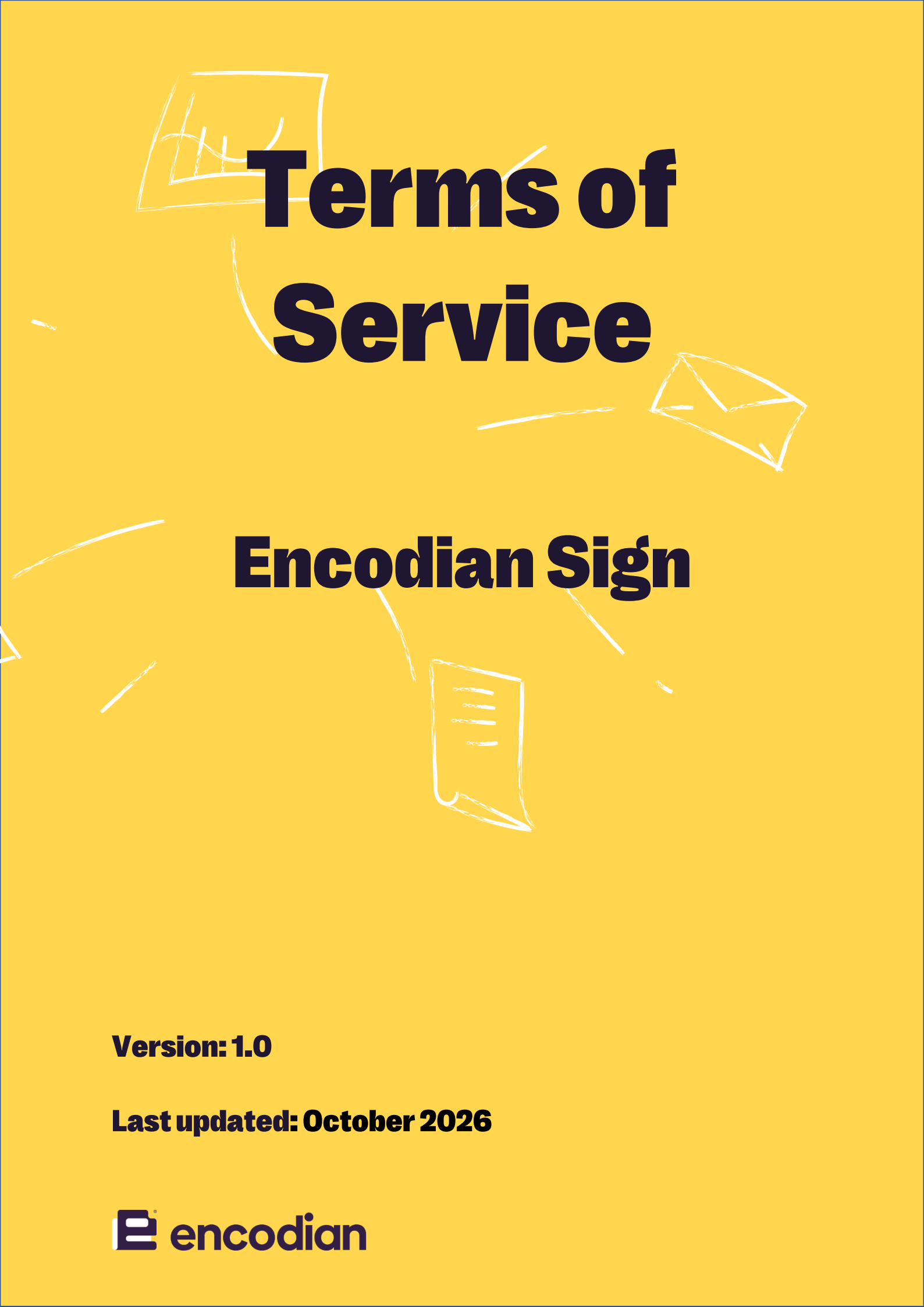




Terms of Service

Encodian Sign

Version: 1.0

Last updated: October 2026

1. DEFINITIONS AND INTERPRETATION

1.1 The definitions and rules of interpretation in this clause apply in this agreement.

Additional Envelopes: additional Envelopes that may be purchased by the Customer from time to time during the Subscription Term in accordance with clause 4.

Additional Envelope Cost: the price payable for Additional Envelopes (on a per-Envelope basis) during the Subscription Term, which may, if applicable, be purchased by the Customer in accordance with clause 4 and the term **Additional Envelope Fees** means the associated fees.

AI: artificial intelligence (including any machine learning, neural network, deep learning or predictive analytics software programs and any derivatives or variations of such programs, and including any associated parameters, vectors and weights).

Analysis: any artificial data synthesis techniques, inference, data aggregation, predictive analysis, pattern identification, trend identification, recall (for the purposes of generative output), modelling or any other form of electronic data analysis.

Authorised Users: those employees, agents and independent contractors of the Customer who are authorised by the Customer to use the Services, the Software and the Documentation.

Business: the business of the Customer as at the Commencement Date.

Business Day: a day other than a Saturday, Sunday or public holiday in England when banks in London are open for business.

Commencement Date: the date on which the Customer receives confirmation in writing from Encodian that Encodian has accepted the Customer's online order through Encodian's Online Portal for use of the Services, or the date on which the Customer submits the Order Acceptance Form to Encodian, as the case may be.

Confidential Information: information that is proprietary or confidential and is either clearly labelled as such or identified as Confidential Information in clause 11.1.

Contract Year: means a 12-month period commencing with the Commencement Date or any anniversary of it.

Control: the beneficial ownership of more than 50% of the issued share capital of a company or the legal power to direct or cause the direction of the general management of the company.

Customer: the organisation that uses the Services under a Free Trial or having paid Encodian (or a Reseller) the Fees.

Customer Data: the data (including any Customer Document) uploaded or inputted (and such equivalent terms) to the Services and/or the Software by the

Customer and/or any Authorised Users (or by Encodian on the Customer's behalf), excluding any Usage Data and Feedback Data.

Customer Document: any contract, notice, disclosure or other record or document uploaded by an Authorised User for the purpose of using the Services to obtain a signature from any person.

Documentation: any operating manuals, user instruction manuals, technical literature and all other related materials in human-readable and/or machine-readable formats supplied or made available by Encodian in connection with the Services, as may be amended, updated or otherwise changed by Encodian from time to time.

