

# DENLAW

**TERMS OF ENGAGEMENT  
of  
The Law Firm Gaarn Pedersen  
CVR-nr. 34 93 22 04**

(updated January 2023)

## **LEGAL ASSISTANCE**

1. The law firm of Gaarn Pedersen – hereinafter referred to as Gaarn Pedersen is part of DENLAW Advokater – shared office facilities between independent law firms.

The contact details of Gaarn Pedersen are as follows:

DENLAW Advokater  
Att. Gaarn Pedersen  
Østergade 55  
1100 Copenhagen K  
Tlf.: 33 13 15 11  
E-mail: [jgp@denlaw.dk](mailto:jgp@denlaw.dk)

Assistance is provided, unless otherwise agreed, by attorney Jesper Gaarn Pedersen, licensed to practice by the Ministry of Justice and a member of The Danish Bar and Law Society (Advokatsamfundet).

Legal assistance is provided in accordance with the provisions of the Danish Administration of Justice Act (Retsplejeloven) and of the Rules and Regulations of The Danish Bar and Law Society, including rules of professional conduct, behavior and ethics. Reference is made to the homepage of The Danish Bar and Law Society - [www.advokatsamfundet.dk](http://www.advokatsamfundet.dk)

2. These terms of engagement prevail over terms of engagement of our clients, unless otherwise agreed with the client in writing for purposes of a particular task.

3. Gaarn Pedersen has insured against third-party risks with HDI Danmark, Indiakaj 6, 2100 Copenhagen Ø, and has provided guarantee according to the rules specified by The Danish Bar and Law Society. The specific terms of insurance will be handed over on request.

## **RULES AGAINST MONEY LAUNDERING**

4. Gaarn Pedersen is subject to the obligations of Acts and Measures to Prevent Money Laundering and Financing of Terrorism ("Hvidvaskloven"). The Acts and measures imply that Gaarn Pedersen must collect information about the identity of all clients. In view of this Gaarn Pedersen must be given the following information:

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In the case of persons, information of name, address and Civil Registration Number (Personnummer (CPR-nr.)). To serve as documentary proof of the client's identity, it is a requirement that Gaarn Pedersen receives copies of passport or driving license + National Health Service medical card.

For companies and other corporate identities, information must be stated of the Central Business Register (det Centrale Virksomhedsregister (CVR-nr.)), business format, the names of managers, signing authority rules, the names of the owners as well as address and CPR-nr. of the physical persons who are the ultimate controllers of the corporate identity. The Acts imply that Jesper Gaarn Pedersen may not commence case handling until he has received any identity information required under the Acts.

The identity information is to be filed for at least 5 years after termination of the relationship with the client.

The identity information obtained about persons as part of Gaarn Pedersen's obligations under the Acts and Measures to Prevent Money Laundering and Financing of Terrorism ("Hvidvaskloven") will only be processed and stored for the purpose of preventing money laundering and the financing of terrorism. Such identity information will not be processed for other purposes, including commercial purposes.

Pursuant to the money laundering rules, Gaarn Pedersen is obliged in certain situations to inform the Danish Bar Association and/or the Money Laundering Secretariat at the National Unit for Special Crime ("Hvidvasksekretariatet hos National Enhed for Særlig Kriminalitet") if there is suspicion or reasonable grounds to suspect that a transaction, funds or an activity is or has been related for money laundering or the financing of terrorism. In the event of such a notification, Gaarn Pedersen are not allowed to inform the client about this. In connection with such notification, collected identity information may be passed on to the Bar Association and/or the Money Laundering Secretariat at the National Unit for Special Crime ("Hvidvasksekretariatet hos National Enhed for Særlig Kriminalitet").

Gaarn Pedersen regards the client's provision of identity information as consent to Gaarn Pedersen's passing this on to others in accordance with the rules of money laundering legislation.

## **CONFIDENTIALITY AND INTERNAL COGNIZANCE**

5. Under the ethical rules of the Bar and Law Society, Gaarn Pedersen is subject to professional secrecy, comprising any information received from or about the client in connection with work performed for the client. Any staff with Gaarn Pedersen must maintain confidenti-

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ality. The duty of confidentiality does not include matters and information that Gaarn Pedersen is legally obliged to reveal to public authorities for instance in pursuance of the Acts and Measures to Prevent Money Laundering and Financing of Terrorism.

6. Gaarn Pedersen has established rules that comply with current legislation prohibiting the disclosure of inside information about listed companies and restrictions on trading in listed securities.

7. As part of Gaarn Pedersen's advice, personal information about the individual client is processed.

This processing is regulated by and takes place in accordance with the Data Protection Regulation and the Personal Data Act. See also Appendix 1 to these Terms of Engagement.

8. We normally correspond via email. Our email correspondence is not encrypted, and we do not take any responsibility for virus, unauthorized alterations, unlawful surveillance, counterfeiting or other resulting circumstances.

## **INVOICING AND FEE ON ACCOUNT**

9. Invoicing is done on a monthly basis unless otherwise agreed, and is based on such factors as use of time at the hourly rate in force at any time, while at the determination of fee, including factors such as overall estimation of the outcome of the case, volume and complexity of the case, the amount of processing, the extent of required expertise, related responsibility, importance to the client, pressure of time, etc. Estimation of the full remuneration concerning execution and completion of the case is purely indicative, unless otherwise explicitly agreed.

10. Terms of payment are net 8 days from the date of invoice. Interest on overdue payment (default interest) will be charged in keeping with the rules of the Danish Interest Act.

