligation to Report

- **5.1** The Agent shall be obligated to report to the Principal on the progress of services performed by persons working for the Agent and/or any third parties employed by the Agent.
- **5.2** The Agent shall deliver the final report in a timely manner, i.e. depending on the type of assignment, two to four weeks after completion of the assignment.
- **5.3** The Agent shall not be bound by directives while performing the agreed service and shall be free to act at the Agent's discretion and under the Agent's own responsibility. The Agent shall not be required to work in a particular place or to keep particular working hours.

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# 6. Protection of Intellectual Property

- **6.1** The Agent shall retain all copyrights to any work done by the Agent and/or by persons working for the Agent and/or by third parties employed by the Agent (including but not limited to tenders, reports, analyses, expert opinions, organization charts, programs, performance descriptions, drafts, calculations, drawings, data media, etc.). During the contract period and after termination thereof, the Principal may use these materials exclusively for the purposes described under the contract. Therefore, the Principal shall not be entitled to copy or distribute these materials without the explicit consent of the Agent. Under no circumstances will an unauthorized duplication / dissemination of the work incur liability on the part of the Agent towards third parties in particular for the accuracy of the work.
- **6.2** Any violation of this provision by the Principal shall entitle the Agent to prematurely terminate the Contract and to enforce other legal claims, in particular for restraint and/or damages. In addition, any unlawful use of the works created by the Agent shall incur such liability, in which the Agent is entitled to charge a compensation of at least EUR 15,000 (in words: fifteen thousand) Any higher claims remain unaffected by this lump compensation.

#### 7. Warranties

- **7.1** The Agent shall be entitled and obligated, regardless of fault, to correct any errors and/or inaccuracies in the Agent's work which have become known subsequently. The Agent shall immediately inform the Principal thereof.
- **7.2** This right of the Principal expires six months after completion of the respective service.

### 8. Liability and Damages

- **8.1** As part of the Agent's services, work results are going to be presented and commented by the Agent and recommendations will be made. However, making decisions is reserved for the Principal.
- **8.2** The Agent shall be liable to the Principal for damages with the exception of personal injury only to the extent that these are the result of serious fault (intention or gross negligence). Correspondingly, this also applies to damages resulting from third parties employed by the Agent.
- **8.3** Any claim for damages on the part of the Principal may only be enforced by law within six months after those entitled to assert a claim have gained knowledge of the damage and the liable party, but not later than three years after the incident upon which the claim is based.
- 8.4 The Principal shall furnish evidence of the Agent's fault.
- **8.5** If the Agent performs the required services with the help of third parties, any warranty claims and claims for damages which arise against the third party shall be passed on to the Principal. In this case, the Principal shall primarily refer to the third party.



# 9. Confidentiality and Data Protection

- **9.1** The Agent may use the fact of the contraction by the Principal and the specific activity as a reference.
- **9.2** The Agent shall be obligated to maintain complete confidentiality concerning all business matters made known to the Agent in the course of services performed, especially trade and company secrets and any other information concerning type and/or scope of business and/or practical activities of the Principal.
- **9.3** Furthermore, the Agent shall be obligated to maintain complete confidentiality towards third parties concerning the content of the work completed, as well as any information and conditions that contributed to the completion of the work, particularly concerning data on the Principal's clients.
- **9.4** The Agent shall not be obligated to maintain confidentiality towards any person working for the Agent or representatives of the Agent. The Agent is required to obligate such persons to maintain complete confidentiality and shall be liable for any violation of confidentiality on their part in the same way as if the Agent had breached confidentiality.
- **9.5** The obligation to maintain confidentiality shall persist indefinitely even after termination of this Contract.
- **9.6** The Agent shall be entitled to use any personal data entrusted to the Agent for the purposes of the services performed. The Agent shall guarantee the Principal that all necessary measures will be taken, especially those regarding data protection laws, e.g. that declarations of consent are obtained from the persons involved.