ECA: the Electronic Communications Act 2000 as amended by The Electronic Identification and Trust Services for Electronic Transactions Regulations 2016 (UK eIDAS).

Encodian: means Encodian Solutions Ltd, a company incorporated in England and Wales under company number 10200243 and having its registered office at c/o Shop Circle Ltd (trading as Circeus), 25 Eccleston Place, London, England, SW1W 9NF.

Encodian's Acceptable Use Policy: Encodian's Acceptable Use Policy for the Customer's use of the Software made available to the Customer by Encodian online linked to [here](#).

Encodian's DPA: means Encodian's Data Processing Agreement made available to the Customer by Encodian online linked to [here](#), as may be amended from time to time.

Encodian's Online Portal: means, as applicable:

(a) the Management Portal, used by the Customer to manage its Subscription, available at <https://manage-sign.apps-encodian.com>; and/or

(b) the Sign Portal, used by the Customer to utilise the Services and the Software, available at <https://sign.apps-encodian.com>,

as may be updated from time to time.

Envelope: means a single use of the Services, as further described in the Documentation.

ESIGN Act: Electronic Signatures in Global and National Commerce Act, 15 U.S.C. §§ 7001 et seq.

E-Signature Legislation: as applicable, the ECA, EU eIDAS, ESIGN Act and/or UETA or any other applicable law, regulation and/or guidance relating to the use or prohibitions on use of electronic signatures or the execution of electronic documents anywhere in the world from time to time.

EU eIDAS: Regulation (EU) No 910/2014.

Feedback Data: all suggestions, reviews, comments (whether oral or in writing) regarding or connected to the Services, the Software and/or the Documentation provided by or on behalf of the Customer, including by any of the Authorised Users, from time to time.

Fees: the Subscription Fees and any Additional Envelope Fees.

Free Trial: the opportunity granted by Encodian for the Customer (and its Authorised Users) to use the Services free of charge so that the Customer can evaluate whether the Services meet its needs.

Free Trial Period: the duration of the Free Trial as agreed to by Encodian.

Initial Subscription Term: the initial term of this agreement offered by Encodian and accepted by the Customer when the Customer placed its order to use the Services:

(a) in the case of monthly Subscriptions, 1 calendar month; or

(b) in the case of annual Subscriptions, 1 year.

Intellectual Property Rights: patents, utility models, rights to inventions, copyright and neighbouring and related rights, moral rights, trade marks and service marks, business names and domain names, rights in get-up and trade dress, goodwill and the right to sue for passing off or unfair competition, rights in designs, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how and trade secrets), and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

IPR Claim: has the meaning given to it in clause 10.1.

Open-Source Software: any software programs which are licensed under any form of open source licence meeting the Open Source Initiative's open source definition from time to time.

Order Acceptance Form: the online form that Encodian may provide to the Customer, if required, that the Customer must click to accept and submit to Encodian to enter into this agreement.

Permitted Purpose: has the meaning given to it in clause 11.4(a).

Renewal Period: a period beyond the Initial Subscription Term during which this agreement shall continue pursuant to clause 13.1.

Representatives: has the meaning given to it in clause 11.2.

Reseller: any person that has an agreement with the Customer from time to time in connection with the Services and the Software in respect of which the Customer has agreed to pay such person, instead of Encodian, for access to the Services and the Software.

Services: the subscription electronic signature services supplied by Encodian which enable the Customer to access and use the Software, as more particularly described in the Documentation.

Software: the online software applications offered by Encodian in connection with the Services and accepted by the Customer when the Customer placed its order to use the Services, as more particularly described in the Documentation and any modifications made by Encodian to the same including any updates, new releases or new versions.

Software Generated Data: any content generated, extracted or otherwise output to the Customer and/or any Authorised User by the Services and the Software in response to (and such equivalent terms) Customer Data.

Subscription: the subscription purchased by the Customer from Encodian which entitles Authorised Users to access and use the Services and the Documentation in accordance with this agreement and the applicable Usage Model.

Subscription Envelope Allocation: the number of Envelopes allocated to the Customer's Subscription in accordance with the applicable Usage Model and clause 4.

Subscription Fees: the subscription fees payable by the Customer to Encodian for the Subscription offered by Encodian and accepted by the Customer when the Customer placed its order to use the Services for the Subscription Term, as well as any other charges and expenses incurred or otherwise payable by the Customer to Encodian (and/or a Reseller) in connection with its Subscription, excluding the Additional Envelope Fees.

Subscription Term: the Free Trial Period (if any), the Initial Subscription Term and any subsequent Renewal Periods.

Third Party Software: the software programs proprietary to third parties which are provided to the Customer in connection with this agreement including any amendments, updates, modifications, new versions and new releases made to the same.

UETA: Uniform Electronic Transactions Act (1999).

Usage Data: any information and/or data pertaining to how the Customer and/or its Authorised Users use, interact or otherwise employ the Services and/or the Software that is collected by the Software when it is used by the Customer and/or any Authorised User at any time during the Subscription Term, which Encodian may track or otherwise collect from the Customer and/or its Authorised Users.

Usage Model: the conditions and/or pricing mechanisms that apply to the Customer's Subscription and the creation and use of Envelopes, as set out in the Documentation.

VAT: value added tax chargeable under the Value Added Tax Act 1994 and any

similar additional tax or any other similar turnover, sales or purchase tax or duty levied in any other jurisdiction.

