**APPOINTMENT AS PROCESS AGENT**

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| **Name (“Appointor”)** |
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| **Address** |
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| **VAT number** |
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| **Name of the person who is to receive notices** |
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| **E-Mail of the person who is to receive notices** |
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| **Phone and fax number of the person who is to receive notices** |
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*About the agreement(s) for which you appoint us as process agent:*

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| **Name and date of the agreement (“the Agreement”)** |
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| **Parties to the Agreement other than Appointor (name, address, contact name, e-mail)** |

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| **Maturity date of the Agreement** |
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The Appointor hereby appoints London Central Services Ltd as its process agent in respect of the Agreement and subject to the Terms & Conditions (the “Appointment”), and London Central Services Ltd (“London Central Services”) accepts such Appointment.

**The Appointor:**

Signed: Date:

**London Central Services:**

Signed: Date:

**Terms & Conditions**

1. The Appointment is conditional upon receipt of the agreed fees set out in our invoice (in accordance with the Fee Schedule) for this service and accordingly, the Appointment shall not become effective until London Central Services have received payment of such fees in full.

2. London Central Services will accept service of process on behalf of the Appointor in respect of the Agreement in any proceedings in England. Such service shall be deemed completed by delivery on London Central Services.

3. London Central Services will notify the person indicated by the Appointor to receive notices by email or fax of such service as soon as reasonably practicable. The Appointor will be responsible for the costs incurred in forwarding documents to the Appointor, if so required, which must be paid in advance.

4. The Appointor is responsible to notify London Central Services in case there are any changes to the contact details of the person indicated to receive notices.

5. The Appointment shall terminate on the maturity date of the Agreement set out in the appointment letter unless a further period has been agreed and all corresponding fees for such further period have been paid.

6. The Appointor agrees to pay any reasonable expenses incurred or to be incurred by London Central Services in connection with carrying out its obligations under the Appointment. If the Appointor fails to pay such expenses as our invoice in respect of those said expenses within 30 days we shall be entitled to terminate our appointment forthwith by written notice without prejudice to any claims we may have for fees and expenses incurred under our appointment.

7. The Appointor will have no claim against London Central Services for any failure to perform its duties under the Appointment unless such failure is due to gross negligence or wilful misconduct. The Appointor hereby agrees to indemnify London Central Services against all liabilities, claims, costs and expenses arising in any way out of the Appointment unless such claim arises from fraud, gross negligence or wilful misconduct.

8. London Central Services does not provide a business correspondence address or any general mail forwarding services.

9. The Appointment is governed by English Law.

10. Fee Schedule

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| --- | --- | --- | --- | --- |
| Appointment duration | Fee per Agreement |  | Appointment duration | Fee per Agreement |
| 1 year | GBP 130 |  | 6 years | GBP 580 |
| 2 years | GBP 220 |  | 7 years | GBP 670 |
| 3 years | GBP 310 |  | 8 years  | GBP 760 |
| 4 years | GBP 400 |  | 9 years | GBP 850 |
| 5 years | GBP 490 |  | 10 years | GBP 940 |