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| **Questionnaire****for LEGAL SERVICES SCOPE and COSTs estimation** |
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***Dear Sirs,***

This Questionnaire is intended to estimate the scope of the Client's documents, type and cost of legal services requested by the Client. Please fill in the Questionnaire or tick the box, where appropriate. Where the Client refuses to provide any disclosures (for example, due to trade secret), please indicate an estimated value or state ‘refused to provide disclosures’.

Please, confirm that the requested business proposal is not intended for participation in the regulated procurement.

Please, fax or e-mail the filled-in Questionnaire and we will use these data for determining the scope of work, deadlines as well as our costs and fees. Based on the data we will also decide on contract conclusion.

**When filling in the Questionnaire, you consent to the collection and processing of personal data for the following purposes: establishing business relations; provision of services in line with the Privacy Policy of the BDO Group of Companies, the Republic of Kazakhstan Law on Personal Data and their Protection as well as the General Regulation on the Protection of Personal Data (GDPR).**

**General Information**

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| --- | --- |
| Company name |  |
| Incorporation date  |  |
| Shareholders/Owners |  |
| Head of the Company  |  |
| Financial Director |  |
| Chief Accountant  |  |
| Company’s registered address, BIN |  |
| Company’s de facto address  |  |
| E-mail |  |
| Contact information (telephone) |  |
| Legal form (JSC, LLP, public organization) |  |
| Is the Company a subject of natural monopolies/having a dominant position in the market? |  |
| Types of activities under the Company Charter |  |
| Does the Company have licenses/permits for its activities? |  |
| Is the Company a subsoil user? |  |
| Copyright information |  |
| Please, specify the ultimate controlling company: |  |
| Branches and representative offices, their location (that are subject to legal expertise): |  |
| Subsidiaries and (or) associated companies (name, address, etc.): |  |
| Interests in other companies, if anyAre the Company shares (bonds) traded in the market (listed at the Regional Financial Centre of Almaty, the Kazakhstan Stock Exchange or any other stock exchanges)? |  |
| The total number of employees |  |
| Please, indicate whether there are EU citizens among the Company employees |  |
| **Requested services:** |  |
| * Concluded contracts expertise (please, indicate the expected number of contracts per month and types of contracts concluded)

Specify the average number of contracts per year in the previous periods |  |
| * Transaction support (please, specify transaction types)
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| * Litigation support (please, disclose the court proceedings involving the Company as a plaintiff, defendant and the number of claims)
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| * Corporations law services (minute preparing and taking during the general meetings of participants/shareholders and Board of Directors, articles of incorporation drafting)

Please, specify the average number of minutes in the previous periods. |  |
| * Labor law services (employment contracts, employer acts, internal documents drafting)
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| * Legal expertise and legal due diligence of the Company's activities

(please, provide a detailed list of questions that must be covered during the legal due diligence) |  |
| * Support in subsidiaries, joint companies, branches and representation offices establishing and registration, current companies restructuring, drafting the articles of association etc.
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| Support in companies reorganisation, rehabilitation and bankruptcy |  |
| * Private court bailiff services for execution of judgements enforceable in Almaty.
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| * Other services (please disclose)
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| **Additional information or remarks** |  |

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