

MARK ROBINSON TRANSACTIONAL INTELLECTUAL PROPERTY SERVICES

A LAW FIRM AUTHORISED AND REGULATED BY THE SOLICITORS REGULATION AUTHORITY UNDER NUMBER 440939
SOLE OWNER: MARK ROBINSON

Additional Terms

Overview

1. The Engagement Letter defines the Services, the Fee, the Expenses, and the Liability Limit.
2. The Services are provided by Mark Robinson through his firm Mark Robinson Transactional Intellectual Property Services (**MRTIPS**).
3. The Services are limited to advice on the laws of England, and exclude advice on any tax or accounting issues.

Services

4. Mark Robinson shall provide the Services within any deadlines agreed with the Client.
5. In providing the Services, Mark Robinson shall:
 - (a) use reasonable skill and care;
 - (b) act promptly;
 - (c) communicate in a simple and clear manner;
 - (d) comply with the Solicitors' Code of Conduct (a copy of which can be found at <http://www.sra.org.uk/solicitors/handbook/code/content.page>);
 - (e) not sub-contract the Services to anyone else.
6. Mark Robinson states that the following facts are accurate:
 - (a) MRTIPS is authorised and regulated by the Solicitors Regulation Authority under SRA ID number 440939 as a recognised sole practice;
 - (b) Mark Robinson is a solicitor.

Fees and Expenses

7. The Fee and the Expenses are subject to VAT where applicable.
8. Mark Robinson shall provide the receipts to the Client with any invoice for Expenses.
9. The Client shall pay each invoice for the Fee or the Expenses within 30 days of the invoice date.

Termination

10. The Client may terminate this agreement at any time by giving written notice.
11. Mark Robinson may terminate this agreement by giving a reasonable period of written notice where:
 - (a) the Client is late in paying an invoice; or
 - (b) the Client's instructions conflict with the overriding professional duties of Mark Robinson or MRTIPS.

12. This agreement will terminate automatically where Mark Robinson is unable to continue providing the Services due to his illness, injury or death.
13. The Client shall pay for all Services provided up to any early termination.

Confidential Information

14. Mark Robinson shall keep confidential all information obtained or received in connection with the Services, and shall not use or disclose that information other than to provide the Services or to fulfil the Client's instructions. The obligation in this clause is subject to clause 25.

Copyright

15. Mark Robinson will retain ownership of copyright in all written work produced by Mark Robinson in connection with the Services. Mark Robinson grants the Client a non-exclusive licence to use these written works for any purpose (and to grant sub-licences to any person).

Publicity

16. Mark Robinson is permitted to identify the Client as being (or having been) a client of MRTIPS, and to include with this any information that is already publicly available.

Audit Enquiries

17. Mark Robinson shall provide all information reasonably requested by the Client for the purposes of any audit, and shall not charge for providing such information.

Destruction of Documents

18. Mark Robinson may destroy the documents he holds in connection with the Services in accordance with his policy from time to time on file deletion.

Insurance and General Policies

19. The current details of the professional indemnity insurance held by MRTIPS are available on request and online at <http://www.mrtips.co.uk/about-me-and-my-firm>.
20. Mark Robinson promotes equality and diversity in all circumstances. A copy of the equality and diversity policy of MRTIPS is available on request.

Complaints

21. Mark Robinson shall respond to any complaint concerning an invoice or the Services in accordance with the complaints procedure of MRTIPS. The complaints procedure is provided with the Engagement Letter, and Mark Robinson shall provide further copies at the Client's request.

Disputes

22. The laws of England apply to the Engagement Letter and these Additional Terms. The courts of England have exclusive jurisdiction to settle any dispute or claim in connection with the Engagement Letter, these Additional Terms and the Services.

Limitations and Exceptions

23. The Liability Limit is the total amount of Mark Robinson's liability in connection with the Services, irrespective of the number of claims and whether the claims are for breach of contract or a duty of care or for misrepresentation.
24. The only circumstances in which the Liability Limit does not apply are where the liability is for death or personal injury resulting from the negligence of Mark Robinson, or the liability arises from the dishonesty of Mark Robinson.
25. Under UK legislation on money laundering and terrorist financing, Mark Robinson's obligations to the Client are subject to the following exceptions:
 - (a) Mark Robinson might be obliged to provide information to the National Crime Agency (NCA) without telling the Client about this;
 - (b) Mark Robinson might be obliged to suspend the Services for a period of time without being able to give a reason to the Client;
 - (c) Mark Robinson might not be permitted to inform the Client about the NCA investigating or receiving information about the Client (or about other parties who are connected to or represented by the Client).