

## General Conditions

### Article 1. - Definitions

**Client:** A natural person or legal entity requesting the services covered by this contract.

**CETREL:** CETREL S.A., 10, rue Gabriel Lippmann, L-5365 Munsbach, recorded at the R.C.S. Luxembourg under B 23562

**Certification Authority (PKI):** The entity that issues and manages electronic certificates.

**Certificate:** An electronic document with a structured format, signed with the private key of a trusted CA recognized by CETREL that validates the link between a public key and its owner.

**Third-Party Items:** Program elements, either in the form of source or executable code, that are developed by companies other than CETREL.

**Issuer:** A SOFIE participant that has issued an encoded file to another SOFIE participant. The files are encoded by combining the recipient's certificate and its own private key.

**Entity:** Any entity that may exchange IT data either for its own behalf or on behalf of another entity (e.g., a fiduciary that affects transfers for its clients).

**Participant ID:** Each SOFIE participant is identified by a unique number. This number is linked to a personal password.

**LDAP:** "Lightweight Directory Access Protocol"; a directory access protocol. The directory allows data to be stored and organized using a standard format. CETREL will create an LDAP to integrate all the SOFIE network participant identification information that is required to use the SOFIE tool functions and all SOFIE network participant certificates.

**SOFIE Tool (hereinafter, "tools"):** A computer program provided by CETREL to a SOFIE participant that allows encoded computer files to be exchanged with CETREL or a Third-Party SOFIE participant, as well as private key and electronic certificate management.

**SOFIE participant:** Any person who, on behalf of an entity or a Third-Party SOFIE participant, is authorized by CETREL to exchange encoded computer files using SOFIE. CETREL issues a unique ID number to each participant. Each participant must sign a SOFIE participant contract.

**SOFIE Network:** All of the SOFIE participants that have been accepted by CETREL that can exchange computer files with CETREL.

**Encode (Encoding):** Signing and encrypting computer data so that only the recipient can access the information. Encoding combines authentication, non-repudiation, data integrity and confidentiality.

### Article 2. - Purpose of the Contract

The parties hereby agree to the terms and conditions for the access and use by client of the services covered by this contract.

The contract covers:

- The SOFIE service, which enables SOFIE participants to exchange encoded files with CETREL or a Third-Party Participant. To provide this service, CETREL makes the SOFIE Tool available to each SOFIE participant. This tool 1) generates a private and public key on its own infrastructure, 2) generates the electronic certificate request, 3) encodes the data, 4) allows for the electronic transfer of encoded files to CETREL, 5) decodes the encoded files sent by CETREL, and 6) verifies the exchanged files.

- A Help Desk service that provides remote support to client to install and use SOFIE.

CETREL reserves the right at any time to alter the tools provided in connection with the services that are covered by this contract.

CETREL also reserves the right to alter the services covered by this contract.

### Article 3. - Contract Requirements

The client must have an e-mail address to receive CETREL automated messages.

The client must certify that the information provided pursuant to this contract is complete and assumes all liability in the event of an error in or absence of the information requested. If CETREL determines that the information provided is incorrect or incomplete, it may refuse to execute the contract and the SOFIE participant shall have no recourse against CETREL.

### Article 4. - Identification

Upon execution of this contract, each client will receive a sealed envelope with their SOFIE participant ID. The sealed envelope contains the password that will allow client to connect for the first time using the CETREL SOFIE Tool. The client assumes all liability related to disclosure of the password in the envelope. When connecting for the first time, the client must change his password and the password in the envelope will become invalid. The client assumes all liability for the disclosure of the new password issued to them. The client must regularly change their password using the function provided in the SOFIE Tool. If the client suspects that a third party has obtained their password, they must immediately inform CETREL so that CETREL can block the participant ID. A new ID will be issued to the SOFIE participant after a "Replacement" request is submitted using this contract.

### Article 5. - Tool Installation

The client is responsible for providing the infrastructure (PC, operating system, communication infrastructure, etc.) on which the CETREL tools are to be installed. The client must install and configure the tools. The SOFIE Tool, technical information and installation procedures can be accessed on [www.cetrel.lu](http://www.cetrel.lu).

CETREL reserves the right to make recommendations to the client regarding the technical infrastructure used and the installation of the tools provided by CETREL. The client is fully responsible for any failure to follow said recommendations. CETREL may not be held liable for any tool malfunction, whether caused by an incompatibility, incorrect configuration, the technical platform, operating systems, third-party programs, or telecommunication network breakdown.

### Article 6. - Use of the Tools

The client acknowledges to only have the right to use the tools provided by CETREL in connection with the services offered hereby. The participant does not have the right to reuse, extract, decompile, or market all or part of the tools provided. CETREL has integrated Third-Party elements in the tools, which are covered by license or use contracts between CETREL and said Third Parties. If a Third Party claims damages against CETREL based on unauthorized use of the tools by a SOFIE participant, CETREL may exercise recourse against the SOFIE participant to collect any damages paid.

CETREL reserves the right to make recommendations to the client regarding the correct use of its infrastructure. The client is fully responsible for any failure to follow said recommendations.

### Article 7. - Security

CETREL has integrated the management functions into SOFIE necessary to enable the client to create their private key and receive their certificate. The client is fully responsible for the non-disclosure of their login password. If the client suspects that a third party has obtained their password, the client must immediately inform CETREL so that CETREL can take steps to prevent fraudulent use.

The client hereby acknowledges to have received all necessary additional information from CETREL regarding the encoding procedures used for the SOFIE service, their effectiveness and their limitations. The client that said information is sufficient and hereby formally releases CETREL from any liability for the consequences of a violation of the security procedures.

### Article 8. - Intellectual Property

CETREL remains the owner of its patents, trademarks, copyrights, tools, methods, documentation, know-how and any other intellectual property rights that it may have used or developed in connection with the performance of this contract.