- 1.2 Clause headings shall not affect the interpretation of this agreement.
- 1.3 A person includes an individual, corporate or unincorporated body (whether or not having separate legal personality).
- 1.4 A reference to a company shall include any company, corporation or other body corporate, wherever and however incorporated or established.
- 1.5 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.6 A reference to a statute or statutory provision is a reference to it as it is in force as at the Commencement Date. A reference to a statute or statutory provision shall include all subordinate legislation made from time to time under that statute or statutory provision.
- 1.7 A reference to writing or written includes email.
- 1.8 References to clauses are to the clauses of this agreement.
- 1.9 Any words following the terms **including, include, in particular, for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

2. ACCESS RIGHTS

- 2.1 Subject to the Customer paying the Subscription Fees in accordance with this agreement or, where applicable, Encodian granting the Customer a Free Trial, Encodian hereby grants to the Customer a non-exclusive, non-transferable right and licence, without the right to grant sublicences, to permit the Authorised Users to access and use the Software and the Documentation, on a single Microsoft tenant, during the Subscription Term or the Free Trial Period, as applicable, solely for the Customer's own internal operational purposes related to the Business.
- 2.2 Encodian shall provide or make available to the Customer from time to time copies of the Documentation containing information for the proper use of the Services. Such Documentation may be supplied in electronic form.
- 2.3 The Customer may make such further copies of the Documentation as are reasonably necessary for the use of the Services and for training Authorised Users in the use of the Services. The Customer shall ensure that all Encodian's proprietary notices are reproduced in any such copy.
- 2.4 The Customer may provide copies of the Documentation to any third party referred to in clause 11.2 who needs to know the information contained in it for

the Permitted Purpose.

- 2.5** The Customer shall use all reasonable endeavours to prevent any unauthorised access to, or use of, the Software, the Services and the Documentation and, in the event of any such unauthorised access or use, promptly notify Encodian.
- 2.6** The rights provided under this clause 2 are granted to the Customer only and shall not be considered granted to any subsidiary or holding company of the Customer.
- 2.7** Where the Customer purchases access to the Services, the Software and the Documentation from a Reseller, the Customer acknowledges and agrees:
- (a)** the Customer's use of the Services, the Software and the Documentation is subject to this agreement which takes priority over the agreement between the Customer and the Reseller;
 - (b)** the Reseller is not a party to this agreement and has no authority to vary or override any provision of this agreement on Encodian's behalf, nor is a Reseller entitled to waive or enforce any right Encodian may have under or in connection with this agreement;
 - (c)** any agreement entered into between the Customer and a Reseller is separate from this agreement; and
 - (d)** clause 8.6(d) applies in respect of the payment of any Fees that Encodian shall invoice the Reseller for during the Subscription Term.

3. SERVICES

- 3.1** Encodian shall, during the Subscription Term, provide the Services and make available the Documentation to the Customer on and subject to the terms of this agreement.
- 3.2** Encodian shall provide the Services to the Customer in accordance with the applicable Usage Model.

4. SUBSCRIPTION LEVELS AND USAGE

- 4.1** The Customer shall:
- (a)** use, and ensure that its Authorised Users use, the Services and access the Software; and
 - (b)** pay the Fees,
- in accordance with the applicable Usage Model and clause 8.
- 4.2** For the avoidance of doubt, the Customer acknowledges and agrees:

- (a) the applicable Subscription Envelope Allocation shall be applied at the commencement of the Free Trial Period (if any), the Initial Subscription Term and any Renewal Period. For example, if at the commencement of the Initial Subscription Term the Subscription Envelope Allocation is 100, the Subscription Envelope Allocation shall reset to 100 on the commencement of the subsequent Renewal Period;
- (b) Envelopes must be consumed during, as applicable, the Free Trial Period (if any), the Initial Subscription Term and any Renewal Period and do not roll over to any subsequent Subscription Envelope Allocation;
- (c) the Customer may not consume Envelopes beyond the applicable Subscription Envelope Allocation without purchasing Additional Envelopes;
- (d) Additional Envelopes may be purchased by the Customer from time to time during the Subscription Term at the price offered by Encodian at the relevant time;
- (e) Additional Envelopes purchased by the Customer:
 - (i) shall remain available for consumption by the Customer during the Subscription Term for a period of one year from the date of purchase;
 - (ii) automatically expire at the earlier of:
 - (A) the expiry of the one-year period referred to in clause 4.2(e)(i); or
 - (B) the termination of this agreement howsoever caused.

4.3 The Customer may, at any time, change its Subscription to a Subscription in respect of which a greater Usage Model applies, for example, by changing the Usage Model to one that offers a greater Subscription Envelope Allocation than its current Subscription.

4.4 The Customer may not change its Subscription to a Subscription in respect of which a lesser Usage Model applies until the expiry of its current Subscription.

4.5 The Customer shall not be entitled to any refund, rebate or discount from Encodian as a result of changing its Subscription or the expiry of Additional Envelopes.

4.6 The Customer remains solely responsible for the payment of the Fees and any other charges, fees and expenses incurred by its Authorised Users or by any other person during their use of the Services and the Software, irrespective of whether

such use was authorised by the Customer or not.

5. DATA PROTECTION

Both parties shall comply with Encodian's DPA in connection with Encodian's processing of any personal data on the Customer's behalf and Encodian's DPA is hereby incorporated by reference.

6. ENCODIAN'S OBLIGATIONS

6.1 Encodian shall perform the Services and make available the Software substantially in accordance with the Documentation and with reasonable skill and care.

6.2 Encodian's obligations at clause 6.1 shall not apply to the extent of any non-conformance which is caused by use of the Services and/or the Software contrary to Encodian's instructions or the Documentation, or modification or alteration of the Services and/or the Software by any party other than Encodian or Encodian's duly authorised contractors or agents. If the Services and/or the Software do not conform with the terms of clause 6.1, Encodian will, at its expense, use all reasonable commercial endeavours to correct any such non-conformance promptly. Such correction constitutes the Customer's sole and exclusive remedy for any breach of the undertaking set out in clause 6.1.

6.3 Encodian:

(a) does not warrant that:

- (i)** the Customer's use of the Services or the Software will be uninterrupted or error-free;
- (ii)** the Services, the Software, the Documentation and/or the information or functionality obtained by the Customer through the Services will meet the Customer's requirements;
- (iii)** any AI underpinning the Services or the Software has been trained for any specific use by the Customer; or
- (iv)** any Software Generated Data will be unique, complete or accurate;

(b) is not responsible for any delays, delivery failures, or any other loss or damage resulting from the transfer of data over communications networks and facilities, including the internet, and the Customer acknowledges that the Services and/or the Software may be subject to limitations, delays and other problems inherent in the use of such communications facilities;

