

## TERMS AND CONDITIONS FOR SUPPLIERS

**Subject-Matter.** The following terms and conditions shall apply to any supply of legal, tax advisory, accounting, administrative, translation and any other services (the "Services") contracted by Luca Prague s.r.o. with business identification number (ICO) 28234260 and registered offices at Nam. I.P. Pavlova 1789/5, Prague 120 00, Czech Republic (the "Company"), whether verbally or via e-mail, on a permanent or occasional basis, including Services supplied and invoiced to a Company's client, and unless a contract has been entered into in written form with the provider of Services (the "Supplier").

**Confidentiality.** The Supplier is obligated to treat any and all data, information and facts received from or disclosed by the Company as strictly confidential and shall not divulge them to any third party, whether in full or partly, unless authorized to do so by the Company in written form. The Contractor acknowledges and understands that in the event of any breach of this obligation by the Supplier the Company may suffer irreparable injury and damages and have no adequate remedy at law.

**Personal Data.** The Contractor may receive from the Company personal data of the Company's clients, including prospective clients who have requested a preliminary evaluation of a matter. Such personal data may include name, surname, birth date and place of residence, birth code, registration number(s) (the "Personal Data") and the Contractor understands that any Personal Data is being processed by the Company for the sole purpose of meeting his contractual, statutory and ethical obligations. The Supplier agrees to process Personal Data collected exclusively for the purpose above, not to aggregate Personal Data collected for different purposes, and to retain any Personal Data for the period strictly necessary for the Supplier to comply with its contractual obligations with the Company. The Supplier agrees to store the Personal Data in a safe virtual or physical space, in accordance with applicable regulations and any specific instruction issued by the Company; should the Supplier be unable to adopt adequate safeguards to comply with this obligation, it shall inform the Company immediately. The Supplier agrees to provide his employees and co-workers with adequate training and information regarding the processing of Personal Data.

**Miscellaneous.** No subcontracting of the Services is allowed unless agreed with the Company in writing or by e-mail. Czech law shall apply to the provision of Services and any dispute shall be solved by the Municipal Court of Prague in Bohemia, Czech Republic. The Company may amend or supplement these terms and conditions by giving notice to the Supplier via e-mail or in writing.