The client is prohibited from distributing to any third party whatsoever, including at no cost, all or part of the knowledge acquired while using CETREL's tools without CETREL's expressed consent.

### Article 9. - Certification Authority

The Certification Authority used by SOFIE is LuxTrust SA. Certificates needed to use the tool must be ordered from LuxTrust SA using the order forms available from CETREL via the website [www.cetrel.lu](http://www.cetrel.lu).

### Article 10. - Changes to the Contract

Any changes in administrative information of this contract must be made by the customer with the CETREL's Commercial Service by electronic mail (e-mail) sent to the attention of [commercial@cetrel.lu](mailto:commercial@cetrel.lu).

Changes in the technical information set forth in this contract shall not terminate the contract, but shall serve solely to change the technical information.

If a participant's information changes, they shall be issued a new participant ID when a new contract is signed. The previous contract shall be terminated.

### Article 11. - Change to the General Conditions

These conditions may be amended or supplemented at any time, without notice, depending on changes in tools, changes in legislation or for any other reason deemed necessary by CETREL. Only the online version is applicable and the client must inform himself about the changing conditions. It is possible that during the use of the services covered by this contract, general conditions have been changed.

### Article 12. - Support

CETREL assumes no responsibility for direct or indirect damage caused to the client due to action taken by client based on instructions from CETREL.

CETREL assumes no liability for direct or indirect damage caused to the client when CETREL works at the SOFIE client's site.

### Article 13. - Service Accessibility

CETREL hereby agrees to take all steps necessary to ensure that the SOFIE Network operates correctly.

CETREL reserves the right to temporarily suspend access to CETREL services, in particular for technical reasons. When CETREL is able to anticipate temporary service suspension, it shall exercise its best effort to inform the participant thereof in advance by any appropriate means.

The participant hereby releases CETREL from any consequences that may arise due to a temporary suspension of CETREL services, as well as any consequences that may arise from a breakdown, malfunction or incorrect use of the tools made available by CETREL, or from any other technical incident, even if CETREL is responsible for it.

CETREL reserves the right to permanently or temporarily withdraw CETREL service access right from the participant if the participant has not complied with their obligations or CETREL's recommendations.

### Article 14. - Pricing

CETREL's services shall be invoiced based on the current contract. CETREL reserves the right to change service pricing and hereby agrees to inform SOFIE clients by regular mail at the address provided to CETREL.

The client shall bear all infrastructure costs (communication hardware, etc.) to access CETREL's services.

If the contract is terminated, the client shall not have any right to be reimbursed any amounts invoiced.

The SOFIE service shall be invoiced annually, the first time at the end of the month contract execution, except if provided otherwise.

Concerning the certificates issued by LuxTrust SA, billing is established by LuxTrust S.A.

### Article 15. - Liability

The client assumes sole and full responsibility for the content of information exchanged by the CETREL. The responsibility of CETREL consequently can not be initiated because of the nature or content of communications, messages or information sent through its network.

CETREL could not be liable for any loss or denaturing communications or messages caused by the misuse of tools or services by the client.

In the course of providing services under this contract, CETREL assumes an obligation of means. CETREL will do its best to ensure availability of services and tools, security system and your privacy.

CETREL liability shall be incurred in case of temporary or total unavailability of services and tools or in the event of force majeure, fortuitous event or cause.

It is expressly agreed that, if responsibility for CETREL was used in the performance of this contract, the Client shall not be eligible for other benefits and damages that the reimbursement of payments for subscription services for year immediately preceding the damage.

### Article 16. - Confidentiality

The client hereby acknowledges that CETREL registers the electronic certificates and the parameters that allow them to be routed by the SOFIE Network in an LDAP. The LDAP may be accessed by all SOFIE participants using their technical infrastructure.

The client hereby agrees to not disclose, at any time whatsoever, the information of which it may become aware, in any form whatsoever, by subscribing to CETREL's services.

### Article 17. - Duration

This contract shall enter into effect when signed by the client, and is concluded for an indefinite term. It shall only terminate when terminated by one of the parties.

### Article 18. - Termination

Either party may terminate this contract with 3 months notice by email. The client will send the cancellation to the attention of [commercial@cetrel.lu](mailto:commercial@cetrel.lu). CETREL will send termination of the contract by e-mail to the a-mail addresses contained under the headings "Information on the participant SOFIE" and "Technical information".

CETREL may terminate with immediate effect this contract in the case of a serious breach of the customer or a risk to other network participants SOFIE, caused by the customer, is observed. The files possibly being transmitted will not be sent to the recipients.

In a termination with immediate effect, CETREL transmit information by electronic mail (e-mail) to the client.

### Article 19. - Data protection

Any personal data (such as name, address, email address and other data) that the client or participant SOFIE communicate to CETREL are processed in accordance with the Law of 2 August 2002 on the protection of persons with regard to the processing of personal data (the "Law on data protection").

The data will be processed in order to enable the participant to use SOFIE services covered by this contract. Personal data will be made anonymous in order to achieve statistical or historical treatment. It will not be used for commercial purposes or for other purposes.

Personal data will be stored as long as necessary to provide the services covered by this contract and to comply with the statutory limitation periods. CETREL takes all precautionary measures necessary to ensure data security, while taking into account the more or less sensitive data. However, CETREL can not remove all risks associated with Internet use.

In accordance with the law on data protection any person has the right to access, to modify or delete or object to any processing of data is concerned. To make use of its rights, the individual may contact CETREL

### Article 20. - Choice of Law and Forum

This contract is subject to Luxembourg law. Any dispute in connection with this contract will be the exclusive jurisdiction of competent courts of the Grand Duchy of Luxembourg.