

## BUSINESS POLICY

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## **1. OVERVIEW**

### 1.1 Purpose

This Business policy is general for all our clients, and it`s purpose is to establish basic terms, conditions and obligations for both parties. We greatly value our relationship with our clients and want to ensure that this relationship is mutually beneficial. Of course, the most important aspect of this relationship is the interaction between our Law firm and our clients.

By beginning work with Law Office Vujacic, you agree to work in compliance with this Policy.

### 1.2 Scope

This Policy governs all aspects of your relationship with our Law firm. You are responsible for ensuring that all of your employees and sub-contractors who are involved in our joint project.

This Policy is the subject to continual changes. Therefore in case of changing Policy you will be notified. New matters initiated after the publication of revised Policy will be subject to the Policy as revised. Matters in progress at the time of publication of revised Policy will also be subject to the Policy as revised.

Our services are based on high quality with cost-effective manner, maintain the highest standards of professionalism, ethic, and integrity so as to avoid even the appearance of conflict or other impropriety, and comply with all applicable laws, regulations, and rules, including, without limitation, rules of professional responsibility and other applicable codes governing the practice of law.

### 1.3 Diversity

We believe that diversity in people, interests, expertise, and points of view enhances our ability to provide high-quality legal services to our client, enriches our workplace, and connects us to the communities in which we live and work.

## **2. ENGAGEMENT AND CONDUCT**

This section outlines emphasize the roles and responsibilities for the primary representatives of our Law firm.

### 2.1 Roles and responsibilities

The Lead of the Matter Project is the employee of Law Office Vujacic who was chosen only by the Principal of our Law firm, exclusively for the Matter Project. The Lead of the Matter Project is responsible for making decisions regarding to the conduct of Matter Project.

Client includes The Lead of the Matter Project as a legal adviser, in all meetings and communications related to the Matter Project.

Principal reserves the right to rename Lead of the Matter Project, during the realization of same.

### 2.2 Matter engagement

We do not start work on the Matter Project, until we have a confirmation and authorization by e-mail, exclusively from the client, and after signing the Engagement Letter.

Engagement Letter defines more precisely the terms, conditions and obligations for both parties, regarding to the Scope of Work, Fees, Billing, Team and Termination of the Project.

All legal services provided by our Law firm should be made in Montenegrin and English.

### 2.3 Subcontracted services

We could engaged subcontractors for the Matter Project in part related to court interpreters, court expert, professional advisors, accounting agencies, etc.

### **3. BILLING AND FEE CHECKPOINT**

#### 3.1 Fees

Unless it is agreed otherwise our fees are based on the amount of time spent on your Matter by reference to the normal hourly rates of those involved. Details of hourly rates and lawyers from our team that will be engaged on your Matter will be set out in Engagement Letter.

#### 3.2 Terms of billing

You will be invoiced monthly or at such intervals as are otherwise agreed between us. Invoices will contain data regarding to the done work, also invoice could be issued with pertaining timesheet with the specification of work done, including dates, names of lawyers, and work description. Payment of our invoices is due upon delivery unless other arrangements have been agreed in writing.

#### 3.3 Expenses and disbursement, VAT

Out pocket expenses are not included in the fee that is contracted for the Matter Project, and also they are exempt from VAT calculation.

Value Added Tax will be charged as applicable on our fees according to the Law on Value Added Tax in force in Montenegro.

### **4. TERMINATION AND CONFIDENTIALITY**

#### 4.1 Conflicts of interest

As long as there is a Conflict of interest, for which it should or must know before or after conclusion of the Engagement Letter, both sides are obliged to inform each other, all in order to establish further determinants and progress of the Project, by using all available remedies for reducing the Conflict of interest.

In case of conflict of interest between you and our other clients, we will discuss the position with you and determine appropriate course of action.

#### 4.2 Confidential information (third parties)

Confidential information means all non-public information that we poses about your Company and Matter Project, and opposite, either in writing or orally, as being confidential, or which under circumstances of disclosure ought to be treated as confidential.

Information provided to subcontractors, will also be considered as confidential and it can only be used for the purpose for which they were forwarded.

#### 4.3 Termination of enqagement

Engagement will be terminated under the conditions as defined in the Engagement Letter, unless otherwise provided or according to the circumstances so require.

The terms and conditions of Law Office Vujacic will be governed by law in force in Montenegro. The Commercial Court in Podgorica shall have exclusive jurisdiction to hear and dispute which may arise between us.

Law Office Vujacic reserves the right the right to make changes regarding to this Business Policy.

Everything that is not defined and establish in this Business Policy will be defined by Engagement Letter.