

# CONTRACT

on rendering legal services

<< \_\_\_\_\_ >> \_\_\_\_\_ 2024

passport: series \_\_\_\_\_ № \_\_\_\_\_ issued by \_\_\_\_\_, residing at the address: \_\_\_\_\_, hereinafter referred to as the “Customer”, on the other side, referred to as the “Parties”, have concluded this agreement, hereinafter referred to as the “Agreement”, as follows:

## 1. SUBJECT OF THE CONTRACT

1.1 The Contractor on the Customer's assignment undertakes to render legal services to the extent and on the terms and conditions stipulated in the Appendix to the Agreement, and the Customer undertakes to accept the services and pay the sum of money stipulated by the Agreement.

1.2 The name, term of rendering services, other terms and conditions shall be specified in the Appendix to the Agreement (hereinafter referred to as the Customer's assignment), which is an integral part thereof.

## 2. RIGHTS AND OBLIGATIONS OF THE PARTIES

2.1 The Customer has the right:

2.1.1 Receive information on the progress of the Contractor's services by any lawful means;

2.1.2. To personally participate in the process of rendering services;

2.1.3. Receive originals and copies of documents obtained by the Contractor in the process of rendering services;

2.2 The Customer shall:

2.2.1 Provide the Contractor with the documentation necessary for the provision of services in full;

2.2.2 Provide the Executor with reliable information necessary and sufficient for rendering services;

2.2.3 Provide the Executor with appropriate powers of attorney, if necessary;

2.2.4 Not to take any actions (personally or through intermediaries) related to the provision of services without the Contractor's approval during the term of the Contract;

2.2.5 Notify the Contractor of any changes in circumstances related to the subject of the Contract;

2.2.6. to refuse to perform the services on condition of payment to the Contractor of the actually incurred costs;

2.2.7 Pay for the Contractor's services in the amount and within the terms stipulated by the Contract/ Customer's task;

2.2.8 In some cases pay other expenses (state duties, taxes, travel, accommodation, etc.) necessary for the fulfillment of the Contract;

2.2.9 Reimburse the Contractor for the expenses incurred by the Contractor when making payments (state duties, taxes, etc.) in the interests of the Customer with the use of the Contractor's funds within a calendar day after the Contractor presents supporting documents (receipt, cashier's check, ticket, payment order, etc.).

2.3 The Contractor has the right:

2.3.1 Provide the services stipulated by the Customer's assignment both personally and with the involvement of third parties without written agreement with the Customer;

2.3.2 Pay other expenses (state duties, taxes, travel, accommodation, etc.) necessary for the fulfillment of the Contract.

2.4 The Contractor shall:

2.4.1 Provide services qualitatively, timely and in full;

2.4.2 Not to transfer and not to show to third parties the Customer's documentation held by the Contractor;

2.4.3 In case of loss of the original documents received from the Customer, restore them at his own expense;

2.4.4 Apply lawful methods and means when rendering services;

2.4.5 Notify the Customer about the circumstances preventing timely rendering of services.

### 3. COST OF SERVICES AND SETTLEMENT PROCEDURE

3.1 The cost of services is agreed in the Customer's assignment. The cost of services is not subject to VAT on the basis of paragraph 2 of Article 346.11 of the Tax Code of the Russian Federation.

3.2 Payment for the services shall be made by transfer of funds by the Customer to the Contractor's settlement account.

3.3 The Contractor shall start rendering services on the day of signing the Agreement, provided that the Customer makes 100% prepayment of the cost of services, unless otherwise specified in the Customer's task.

#### 4. SERVICE ACCEPTANCE PROCEDURE

4.1 Upon completion of services rendering, the Parties shall sign the Acceptance Certificate of rendered services.

4.2 The services shall be considered to be rendered by the Contractor properly after signing of the Acceptance Certificate of rendered services by the Parties.

4.3 The Customer shall sign the Acceptance Certificate of rendered services not later than working days from the moment of its receipt or shall send to the Contractor a motivated refusal to sign it.

#### 5. LIABILITY OF THE PARTIES

5.1 The Parties are responsible for non-fulfillment or improper fulfillment of obligations under the Contract in accordance with the legislation of the Russian Federation.

5.2 The Customer shall be liable to the Contractor for timely submission to the Contractor of documents enabling the Contractor to fulfill the Contract.

5.3 The Contractor shall be liable to the Customer for the loss of the transferred original documents. In case of loss, the Contractor is obliged to restore them at his own expense.

5.4 The guilty Party shall pay to the other Party a penalty in the amount of \_\_\_\_\_ % of the overdue service cost/unpaid amount for each day of delay for delay in rendering services/payment of services (except for 100% prepayment).

#### 6. CONFIDENTIALITY

6.1 The Parties undertake to keep confidentiality with regard to the information contained in the Contract, annexes and supplements thereto.

6.2 The Contractor shall have the right to use the information obtained by it in the process of execution of the Contract at its own discretion, when such use does not cause any damage to the property or personality of the Customer.

6.3 The confidentiality obligations do not apply to publicly available information.

#### 7. DISPUTE RESOLUTION

7.1 Disputes arising between the Parties shall be settled by negotiations.

7.2 If the Parties fail to reach an agreement during negotiations, disputes between them shall be resolved in court at the location of the Respondent.

7.3 The claim procedure of pre-trial settlement of disputes from the Contract is obligatory for the Parties.

8. PROCEDURE FOR CONCLUSION, AMENDMENT AND TERMINATION OF THE CONTRACT

8.1 The Contract shall come into force since the signing by the Parties and shall remain in force till the Parties fulfill their obligations under the Contract in full.

8.2 All amendments and additions to this Agreement shall be valid only if they are made in writing and signed by the authorized representatives of both Parties.

8.3 In all other matters not provided for by the Agreement, the Parties shall be guided by the current legislation of the Russian Federation.

8.4 All annexes and supplements to this Agreement signed by both Parties are an integral part thereof.

8.5 The Contract is made in two copies having equal legal force, one for each of the Parties.

9. LEGAL ADDRESSES AND BANK DETAILS OF THE PARTIES

Contractor

Customer

Legal address:

Registration:

Postal address:

Postal address:

TIN:

Passport series:

KPP:

Number:

Bank:

Issued by:

Ras./account:

By:

Corr./account:

Phone:

10. SIGNATURES OF THE PARTIES

Contractor

Customer

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