

## Information Sheet

### Introduction

We have prepared this information sheet to ensure you have important information about our services in accordance with our professional conduct rules, the Code of Conduct published by the Solicitors Regulation Authority.

### Who we are

Mayer Brown International LLP is a limited liability partnership incorporated in England and Wales. It is part of Mayer Brown, a global services provider comprising associated legal practices that are separate entities, including Mayer Brown LLP (Illinois, USA), Mayer Brown International LLP (England), Mayer Brown (a Hong Kong partnership) and Tauil & Chequer Advogados (a Brazilian law partnership) (collectively the “**Mayer Brown Practices**”) and non-legal service providers which provide consultancy services (the “**Mayer Brown Consultancies**”). The Mayer Brown Practices and Mayer Brown Consultancies are established in various jurisdictions and may be a legal person or a partnership.

An English limited liability partnership is a body corporate which has members and not partners. In these terms references to a “partner” means a member of Mayer Brown International LLP. However, in our dealings with you we may also use the term partner to refer to an employee or consultant of Mayer Brown International LLP who is a lawyer with equivalent standing or qualification, or to a lawyer with equivalent standing in another Mayer Brown Practice.

### Holding funds on your behalf

We provide client account facilities at our discretion and at your risk to receive, hold and transfer funds in connection with a matter on which we are acting for you. You must tell us in advance if you are transferring funds to our client account because unexpected or unidentified receipts are either retained pending further investigation or returned to the sender. Unless we agree otherwise in

writing, we deposit client money in an instant access account and pay interest in respect of the period for which the money is held, unless such interest is de minimis. We calculate interest at a rate equivalent to that payable by our bank on such accounts. Our policy for the handling of client funds, including the identity of our bank and basis of payment of interest, can be found in the legal notices section of our website.

### Our bills

You have a right to object to a bill by making a complaint and/or by applying to the Court for an assessment of the bill under Part III of the Solicitors Act 1974.

### Our rights over your property (our lien)

While any, or any part of any, bill remains overdue for settlement in relation to a matter we are legally entitled to retain money, papers and other property belonging to you even if these have been provided to us in relation to a different matter. We are also entitled to seek a charging order over property which we recover or preserve for you in litigation. We do not waive these rights if we accept any alternative security for our costs, for example a payment on account.

### Format and retention of files

We keep our files partly in paper form and partly in electronic form. Unless we agree otherwise in writing we will retain files relating to your matter for a reasonable period after the matter is closed and at the end of that time may dispose of them without notice to you. We will not destroy original signed documents you ask us to deposit in safe custody. If, after a matter is closed, you ask us to retrieve any material belonging to you from the file we will do so without passing on the direct cost of retrieval, but we may charge you for time spent in complying with your request and answering any enquiries from you and for delivery to you of any material.

## Use of email

We may communicate with you by email unless you instruct us not to. Email sent to you (whether or not containing confidential information) will not be encrypted unless we have agreed mutually acceptable encryption standards and protocols.

## Disclosures to regulators and other authorities

We are legally required to put in place procedures to prevent money laundering. If we know or suspect (or have reasonable grounds for suspecting) that a matter or transaction involves money laundering we may be required to make a notification of our knowledge or suspicion to the National Crime Agency (“NCA”). Depending on the circumstances, we may be precluded from seeking your consent or informing you that we have made a notification.

We are legally required to register certain lobbying activities undertaken for clients.

## Professional indemnity insurance

We are required by the SRA to hold a minimum level of insurance cover under the SRA Indemnity Insurance Rules. The territorial coverage is worldwide for Mayer Brown International LLP and details of our insurers can be found in the legal notices section of our website.

## No waiver of our privilege

Consultation by our lawyers with our own legal advisers (whether in-house counsel or external counsel) is privileged. Our ongoing representation of you will not result in a waiver of such privilege.

## Use of data

We process data, including personal data, in accordance with our legitimate business interests in the provision of legal and professional services, compliance with legal and regulatory requirements imposed upon us and in the management of our business. Data may be shared with other Mayer Brown Practices and the Mayer Brown Consultancies pursuant to arrangements incorporating the EU Model Clauses.

We are subject to various data protection and data privacy laws in the jurisdictions in which we operate. Individuals in the European Union, or individuals whose data we process in Hong Kong or Japan, have certain rights under applicable laws to request access to the personal data we hold about them and to rectify or (if an individual in the European Union) erase that personal data. Further information, including our data privacy

enquiries policy, may be found in the Privacy Notice on our website. You must make sure that personal data you provide and your instructions to us as regards its use do not breach your obligations under applicable data privacy laws and regulations. If you are providing personal data about individuals, you are responsible for providing any relevant data privacy information to the individuals to whom the data relates.

You may contact the Mayer Brown privacy team with any enquiries by emailing [privacy@mayerbrown.com](mailto:privacy@mayerbrown.com). Individuals in the European Union, or individuals whose data we process in Hong Kong or Japan may, if they are dissatisfied with the way in which we are handling their personal data, contact the relevant data privacy regulator or officer, as set out in the Legal Notices section of our website.

## The Financial Services and Markets Act 2000 (“FSMA”)

We are not authorised by the Financial Conduct Authority (FCA).

However, we are included on the FCA register (which can be accessed via the FCA website at [www.fca.org.uk/register](http://www.fca.org.uk/register)) so that we can carry on insurance distribution activity, which is broadly the advising on, selling and administration of insurance contracts. We are also permitted to undertake certain activities in relation to investments which are limited in scope and incidental to our legal services or which may be regarded as a necessary part of our legal services.

This part of our business is authorised and regulated by the SRA, which is the independent regulatory body of the Law Society (a designated professional body for the purposes of FSMA).

## Complaints

We will do what we reasonably can to resolve any complaint about our services or bills in accordance with our complaints handling policy, a copy of which is available in the legal notices section of our website and which will be provided on request. If you are not satisfied with our handling of your complaint you may be eligible to complain to the Legal Ombudsman (“LeO”) at PO Box 6808 Wolverhampton WV1 9WJ. You must contact LeO within six months of our final response otherwise LeO may decide not to investigate your complaint. More information is available at [www.legalombudsman.org.uk](http://www.legalombudsman.org.uk).