- (c) is not responsible for any delays, delivery failures or any other loss or damage caused by any Third Party Software; and
 - (d) may subject the Customer Data to Analysis by any AI. Encodian agrees that any Customer Data shall not be used by Encodian for the purposes of developing, training or validating any AI.
- 6.4 This agreement shall not prevent Encodian from entering into similar agreements with third parties, or from independently developing, using, selling or licensing documentation, products and/or services which are similar to those provided under this agreement.
- 6.5 The Customer acknowledges and agrees that:
 - (a) the contents of any Customer Document are the sole responsibility of the Customer;
 - (b) not all Customer Documents are able to be signed electronically under the E-Signature Legislation;
 - (c) Encodian has no responsibility to determine, and Encodian does not give any representation, warranty or guarantee in respect of, whether a Customer Document can be signed electronically or executed in electronic form in compliance with the E-Signature Legislation or otherwise;
 - (d) the E-Signature Legislation may have additional requirements in respect of Customer Documents used or to be used in connection with transactions with consumers. Encodian has no responsibility for determining whether or not any transaction involves a consumer for the purposes of the E-Signature Legislation or to:
 - (i) provide or obtain any required consents or determine whether any consents have been withdrawn;
 - (ii) provide any necessary information or disclosures to consumers;
 - (iii) update or correct any information or disclosures to consumers previously given by the Customer to any person; or
 - (iv) otherwise comply with any additional requirements applicable to consumers;
 - (e) the intent and/or identity of any person signing a Customer Document is also determinative of the valid execution of a Customer Document and Encodian has no responsibility for assessing the intent and/or the identity of any person (including the Customer and its Authorised Users) in

- connection with the Customer's use of the Services and the Software;
- (f) the Customer is responsible for enabling and/or disabling the relevant features of the Services and the Software that are relevant to the Customer's compliance with E-Signature Legislation. For example:
 - (i) enabling consent to do business electronically disclosures;
 - (ii) forcing consumer consent to do business electronically prior to making a Customer Document available for signature by any person; and/or
 - (iii) setting the relevant retention periods of any Customer Documents stored within the Services and the Software during the Subscription Term;
 - (g) the Customer is responsible for making available to any person all contracts, documents and/or other records required by any applicable law, including the E-Signature Legislation and retaining or making available for retention those contracts, documents and other records;
 - (h) Encodian has, within the Software, made available template wording in connection with certain requirements under the E-SIGN Act and UETA. It is the responsibility of the Customer to review this wording and consider whether it is appropriate for the Customer and/or compliant with any applicable laws including the E-Signature Legislation. Encodian does not make any representation, warranty or guarantee in relation to such template wording and it is used by the Customer at the Customer's sole risk. Any modifications of any template wording provided by Encodian are the responsibility of the Customer;
 - (i) the UETA and EU eIDAS are promulgated locally in the various US states or member states of the EU and the European Economic Area. Encodian makes no warranty, representation or guarantee that the Services, the Software and/or the Documentation (or any Customer Document signed or executed via the Services and the Software) comply with any local promulgations of UETA and/or EU eIDAS;
 - (j) the Services and the Software do not produce advanced electronic signatures or qualified electronic signatures as defined by UK eIDAS and EU eIDAS.

7. CUSTOMER'S OBLIGATIONS AND INDEMNITY

7.1 The Customer shall:

- (a) provide Encodian with:
 - (i) all necessary cooperation in relation to this agreement; and
 - (ii) all necessary access to such information as may be required by Encodian,

in order to provide the Services, including security access information and configuration services;

- (b) permit Encodian and/or its third party representatives to inspect and have access to any premises (and to the computer equipment located there) at or on which the Services and/or the Software is being and/or has been kept or used, and have access to any records kept in connection with this agreement, for the purposes of ensuring that the Customer has complied and/or is complying with the terms of this agreement, provided that Encodian provides reasonable advance notice to the Customer of such inspections, which shall take place at reasonable times, unless Encodian reasonably believes that the Customer is, or is reasonably likely to be, in breach of this agreement in which case the notice and temporal restrictions in this clause 7.1(b) shall not apply;
- (c) without affecting its other obligations under this agreement, comply with all applicable laws and regulations with respect to its activities under this agreement, and with Encodian's Acceptable Use Policy;
- (d) carry out all other Customer responsibilities set out in this agreement in a timely and efficient manner. In the event of any delays in the Customer's provision of such assistance as agreed by the parties, Encodian may adjust any agreed timetable or delivery schedule as reasonably necessary;
- (e) ensure that the Authorised Users use the Services, the Software and the Documentation in accordance with the terms and conditions of this agreement and shall be responsible for any Authorised User's breach of such terms and conditions;
- (f) obtain and maintain all necessary licences (or sub-licences as the case may be), consents, and permissions necessary for Encodian, its contractors and agents to perform their obligations under this agreement, including the Services;
- (g) ensure that its network and systems comply with the relevant specifications provided by Encodian from time to time;
- (h) be, to the extent permitted by law and except as otherwise expressly

provided in this agreement, solely responsible for procuring, maintaining and securing its network connections and telecommunications links from its systems to Encodian's data centres, and all problems, conditions, delays, delivery failures and all other loss or damage arising from or relating to the Customer's network connections or telecommunications links or caused by the internet; and

- (i) where any part of the Services and/or the Software is comprised of an AI, maintain direct human oversight in respect of its and its Authorised Users' use of the Services and the Software.

7.2 The Customer shall indemnify Encodian in full against all liabilities, claims, actions, proceedings, demands, costs, expenses, damages and losses (including any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and other professional costs and expenses) brought against, suffered or incurred by Encodian arising out of or in connection with the Customer's use of the Services, the Software and/or the Documentation, save to the extent that such liabilities, claims, actions, proceedings, demands, costs, expenses, damages and losses arose as a result of Encodian's wrongful acts or omissions.

7.3 The Customer acknowledges and agrees, where any part of the Services and/or the Software is comprised of an AI:

- (a) that the Services, the Software and any Software Generated Data are suggestive and predictive in nature;
- (b) to review the accuracy, completeness and correctness of all Software Generated Data and be solely responsible for the accuracy, completeness and correctness of Software Generated Data, including when any Software Generated Data is used or relied on by the Customer and/or its Authorised Users in any circumstance;
- (c) not to warrant or represent to any third party that any Software Generated Data has been verified by Encodian; and
- (d) that the statements in clause 7.3(a) to clause 7.3(c) (inclusive) apply to the Services, the Software and the Documentation as a whole and are not solely in respect of the Software Generated Data but are also in respect of any information generated or derived by the Services, the Software and the Documentation.

