

LETTER TO SPCC MEMBERS

Dear SPCC Members,

We are pleased to invite you to join a newly launched program.

Starting from 5 May 2014 SPCC is going to offer a new service available to its members, namely access to **basic legal advice**. Such basic legal advice services are traditionally provided by many chambers of commerce in Scandinavia. We have decided to entrust these services in Poland to a professional law firm Smolarek, Rogala, Caban - Adwokaci i Radcowie Prawni Spółka Partnerska (further called "SRC" or "Law Firm")

We propose that the basic legal advice (further referred to as "Services") be rendered in the scope and in the way as described below.

I. Scope of Services offered

1. SRC shall provide basic legal advice services to SPCC member companies, including but not limited to: labour law, commercial law, civil law, corporate law, and civil proceedings;
2. The scope of services shall not include highly specialized fields of law such as: intellectual property law, criminal law, regulations regarding the stock exchange and securities, tax issues etc. unless the related issue is considered to be of a basic nature i.e. does not require legal research;
3. Due to the nature of the Services, being basic legal advice to SPCC member companies, advice will not cover any issues related to personal matters of employees or representatives of a member company;
4. Basic legal advice will not include for example: drafting contracts or any other legal documents or producing extensive legal opinions, legal memoranda or analyses on complex issues. A legal document sent by a member company can be commented on when related questions fall within the scope of basic legal advice;
5. The nature of the questions may be of such kind that a lawyer is in a position to answer them immediately without in-depth analysis of the documents. Drafting any documents is beyond the scope of the offered services.

II Confidentiality

1. Since the Services will be rendered by a professional law firm, according to the principles binding professional advocates and legal advisers, confidentiality will be assured;
2. Email correspondence regarding basic legal advice services will be delivered by SRC via a SPCC operated mailbox. For the purposes of basic legal advice, the SRC law firm will make available a dedicated telephone contact number;
3. SPCC or its staff will not have access to the detailed content of any basic legal advice request or the corresponding response in order to ensure the confidentiality of lawyer-client communication. However, SPCC may keep general user statistics regarding the use of the said mailbox and the service to measure the number of requests presented and be informed by SRC about the range of answers provided in a given area of law;
4. We, as SPCC, undertake to maintain the confidential nature of any information received from you, except where such information is in the public domain or was known to us or SRC prior to its receipt, or if the obligation to disclose such information results from the provisions of law.

5. The contents of advice, information, reports, etc., furnished by the Law Firm may be used by SPCC or its members exclusively for their needs. The Law Firm will retain any copyright to the advice given, irrespective of its form or carrier.

III. Fees and Liability

1. Fees for the Services are included in your membership fee, i.e. neither SPCC nor SRC will charge you additionally for the above basic legal advice;
2. SPCC's liability for any damage caused by improper performance of any basic legal advice services by the Law Firm is excluded to the fullest extent permitted by Polish laws;
3. SRC may be held liable for improper performance of the Services according to the professional regulations binding advocates and legal advisers;
4. SRC will not be liable for the contents of legal advice in any given case if there are any amendments to the statutes or case law in Poland after such advice is given.
5. Please note and accept that proper performance of the Services by the Law Firm depends on reliable, exhaustive and timely information provided to the Law Firm on any issues relevant to such case.

IV. Manner in which basic legal advice will be provided

1. You may request the provision of legal advisory services by email, as a rule, or exceptionally, by phone. The lawyer contacted by you by phone has the right to ask for a written confirmation of any request for advice that was communicated by phone;
2. SRC may refuse to answer a given question if it identifies a conflict of interests. SPCC will be informed generally about the nature of any such question. Where a legal advice request or question exceeds the duties of the Law Firm under the agreement with SPCC, the Law Firm will inform the SPCC office about its refusal to address the question and describe to SPCC, in broad terms, the nature of the request and the reasons for refusal.
3. In the event of a request exceeding the scope of basic legal advice, you agree for SPCC to be informed by the Law Firm about the next step taken, for example: (a) you have been advised to contact another professional law firm for further advice, (b) the Law Firm has provided further advice for a fee or (c) any other action.
4. Any advice provided to you by phone will always be followed by a written email summary of said advice;
5. Legal services will be provided only during business hours (Monday to Friday, statutory holidays excluded, from 9 a.m. to 5 p.m.);
6. After joining the program by signing the **acceptance form** below, you will obtain the name of a lawyer to be contacted, contact SPCC e-mail address, and contact the phone number;
7. You should indicate a person or persons authorized to submit queries on your behalf.

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We hope that the above program will meet your needs. Since this is a pilot project, you are invited to share any additional suggestions and solutions.

Since the Law Firm is contracted by our 100% daughter company Skandynawsko-Polskie Usługi Sp. z o.o. KRS No 256979 ("SPU"), all the above provisions regarding SPCC are applicable to SPU accordingly.

In case of any questions regarding the program, please do not hesitate to contact Ms Agnieszka Kowalcze telephone (22) 849 74 14, e-mail akowalcze@spcc.pl

ACCEPTANCE FORM

I/We hereby agree to join the program, accept the terms and conditions set for basic legal advice and indicate the following persons as authorized to contact SPCC on behalf of

_____ (*name of the company SPCC member*):

1.

_____, _____, _____
(*name surname*) *email address* *telephone No*

2.

_____, _____, _____
(*name surname*) *email address* *telephone No*

date, name surname, signature

Please, submit signed acceptance form by e-mail to spcc@spcc.pl or fax (22) 646 49 30