

1. GENERAL INFORMATION

Maxima Legal LLC is a limited liability company registered in the Russian Federation under the number (OGRN) 1089847079630. Its registered office and principal place of business is located at 26, Liteyniy Prospekt, St. Petersburg, 191028, Russia.

Any reference in the present Legal Notices and elsewhere on this website to Maxima Legal means Maxima Legal LLC, its possible subsidiaries and affiliates as well as the other companies and undertakings which are authorised to practice using the name “Maxima Legal” as the context may require. “We” or “us” or “our” mean Maxima Legal unless otherwise specified in the same part of the website.

The term “partner” is used through the website to refer to a participant (shareholder) of Maxima Legal LLC or an employee or counsel with equivalent standing and qualifications.

Our services to clients

In this section, “you” refers to clients to whom we provide our professional services.

Complaints

Maxima Legal is committed to providing commercially focused and high-quality services to our clients. If you are a client and you are unhappy about the advice and assistance that you receive, including any concerns about a bill, we would ask you firstly to contact the partner or associate responsible for the matter or your relationship who will be happy to discuss the matter with you. If you are still dissatisfied, you can file your complaint with our Managing Partner through office@maximalegal.ru (please write in the topic of the email “Complaint”) or our postal address indicated above.

You have a right to challenge or complain about a bill. If all or part of a bill remains unpaid, we may have a right to charge interest on the outstanding amount unless a client has raised an unresolved bona fide query.

Professional indemnity insurance

Maxima Legal bears financial responsibility for the results of services provided by the company. Our professional liability is insured by the Alfa Strahovanie.

Anti-money laundering laws

Under anti-money laundering laws, we may need formal evidence of your identity before we can act and may also conduct checks using external electronic databases for this purpose. We must also report suspicions of money laundering activity to the relevant national and foreign public authorities. We may have to stop work on a matter and may not be allowed to tell you if we make such a report. We will not be liable to you for the consequences of any such report made in good faith.

2. DISCLAIMERS

Website Disclaimer

The information contained in the Maxima Legal website is provided for informational purposes only, and should not be construed as legal advice on any subject matter.

No recipient of content from this website, client or otherwise, should act or refrain from acting on the basis of any content included in the website without seeking the appropriate legal or other professional advice on the particular facts and circumstances at issue from a qualified attorney in the recipient's territory. The content of this website contains general information and may not reflect current legal developments or settlements.

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Nothing in these Legal Notices excludes or limits our liability for fraud or for death or personal injury arising from our negligence or for any other matter in respect of which it would be unlawful or in breach of regulation to limit or exclude liability.

If you wish to find out more about the materials published on the present website, please contact any of our partners or our marketing specialists listed in the "Materials" section of the website.

Communication with Maxima Legal via Internet e-mail through this website does not constitute or create an attorney-client relationship between Maxima Legal and any recipients.

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Please note that if you reply to a Maxima Legal address in one of our marketing e-mails or otherwise send a communication to us, your communication will not create an attorney-client relationship with us. Do not send us any information that you or anyone else considers to be confidential or secret unless we have first agreed to be your lawyers in that matter. Any information you send us before we agree to be your lawyers cannot be protected from disclosure.

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If we propose sending you information about events, our news and legal developments which we believe may be of interest to you, we give you an opportunity to opt out (unsubscribe) from that particular communication or from all our marketing e-mails. Please follow the instructions on the e-mail you received. You can also forward a copy of that unwanted e-mail to our marketing manager.

4. PRIVACY POLICY

Maxima Legal is committed to protection of the personal data of all visitors to our website. Please read the following policy to understand how your personal information will be treated.

What do you submit?

In general, you can visit our website without telling us who you are or revealing any information about yourself. However, on various occasions, including through forms on our

website (such as contact us, careers, news and publications – subscription to media releases, law reviews and other publications, registering to our events) we invite or request you to submit your contact details and other information about yourself or your organisation, or to send us emails which will, of course, also identify you.

How we treat such information?

Personal data submitted on this website will be used for the purposes specified in the relevant part of the website and for other purposes for which you give your consent.

In each case, the purpose for which you are invited to give us information is clear. We will not use your information for purposes that are not clear when you provide your details, and will not disclose it outside Maxima Legal, except to service providers acting on our behalf or in other very limited circumstances, for example, with your agreement or where we are legally obliged to do so.

We acknowledge that the information you provide may be confidential. Maxima Legal will maintain the confidentiality of and protect your information in accordance with our normal procedures and all applicable laws.

Please be sure that Maxima Legal maintains appropriate technical and organisational security measures to protect the security of your personal information against the loss, misuse, unauthorized access, disclosure or alteration.

Transfer of information overseas

For the purposes mentioned above we can transfer your information overseas to our affiliates and/or service providers involved in the work on your project. Some of the affiliates and providers are located in countries which do not have well developed data protection legislation when compared to Russian and European law. However, for the processing of your data we will do our best to ensure a data protection level equal to that of in the Russian Federation or at least to bind the counterpart with a strict contractual obligation to protect your personal data.

5. COOKIES

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The cookies we use help to provide us with anonymised, aggregated technical information. This is principally so that we can make sure that the website is easy to navigate, identify the areas that are of particular interest to visitors and generally improve the site and our services. The information that we collect in this process will not identify you as an individual. We do not seek to identify individual visitors unless they volunteer their contact details through one of the forms on the site.

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When you accessed this website our cookies were sent to your web browser and stored on your computer. If you wish to remove them, you can manage this via the settings on your browser, but note that this may impact your ability to utilise this and other websites. The way to clear cookies varies from one browser to another. You should look in the "help" menu of your web browser for full instructions.

6. AMENDMENTS, EXCEPTIONS AND GOVERNING LAW

The present Legal Notices are subject to changes from time to time. Normally we do not inform our users about such changes and they need to visit our website to see the last updated policies.

Our rights under the Legal Notices may be waived only in writing and specifically.

The Legal Notices shall be governed by and interpreted in accordance with Russian law.

7. CONTACT INFORMATION

If you have any questions in relation to these Legal Notices please contact us at:

office@maximalegal.ru, +7 (812) 454 22 14, 26, Liteyniy Prospekt, St. Petersburg, 191028, Russia.