8. CHARGES AND PAYMENT

8.1 Unless the Customer is using the Services under a Free Trial, the Customer

shall pay the Fees to Encodian for the provision of the Services in accordance with this clause 8.

8.2 Encodian shall invoice the Customer:

- (a) for the Subscription Fees in respect of the Customer's Subscription to access the Services, the Software and the Documentation, either monthly in advance (in the case of monthly Subscriptions) or yearly in advance (in the case of annual Subscriptions); and
- (b) for the Additional Envelope Fees, in advance at the time of purchase.

8.3 If the Customer fails to make any payment due to Encodian under this agreement by the due date for payment, then, without limiting Encodian's remedies elsewhere under this agreement or in law:

- (a) the Customer shall pay interest on the overdue amount at a monthly rate of 1.5%. Such interest shall accrue on a daily basis from the due date until actual payment of the overdue amount, whether before or after judgment. The Customer shall pay the interest together with the overdue amount; and
- (b) Encodian may, without liability to the Customer, and on no less than 7 days' prior written notice to the Customer, disable the Customer's and the Authorised Users' passwords, accounts and access to all or part of the Services and Encodian shall be under no obligation to provide any or all of the Services while the relevant payments due remain unpaid.

8.4 All Fees stated or referred to in this agreement:

- (a) shall be payable in the currency offered by Encodian;
- (b) are non-cancellable and non-refundable; and
- (c) are exclusive of VAT, which shall be added to Encodian's Fees at the appropriate rate, if applicable.

8.5 Encodian shall be entitled to increase the Subscription Fees at the start of each Renewal Period upon not less than 1 calendar month's prior written notice to the Customer (and this agreement shall be deemed by the parties to have been amended accordingly on the date such price increase takes effect in accordance with this clause 8.5).

8.6 The Customer acknowledges and agrees:

- (a) that the provider of any Third Party Software and/or any other relevant third party person connected with the supply of the Services may levy

charges and fees against the Customer in respect of the Customer's use of the Services and the Software, which the Customer shall pay for pursuant to the terms of the contract between the Customer and the provider of any Third Party Software and/or the relevant third party person;

- (b) where the Customer overpays for any Fees, Encodian shall promptly refund such overpayment to the Customer less any and all bank charges and/or fees incurred by Encodian in respect of the overpayment;
- (c) where the Customer pays for any Fees via bank transfer, the Customer shall ensure that it pays, and Encodian does not pay for, any and all bank charges and/or fees in respect of such transfer;
- (d) where the Customer is paying for the Services through a Reseller, Encodian shall invoice the Reseller, and not the Customer, for any Fees incurred by the Customer and any additional charges or expenses; and
- (e) if a Reseller fails to make any payment due to Encodian by the due date for payment, then, without limiting Encodian's remedies elsewhere under this agreement or in law, Encodian may, without liability to the Customer, and on no less than 7 days' prior written notice to the Customer, disable the Customer's and the Authorised Users' passwords, accounts and access to all or part of the Services and Encodian shall be under no obligation to provide any or all of the Services while the relevant payments due remain unpaid.

9. INTELLECTUAL PROPERTY RIGHTS

9.1 In respect of the Services, the Software and the Documentation:

- (a) the Customer acknowledges and agrees that Encodian and/or its licensors own all Intellectual Property Rights in the Services, the Software and the Documentation including as a result of any development, design and/or integration work that Encodian may carry out for the Customer and including where any elements of such products were developed as a result of or using the Feedback Data, Usage Data and/or the Customer's ideas, suggestions or other feedback supplied by the Customer and/or its Authorised Users. Except as expressly stated herein, this agreement does not grant the Customer any rights to, under or in, any Intellectual Property Rights in respect of the Services, the Software and/or the Documentation;
- (b) the Customer shall not and shall ensure that its Authorised Users shall not:
 - (i) except as may be allowed by any applicable law which is

incapable of exclusion by agreement between the parties and except to the extent expressly permitted under this agreement:

- (A) attempt to copy, modify, duplicate, create derivative works from, frame, mirror, republish, download, display, transmit, or distribute all or any portion of the Software and/or Documentation (as applicable) in any form or media or by any means; or
 - (B) attempt to de-compile, reverse compile, disassemble, reverse engineer or otherwise reduce to human-perceivable form all or any part of the Software or the Services; or
 - (ii) access all or any part of the Services, the Software and the Documentation in order to build a product or service which competes with the Services and/or the Software; or
 - (iii) use the Services, the Software and/or the Documentation to provide services to third parties; or
 - (iv) subject to clause 20.1, license, sell, rent, lease, transfer, assign, distribute, display, disclose, or otherwise commercially exploit, or otherwise make the Services, the Software and/or the Documentation available to any third party except the Authorised Users; or
 - (v) attempt to obtain, or assist third parties in obtaining, access to the Services, the Software and/or the Documentation, other than as provided under clause 2, without the prior written consent of Encodian, who may require that any third party executes a written confidentiality agreement before being given access to any of the same;
- (c) if a court of competent jurisdiction determines that the Customer has any Intellectual Property Rights in the Services, the Software and/or the Documentation, the Customer hereby assigns (by way of present and, where appropriate, future assignment) all such Intellectual Property Rights with full title guarantee to Encodian;
- (d) the Customer shall do and execute, or arrange for the doing and executing of, each necessary act, document and thing that Encodian may consider necessary or desirable to perfect the right, title and interest of Encodian in and to the Intellectual Property Rights in the Services, the

Software and/or the Documentation; and

- (e) the Customer shall use reasonable endeavours to prevent any infringement of the Intellectual Property Rights in the Services, the Software and/or the Documentation and shall promptly report to Encodian any such infringement that comes to its attention. In particular, the Customer shall ensure that each Authorised User, before starting to use the Services, is made aware that the Services, the Software and the Documentation are proprietary to Encodian or third parties and that they may only be used in accordance with this agreement.