11. Client money is held in trust in keeping with the relevant rules of The Danish Bar and Law Society (Advokatsamfundet) about this, and is deposited on a client account. Unless otherwise agreed with the client, the client account is kept with Danske Bank A/S, and it is pointed out to the client that the rules about coverage of deposits with banks in default have their starting point in a coverage level of € 100,000 inclusive of any deposit made by the client with the bank in question.

12. Gaarn Pedersen is under no obligation to pay disbursements on behalf of the client.

## **LIABILITY FOR DAMAGES AND INSURANCE**

**13. Gaarn Pedersen is liable to pay damages in accordance with the general rules of Danish laws on potential loss that the counselling might cause to the client. Gaarn Pedersen's liability for damages is limited to the maximum of coverage of the insurance. The maximum of coverage is DKK 10 mio. per attorney per year, and the total indemnity cannot exceed DKK 10 mio.**

**Attention is called to the fact that any further claims may reduce the maximum of coverage.**

**At the start-up of a new case, the client is advised to consider if there is need of/wish for higher insurance cover and to give notice of this immediately. If so, extended cover is signed for in the actual case. The costs of this are chargeable to the client.**

14. Liability for any damages comprises only direct losses, and thus does not comprise operating losses and indirect losses, including losses of profit, data or goodwill.

15. Neither does liability for damages comprise counselling or service provided or supplied by other persons than Gaarn Pedersen, including foreign attorneys and others of the client's advisers.

## **CHOICE OF LAW AND VENUE**

16. Gaarn Pedersen does not apply agreement clauses concerning choice of law and/or venue, unless agreed with the client.

## **POSSIBILITY OF COMPLAINT**

17. It is possible to lodge a complaint with the Disciplinary Board of the Danish Bar and Law Society, Kronprinsessegade 28, 1306 Copenhagen K, [klagesagsafdelingen@advokatsamfundet.dk](mailto:klagesagsafdelingen@advokatsamfundet.dk)

## APPENDIX 1

### Information about my handling of your personal data, etc.

#### **1. I am the data controller – how to contact me?**

Attorney Jesper Gaarn Pedersen is the data controller as regards handling of the personal data received from you. Please find my contact details below.

Attorney Jesper Gaarn Pedersen  
Central Business Register no. (CVR-nr.) 36 60 17 79  
Østergade 55  
DK-1100 Copenhagen K

Telephone: +45 33 13 15 11

Mobil: +45 23 21 15 28

Mail: [jgp@denlaw.dk](mailto:jgp@denlaw.dk)

#### **2. Purposes of and applicable law of handling your personal data**

I handle your personal data for the following purposes:

- In order to fulfill our agreement about performance of assistance according to our letter of agreement and about attending to your interests in that respect.
- In order to effect mandatory checks of conflict for the purpose of dealing with conflicts of interest
- In order to be able to prepare invoices, etc.
- The choice of law for my handling your personal data follows from Acts and Measures to Prevent Money Laundering and Financing of Terrorism ("Hvidvaskloven"), part 3 on implementation of procedures of obtaining knowledge of customers, including obtaining proof of identity.

#### **3. Categories of personal data**

I handle the following categories of personal data about you:

- General personal data such as: Name, address, telephone number, e-mail address and similar nonsensitive information

- Civil registration number (Personnummer (CPR-nr.)) and sensitive information

#### **4. Receivers or categories of receivers**

I pass on or entrust your personal data to the following receivers:

- My IT supplier (EG A/S)
- My IT-supporter (Endorse IT)
- My accountant (Saldo)

all, in their capacity of data processors, receive information about you

#### **5. Filing of your personal data**

Attorneys are liable to file case documents for a suitable period of time. I file your personal data in accordance with the Acts and Measures to Prevent Money Laundering and Financing of Terrorism "Hvidvaskloven" for up to 5 years after conclusion of the case. Then they will be deleted. Other case documents will be filed for up to 10 years in pursuance of the mandatory period of limitation.

#### **6. Your rights**

In accordance with The General Data Protection Regulation you have a number of rights as regards my handling information about you. If you want to make use of your rights, you are to contact me.

##### **Right of inspecting information (right of access)**

You have the right to access the data I handle concerning you, as well as further information.

##### **Right of rectification (correction)**

You have the right to have incorrect information about yourself rectified according to paragraph 5.

##### **Right of deletion**

In special cases you have the right to have information about you deleted before the point of time of my ordinary deletion occurs.

## **Right of limitation of handling information**

In certain cases you have the right to have handling of your personal data minimized. If you have right of minimizing my handling, I may only handle information from then on – apart from filing – with your consent, or for the purpose of establishing, alleging or defending legal claims, or in order to protect a person or important public interest.

## **Right of objection**

In certain cases you have the right of objection to my otherwise lawful handling of your personal data.

## **Right of transmitting data (data portability)**

In certain cases you have the right of receiving your personal data in a structured, generally applied and machine readable format, and of having such personal information transferred from one data controller to another without impediment. You may read further about your rights in the guidance notes by The Danish Data Protection Agency (Datatilsynet) on the rights of registered persons, to be found on [www.datatilsynet.dk](http://www.datatilsynet.dk).

## **7. Complaint to The Danish Data Protection Agency**

You have the right to lodge a complaint to The Danish Data Protection Agency if you are dissatisfied with my handling of your personal information. You will find the contact details of The Danish Data Protection Agency on [www.datatilsynet.dk](http://www.datatilsynet.dk).