

CUMMINGS PEPPERDINE – LEGAL AND REGULATORY NOTICE

When we say 'we', 'our', 'us' or 'Cummings Pepperdine' in this notice, we are referring to Cummings Pepperdine LLP. Cummings Pepperdine LLP is a limited liability partnership established under English law with company number OC432001 whose registered office is at 1 The Bramley Business Centre, Bramley, Guildford, England, GU5 0AZ.

In order to provide our services, we will ask for information about you and the nature of the proposed work and underlying transaction for the purpose of conflict checking, credit checking, client identification procedures and other bona fide purposes. This information (which may include personal data) may be disclosed to some or all of our members for such purposes.

Frauds and Scams

Please be aware that in order to perpetrate a scam or fraud, criminals may pose as someone from us. Often these scams or frauds are carried out by fake emails suggesting you may receive a financial benefit. The emails often also contain links to supposedly relevant websites. To be effective the scam or fraud requires you to enter into communication with the fraudster, either by responding to the email or clicking the attached link. If you receive an email of this nature do not correspond with the sender. It is highly unlikely that it originates from us.

If you are advised that we have changed our banking details other than by telephone from one of our staff whom you recognise, asked for money or your bank details please contact us immediately at Claire.cummings@cummingspepperdine.com and Sandra.bishop@cummingspepperdine.com . We report scams that may constitute crimes to the Metropolitan Police and the National Crime Agency.

Anti-Money Laundering

We identify clients for the purposes of applicable anti-money laundering legislation. Amongst other things, the type of client, its business and the geographical location will dictate the due diligence standard and documentary evidence we are required to obtain in order to do this. Where possible, we will obtain this information from publicly available sources but in circumstance where the information is not available we will need to obtain the information directly from you. If we are not able obtain all the necessary documentation within a reasonable time frame we may not be able to act for you.

Anti-Bribery & Anti-Corruption

We have anti-bribery and anti-corruption policies and procedures which apply to all our staff. These policies prohibit the making, offering or promising to make a payment or transfer of anything of value including the provision of any service, gift or entertainment for any improper purpose or business advantage. These policies apply to dealings with all third parties on our behalf. They specifically prohibit such dealings with government personnel and other officials

for the purpose of improperly obtaining or retaining business or for any other improper purpose or business advantage.

Complaints and regulation

We aim to provide a high quality service. In the event of a problem with or a query about the way in which your matter is being handled or if you feel that our services can be improved, we would ask you in the first instance to raise the matter with the member of staff with whom you deal. In the event that you are dissatisfied with any of the services that we have provided to you, it is your right to complain to the managing partner, Claire Cummings. We are not authorised by any entity

Consumer Contracts Regulations 2013

If you have instructed us as an individual to act for you in your personal capacity, under the Consumer Contracts (information, cancellation and additional charges) Regulations 2013, you have the right to cancel your instructions within 14 days of receiving our client engagement letter. You can cancel your instruction by any clear statement setting out your decision to cancel. Once we have started work on your file you may be required to pay reasonable costs for work done up to the point of cancellation.