9.2 In respect of the Customer Data:

- (a) the parties acknowledge and agree that the Customer and/or its licensors own any and all Intellectual Property Rights in the Customer Data;
- (b) the Customer hereby grants Encodian, or shall procure the direct grant to Encodian of, a fully paid-up, worldwide, non-exclusive, royalty-free licence in any and all Intellectual Property Rights in the Customer Data during the Subscription Term to use, copy and/or otherwise utilise the Customer Data to perform the Services and make available the Software to the Customer on the terms of this agreement;
- (c) the Customer:
 - (i) shall have sole responsibility for the legality, reliability, integrity, accuracy and quality of all the Customer Data;
 - (ii) warrants that the receipt and use of the Customer Data by Encodian shall not infringe the rights, including any Intellectual Property Rights, of any third party; and
 - (iii) shall indemnify Encodian in full against all liabilities, claims, actions, proceedings, demands, costs, expenses, damages and losses (including any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and other professional costs and expenses) brought against, suffered or incurred by Encodian arising out of, or in connection with, Encodian's use of the Customer Data.

9.3 Without prejudice to clause 9.1, in respect of the Software Generated Data:

- (a) the parties acknowledge and agree that all rights, title and interest in and to any Intellectual Property Rights in the Software Generated Data shall, at the Commencement Date, or (if later) on creation of the rights, vest in

and belong to the Customer. Encodian hereby assigns (by way of present and, where appropriate, future assignment) all such Intellectual Property Rights to the Customer; and

- (b) the Customer grants to Encodian a fully paid-up, worldwide, non-exclusive, royalty-free licence in any and all Intellectual Property Rights in the Software Generated Data during the Subscription Term to use, copy and/or otherwise utilise the Software Generated Data to perform the Services and make available the Software to the Customer on the terms of this agreement.

9.4 In respect of the Usage Data and the Feedback Data:

- (a) the parties acknowledge and agree that all rights, title and interest in and to any Intellectual Property Rights in the Usage Data and/or the Feedback Data shall, at the Commencement Date or (if later) on creation of the rights, vest in and belong to Encodian. The Customer hereby assigns (by way of present and, where appropriate, future assignment) all such Intellectual Property Rights with full title guarantee to Encodian (and such Intellectual Property Rights may subsequently subsist in the Intellectual Property Rights within the Services, the Software and/or the Documentation);
- (b) the Customer hereby waives all rights to be compensated or seek compensation for the Feedback Data and/or the Usage Data; and
- (c) Usage Data and Feedback Data, even if marked confidential, will not create any confidentiality obligations on Encodian unless Encodian has otherwise agreed in writing.

9.5 Should the parties agree or should a court of competent jurisdiction determine that the rights granted by Encodian to the Customer, or vice versa, under this clause 9 cannot be granted by licence, the parties hereby agree that such rights are provided by Encodian to the Customer, or vice versa, as a matter of contract.

10. INTELLECTUAL PROPERTY RIGHTS INDEMNITY

10.1 Encodian shall indemnify the Customer against all liabilities, costs, expenses, damages and losses (including any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal and other reasonable professional costs and expenses) suffered or incurred by the Customer arising out of or in connection with any claim made against the Customer for actual or alleged infringement of a third party's Intellectual Property Rights arising out of or in connection with use of the Software or

Documentation, provided that, if any third party makes a claim, or notifies an intention to make a claim against the Customer which may reasonably be considered likely to give rise to a liability under this indemnity (**IPR Claim**), the Customer:

- (a) as soon as reasonably practicable, gives written notice of the IPR Claim to Encodian, specifying the nature of the IPR Claim in reasonable detail;
- (b) does not make any admission of liability, agreement or compromise in relation to the IPR Claim without the prior written consent of Encodian (such consent not to be unreasonably conditioned, withheld or delayed);
- (c) gives Encodian and its professional advisers access at reasonable times (on reasonable prior notice) to its premises and its officers, directors, employees, agents, representatives or advisers, and to any relevant assets, accounts, documents and records within the power or control of the Customer, so as to enable Encodian and its professional advisers to examine them and to take copies (at Encodian's expense) for the purpose of assessing the IPR Claim; and
- (d) subject to Encodian providing security to the Customer to the Customer's reasonable satisfaction against any claim, liability, costs, expenses, damages or losses which may be incurred, takes such action as Encodian may reasonably request to avoid, dispute, compromise or defend the IPR Claim.

10.2 Without prejudice to clause 10.3, Encodian shall not in any circumstances have any liability for any claim of infringement of Intellectual Property Rights:

- (a) based on a modification of the Services, the Software and/or the Documentation by any person other than Encodian or its duly authorised contractors or agents;
- (b) in respect of, or otherwise connected or attributable to, any Customer Data;
- (c) contained, represented or embodied in any Software Generated Data;
- (d) based on the Customer's use of the Services, the Software and/or the Documentation contrary to the instructions given to the Customer by Encodian;
- (e) based on the Customer's use of the Services, the Software and/or the Documentation after notice of the alleged or actual infringement from Encodian or any appropriate authority; and/or

- (f) caused or contributed to by the Customer's use of the Software in combination with software or any Third Party Software or Open-Source Software not supplied or approved in writing by Encodian.

10.3 Notwithstanding any other provision in this agreement, clause 10.1 shall not apply to the extent that any claim or action referred to in that clause arises directly or indirectly through the possession, use, development, modification or maintenance of any Open-Source Software or Third Party Software.

10.4 If use of the Software becomes, or, in the opinion of a UK lawyer of at least ten years' call, is likely to become, the subject of any IPR Claim, Encodian may:

- (a) replace all or part of the Software with functionally equivalent software or documentation without any charge to the Customer;
- (b) modify the Software as necessary to avoid such claim, provided that the Software (as amended) functions in substantially the same way as the Software before modification; or
- (c) procure for the Customer a licence from the relevant claimant to continue using the Software.

10.5 If:

- (a) use of the Software is determined in a court of law to be infringing;
- (b) Encodian is advised by a lawyer qualified under the law applicable to the alleged infringement of at least ten years' call that the Customer's use of the Software and/or the Documentation in accordance with this agreement is likely to constitute infringement of a third party's rights; or
- (c) an injunction or similar order is granted in connection with any claim falling within the scope of clause 10.1 which prevents or restricts the Customer's use of the Software and/or the Documentation in accordance with this agreement,

and Encodian is unable, after best efforts, to procure for the Customer the right to continue using the Software, or to provide the Customer with functionally equivalent non-infringing software, this agreement will be terminated.

10.6 Nothing in this clause 10 shall restrict or limit the Customer's general obligation at law to mitigate a loss it may suffer or incur as a result of an event that may give rise to a claim under this indemnity.