# 10. Renumeration and Electronic Invoicing

- **10.1** All prices quoted on the website of Sec-Research GmbH (https://www.sec-research.com) are net prices. Only the prices and fees quoted at the time of conclusion of the contract are effective. The agreed fees are not to be exceeded by the Agent without the consent of the Principal.
- **10.2** After completion of the services agreed upon, the Agent shall receive remuneration agreed upon in advance between the Agent and the Principal. The Agent shall be entitled to render intermediate accounts and to demand payment on account as required by the progress of the work. Remuneration shall be due and payable immediately after rendering accounts by the Agent.
- **10.3** The Agent shall render accounts which entitle to deduct input tax and contain all elements required by law.
- **10.4** Unless otherwise agreed, any expenditures that arise in connection with pre-contractual measures (eg. feasibility checks, scheduling tasks, project planning, etc.), cash expenditures, expenses, travel expenses, etc. shall be reimbursed to the Agent by the Principal separately, upon submission of the appropriate receipts.
- **10.5** For travel activities of the Agent within Vienna, Lower Austria and Burgenland, no travel expenses will be charged. The following applies to all other required travel activities outside of the above-mentioned locations: For journeys by car, the Principal will be charged EUR 0.42 per kilometer (as of the Agent's registered office). All other travel expenses (eg. train or plane tickets, accommodation, etc.) will be invoiced at full price.

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**10.6** In the event that the work agreed upon is not completed due to reasons on the part of the Principal, or due to a premature termination of contract by the Agent for cause, the Agent shall be entitled to claim payment in full of the remuneration agreed upon in advance, less expenses not incurred. In the event that an hourly fee had been agreed upon, the Principal shall pay for the number of hours expected to be required for the entire contracted assignment, less expenses not incurred. Expenses not incurred shall be calculated as a lump sum consisting of 30% of the fee required for those services that the Agent did not perform by the date of termination of the agreement.

**10.7** In the event that intermediate invoices are not paid, the Agent shall be released from the Agent's commitment to provide further services. This shall not apply to any further claims resulting from default of payment.

**10.8** The Agent shall be entitled to transmit invoices electronically. The Principal agrees explicitly to accept invoices transmitted electronically by the Agent.

### 11. Duration of the Agreement

- **11.1** This Contract terminates with the completion of the project.
- **11.2** Apart from this, this Contract may be terminated for good cause by either party at any time without notice. Reasons for premature termination include the following:
  - · one party breaches major provisions of the Contract
  - one party opens insolvency proceedings or the petition for bankruptcy is denied because of insufficient assets to cover expenses.
  - If there are legitimate concerns about the creditworthiness of a contracting party other than insolvency proceedings and the poor financial circumstances were not known to the other contracting party upon conclusion of the contract and if the contractor does not wish to make any advance payments or provide adequate security before the Agent's performance.

#### 12. Final Provisions

- **12.1** The contracting parties declare that all information contained herein is accurate and made in good conscience. They shall be mutually obligated to immediately inform the other party of any changes.
- **12.2** Modifications of and amendments to this Contract or these General Terms and Conditions shall be made in writing. This shall also apply to a waiver of this requirement in written form. These modifications shall be effective only for the particular assignment/business case. Likewise, additions, for example any extension of the content or scope of the contract during the project period, must be in writing and legally binding signed by both contracting parties. Verbal or other subsidiary collateral agreements do not exist.
- **12.3** This Contract is governed by the substantive law of the Republic of Austria excluding the conflict-of-law rules of international private law. Place of fulfilment is the registered business establishment of the Agent. Jurisdiction in all disputes is the court in Vienna, Austria.



#### 13. Mediation Clause

**13.1** In case of conflict over parts or all of this contract / treaty / agreement partners will negotiate a probable solution. In case the conflict cannot be settled within 30 days, partners agree to attempt a mediative solution as a next step. The very matter of the conflict, the further procedure and the choice of (a) qualified mediator(s) (according to the relevant national / international regulations) will be decided in a cooperative way. Every party is free in terminating the mediation and taking legal or other actions thereafter without sanctions.

**13.2** In the event of mediation that has not been concluded or has been terminated, Austrian law shall apply in any case initiated. All necessary expenses incurred as a result of prior mediation, in particular those for a legal adviser, may be asserted as pre-litigation costs.