

THIS AGREEMENT FOR THE PROVISION OF LEGAL SERVICES IS ENTERED INTO BETWEEN

- On the one hand:** Me Candice DEBRUYNE;
Lawyer at the Brussels Bar
Civil law firm: LEXPAT (SRL) whose office (registered office) is located at Boulevard Saint-Michel, 65 bte 6, 1040 Brussels
Tel.: 02 588 06 21 - Fax: 02 808 54 23 - Email: lexpat@lexpat.be
B.C.E. 0669.481.033 - VAT: BE 0669.481.033,
hereinafter referred to as "*the lawyer*",
- & On the other hand:** The client defined in the special terms and conditions (Point 14),
Hereinafter referred to "*the client*",

1. Introduction and purpose of the contract

This agreement defines the terms and conditions for the performance of the legal services entrusted to the lawyer.
Our commitment: to take all necessary steps to advise, assist and represent the client with diligence and professionalism.

- The client acknowledges that the lawyer is bound by a duty of means and not of results.

2. Commitments of the client

The client undertakes to:

- Provide all relevant information and documents at the start of the assignment.
- Inform the lawyer immediately of any changes or new developments.
- Comply with the deadlines specified for sending documents or responses.

3. Professional insurance

The lawyer is covered by professional liability insurance with ETHIAS S.A., up to a maximum of **1,250,000 eur** per claim (excluding the United States and Canada).

4. Collaborators and subcontractors

LEXPAT may work with associates or subcontractors to handle the case, under the supervision and responsibility of the lawyer.

5. Appointments and contacts

- By appointment only (at the office or by videoconference).
- By telephone via the office: **+32 315 58 73**.
- By email: lexpat@lexpat.be.
- Online booking: www.lexpat.be/book-online.

6. Communication with clients

- Information provided by email as a priority.
- WhatsApp, text messages or post may be used if necessary.
- There is no need to call just for follow-up: regular updates are provided by the firm.

7. Fees and expenses

7.1. Entry into force

The contract shall take effect upon full payment of the invoice.
In the event of partial payment, a refund of **250 eur including VAT** will be deducted and the file will be closed.

7.2. Billing methods

- **Either a flat rate:** a total price defined at the time of signing, payable before any services are provided.
- **Or hourly rate:**



- €4/minute (+ 21% VAT), billed in 3-minute increments.
- + General expenses: 15% of fees (excluding legal costs, disbursements, external professionals and travel expenses).

7.3. Success fee

Any procedural indemnities and court fees obtained shall be retained by the lawyer in full.

7.4. Late payment

- Compensation of **100 excluding VAT** per reminder or formal notice after 14 days.
- Suspension of services 7 days after formal notice by registered letter.

8. Time

The solicitor is not responsible for deadlines imposed by judicial or administrative institutions.
The client must forward any documents received **on the same day or at the latest the following day**.

9. Right of withdrawal

If the contract is concluded outside the office, the client has **14 days** to withdraw, unless immediate performance is requested in writing.

10. Disputes

In the event of a dispute:

1. Referral to the President of the French Bar Association in Brussels.
2. If no resolution is reached, **the French-speaking Court of First Instance in Brussels** shall have exclusive jurisdiction.

11. Anti-money laundering

The client must provide all documents necessary for their identification.
The lawyer may be required to report any suspicion of money laundering or terrorist financing to the President of the Bar.

12. Personal data

Why do we collect your data?

In the context of the assignment entrusted to your solicitor, certain personal information must be collected in order to:

- Manage your case and monitor the proceedings.
- Communicate with you, your opponents and their lawyers.
- Communicate with external professionals involved (bailiffs, experts, translators, etc.).
- Submit documents to the competent courts.
- Issue and manage invoices.

This data may also be used for a task directly related to the one entrusted to us.

What data do we collect?

We collect:

- Your identity and contact details (surname, first name, address, telephone number, email address, billing address).
- Information strictly necessary for processing your file.
- Where applicable, sensitive data (medical images, medical reports, biological data, information relating to your origin, sexual orientation, religious or philosophical beliefs, or trade union membership).

This data is collected with your consent and in accordance with European and Belgian data protection legislation.
Even if you refuse to give your consent, we will process your file to the best of our ability.

Who is responsible for your data?

The data controller is **your lawyer**. You can contact them if you have any questions about your personal data.

How is your data stored?

Your data is stored in paper and/or secure electronic format.
It may be exchanged via secure systems (e.g. e-Deposit/DPA) or in the context of legal proceedings.
It is kept for the entire duration of the case and then archived for up to **10 years** after its closure in order to comply with our legal and professional obligations.

What are your rights?

You may at any time:

- Give or withdraw your consent to the processing of your data.
- Request information about what data is stored and obtain a copy in a readable and portable format.
- Request the rectification of incorrect data.



- Be informed of the purposes of the processing and the persons who have access to your data.

Withdrawing your consent may not allow the deletion of data already used in legal proceedings.

Who will have access to your data?

- Members of the firm for the processing of your case.
- If necessary, other lawyers and legal professionals.
- If the processing must be carried out in another European Union country, and with your consent, legal professionals in that country.

Contact and complaints

- If you have any questions or concerns about how your data is processed, you can contact your lawyer or the Data Protection Authority (DPA).

Rue de la Presse 35, 1000 Brussels – Tel.: +32 2 274 48 00 – Email: commission@privacycommission.be

13. Legal assistance (Articles 508/1 to 508/25 of the Judicial Code)

Where circumstances warrant, the lawyer shall inform the client prior to entering into a contract of the conditions for access to fully or partially free legal aid and of the cases in which a legal aid case may give rise to payment of remuneration for the lawyer's services and those in which legal aid may be withdrawn.

The client acknowledges that they have received the information below concerning access to legal aid prior to the conclusion of the contract, that they have received from the lawyer all the information on the legal aid to which they may be entitled, so that it is in an informed manner and prior to the conclusion of the contract that the client has waived their right to legal aid.

14. Special conditions

SURNAME	
FIRST NAME	
COMPANY	
Address	
Mobile	
Email	
VAT number:	
I waive my right to free legal aid (Tick this box!)	

Done at _____, on

Done at Brussels, on

Signature of the client

Signature of the solicitor