10.7 Encodian's liability arising out of or in connection with this clause 10 is limited under clause 12.

11. CONFIDENTIALITY

- 11.1 Without prejudice to clause 9.4(c), **Confidential Information** means all confidential information (however recorded or preserved) disclosed by a party or its Representatives to the other party and that party's Representatives whether before or after the Commencement Date in connection with this agreement, including any information that would be regarded as confidential by a reasonable business person relating to:
- (a) the business, assets, affairs, customers, clients, suppliers, or plans, intentions or market opportunities of the disclosing party; and
 - (b) the operations, processes, product information, know-how, designs, trade secrets or software of the disclosing party.
- 11.2 **Representatives** means, in relation to a party, its employees, officers, representatives, contractors, subcontractors and advisers (including, in the case of the Customer, its Authorised Users).
- 11.3 The provisions of this clause 11 shall not apply to any Confidential Information that:
- (a) is or becomes generally available to the public (other than as a result of its disclosure by the receiving party or its Representatives in breach of this clause 11);
 - (b) was available to the receiving party on a non-confidential basis before disclosure by the disclosing party;
 - (c) was, is or becomes available to the receiving party on a non-confidential basis from a person who, to the receiving party's knowledge, is not bound by a confidentiality agreement with the disclosing party or otherwise prohibited from disclosing the information to the receiving party;
 - (d) the parties agree in writing is not confidential or may be disclosed; and/or
 - (e) is developed by or for the receiving party independently of the information disclosed by the disclosing party.
- 11.4 During the Subscription Term and for a period of seven years after termination or expiry of this agreement (howsoever caused), each party shall keep the other party's Confidential Information secret and confidential and shall not:
- (a) use such Confidential Information except for the purpose of exercising or performing its rights and obligations under or in connection with this agreement (**Permitted Purpose**); or
 - (b) disclose such Confidential Information in whole or in part to any third party, except as expressly permitted by this clause 11.

- 11.5** A party may disclose the other party's Confidential Information to those of its Representatives who need to know such Confidential Information for the Permitted Purpose, provided that:
- (a) it informs such Representatives of the confidential nature of the Confidential Information before disclosure; and
 - (b) at all times, it is responsible for such Representatives' compliance with the confidentiality obligations set out in this clause 11.
- 11.6** Nothing in this clause 11 shall prevent any person from:
- (a) reporting a suspected criminal offence to the police or any law enforcement agency or cooperating with the police or any law enforcement agency regarding a criminal investigation or prosecution;
 - (b) doing or saying anything that is required by any regulator, ombudsman or supervisory authority;
 - (c) whether required by law or not, making a disclosure to, or cooperating with any investigation by, any regulator, ombudsman or supervisory authority regarding any misconduct, wrongdoing or serious breach of regulatory requirements (including giving evidence at a hearing);
 - (d) complying with an order from a court or tribunal to disclose or give evidence; and/or
 - (e) making a proper disclosure about this agreement or circumstances surrounding this agreement to professional advisers, such as legal or tax advisors and/or medical professionals and counsellors, who are bound by a duty of confidentiality.
- 11.7** Each party reserves all rights in its Confidential Information. No rights or obligations in respect of a party's Confidential Information other than those expressly stated in this agreement are granted to the other party, or to be implied from this agreement. No party makes any express or implied warranty or representation concerning its Confidential Information.
- 11.8** Unless the Customer requests otherwise in writing, Encodian may include the Customer's name and logo in its marketing materials and on its website.
- 11.9** This clause 11 shall remain in full force and effect in the event of any termination of this agreement.
- 12. LIMITATION OF LIABILITY**
- 12.1** Neither party excludes or limits liability to the other party for:

- (a) fraud or fraudulent misrepresentation;
- (b) death or personal injury caused by negligence; or
- (c) any matter for which it would be unlawful for the parties to exclude liability.

12.2 Subject to clause 12.1, Encodian shall not in any circumstances be liable whether in contract, tort (including for negligence and breach of statutory duty howsoever arising), misrepresentation (whether innocent or negligent), restitution or otherwise, for:

- (a) any loss (whether direct or indirect) of profits, business, business opportunities, revenue, turnover, production, reputation or goodwill;
- (b) any loss or corruption (whether direct or indirect) of data or information;
- (c) any loss (whether direct or indirect) of anticipated savings or wasted expenditure (including management time); or
- (d) any loss or liability (whether direct or indirect) under or in relation to any other agreement.

12.3 Clause 12.2 shall not prevent claims, which fall within the scope of clause 12.4, for:

- (a) direct financial losses that are not excluded under any of the categories set out in clause 12.2(a) to clause 12.2(d); or
- (b) physical damage to tangible property.

12.4 Subject to clause 12.1, Encodian's total aggregate liability in contract, tort (including negligence and breach of statutory duty howsoever arising), misrepresentation (whether innocent or negligent), restitution or otherwise, arising in connection with the performance or contemplated performance of this agreement or any collateral contract shall not exceed the cap. If defaults committed in more than one Contract Year give rise to a single claim or a series of connected claims, the Supplier's total liability for those claims shall not exceed the single highest annual cap for those Contract Years.

12.5 In clause 12.4 and this clause 12.5:

- (a) **cap.** The cap is one hundred per cent (100%) of the total charges in the Contract Year in which the breach of contract, tort, duty, misrepresentation or other default attributable to Encodian occurred; and
- (b) **total charges.** The total charges means all sums paid by the Customer to Encodian and/or a Reseller (if applicable) under or in connection with this

agreement in the Contract Year in which the breach of this agreement, tort, duty, misrepresentation or other default attributable to Encodian occurred or if no sums have been paid by the Customer to Encodian and/or a Reseller (if applicable) under or in connection with this agreement in the Contract Year in which the breach of contract, tort, duty, misrepresentation or other default occurred, £1,000 (one thousand pounds sterling).

12.6 Subject to clause 12.1, Encodian shall not be liable for (and the Customer assumes sole responsibility for) the results obtained from the use of the Services, the Software and the Documentation by the Customer, and for conclusions drawn from such use.

12.7 Unless the Customer notifies Encodian that it intends to make a claim in respect of an event within the notice period, Encodian shall have no liability for that event. The notice period for an event shall start on the day on which the Customer became, or ought reasonably to have become, aware of the event having occurred and shall expire six months from that date. The notice must be in writing and must identify the event and the grounds for the claim in reasonable detail.

13. TERM AND TERMINATION

13.1 This agreement shall, unless otherwise terminated in accordance with its terms, commence on the Commencement Date and shall continue for the Free Trial Period and the applicable Initial Subscription Term and, thereafter, this agreement shall:

- (a)** where the relevant Subscription is a monthly Subscription, be automatically renewed for successive periods of one month; or
- (b)** where the relevant Subscription is an annual Subscription:
 - (i)** if the Customer has paid the invoice for the Initial Subscription Term (and for any successive periods of one year) otherwise than through Encodian's Online Portal, terminate automatically without notice at the end of the Initial Subscription Term (or relevant successive period) unless the parties agree in writing that the term of this agreement shall be renewed for a further period of one year; or
 - (ii)** if the Customer has paid the invoice for the Initial Subscription Term (and for any successive periods of one year) through Encodian's Online Portal, be automatically renewed for a

successive period of one year.

13.2 If the parties have agreed in writing that this agreement shall be subject to a Free Trial and:

- (a) the Customer has not, before the expiry of the Free Trial Period, either:
 - (i) (through the account portal) added card details and selected a Subscription; or
 - (ii) (through the sales desk) requested and then accepted a quote by completing an order form for a Subscription,

then the Services shall be automatically suspended and, unless the Customer pays for and activates a Subscription within 90 days of the end of the Free Trial Period, this agreement shall automatically terminate on the expiry of 90 days from the end of the Free Trial Period with all Customer Data and any other data in the account deleted; or

- (b) if the Customer activates and pays for a Subscription within the timeframes referred to in clause 13.2(a), this agreement shall continue for the Initial Subscription Term and any Renewal Periods until it is terminated in accordance with its terms.

13.3 If either party notifies the other party of termination, in writing, at least 15 days before the end of the Initial Subscription Term or any Renewal Period, this agreement shall terminate upon the expiry of the applicable Initial Subscription Term or Renewal Period.

13.4 Encodian may terminate this agreement immediately on notice to the Customer:

- (a) if there is a change in Control of the Customer; or
- (b) if a Reseller fails to pay Encodian by the due date for payment and remains in default not less than 15 days after being notified in writing to make such payment.

13.5 Without affecting any other right or remedy available to it, either party may terminate this agreement with immediate effect by giving written notice to the other party if:

- (a) the other party fails to pay any amount due under this agreement on the due date for payment and remains in default not less than 15 days after being notified in writing to make such payment;
- (b) the other party commits a material breach of any other term of this agreement and (if such breach is remediable) fails to remedy that breach

within a period of 30 days after being notified in writing to do so;

- (c) the other party repeatedly breaches any of the terms of this agreement in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms of this agreement;
- (d) the other party makes a resolution for its winding up, makes an arrangement or composition with its creditors or makes an application to a court of competent jurisdiction for protection from its creditors or an administration or winding-up order is made or an administrator or receiver is appointed; or
- (e) the other party suspends or ceases, or threatens to suspend or cease, to carry on all or a substantial part of its business.

13.6 The parties acknowledge and agree that any breach of clause 2, clause 8, clause 9 or clause 11 shall constitute a material breach of a term for the purposes of this clause 13.

13.7 On termination or expiry of this agreement for any reason:

- (a) all licences granted under this agreement shall immediately terminate and the Customer shall immediately cease all use of the Software, Services and/or the Documentation;
- (b) the Customer shall immediately pay any outstanding unpaid invoices and interest and, in respect of Services supplied or any other additional charges or expenses but for which no invoice has been submitted, an invoice may be submitted, which shall be payable immediately on receipt;
- (c) each party shall return and make no further use of any equipment, property, Documentation and other items (and all copies of them) belonging to the other party; and
- (d) without prejudice to Encodian's DPA, Encodian may destroy or otherwise dispose of any of the Customer Data and/or Software Generated Data in its possession.

13.8 Any provision of this agreement which expressly or by implication is intended to come into or continue in force on or after termination of this agreement, including clause 1, clause 10, clause 11, clause 12 and this clause 13 shall remain in full force and effect.

13.9 Termination or expiry of this agreement shall not affect any rights, remedies,

obligations or liabilities of the parties that have accrued up to the date of termination or expiry, including the right to claim damages in respect of any breach of this agreement which existed at or before the date of termination or expiry.

- 13.10** Notwithstanding its obligations in this clause 13, if a party is required by any law, regulation, or government or regulatory body to retain any documents or materials containing the other party's Confidential Information, it shall notify the other party in writing of such retention, giving details of the documents and/or materials that it must retain.

14. FORCE MAJEURE

Neither party shall be in breach of this agreement nor liable for delay in performing, or failure to perform, any of its obligations under this agreement if such delay or failure results from events, circumstances or causes beyond its reasonable control. In such circumstances the affected party shall be entitled to a reasonable extension of the time for performing such obligations. If the period of delay or non-performance continues for 3 months, the party not affected may terminate this agreement by giving 30 days' written notice to the affected party.

15. VARIATION

- 15.1** Encodian may vary this agreement from time to time on giving the Customer at least 1 calendar month's notice in writing. If the Customer does not accept the variation, the Customer may, within 1 calendar month of being notified of the variation by Encodian (**Review Period**), terminate this agreement on 7 Business Days' written notice to Encodian. The Customer's continued use of the Software after the Review Period will constitute the Customer's acceptance of the variation.

- 15.2** No other variation of this agreement shall be effective unless it is in writing and signed by the parties (or their authorised representatives).

- 15.3** For the avoidance of doubt, the restriction set out in clause 15.2 shall not affect the operation of the relevant provisions in this agreement which may vary the terms of this agreement (or their effect) by written notice.

16. WAIVER

A delay or failure to exercise, or the single or partial exercise of, any right or remedy shall not waive that or any other right or remedy, nor shall it prevent or restrict the further exercise of that or any other right or remedy.

17. RIGHTS AND REMEDIES

Except as expressly provided in this agreement, the rights and remedies provided under this agreement are in addition to, and not exclusive of, any rights or remedies provided by law.

18. SEVERANCE

18.1 If any provision or part-provision of this agreement is or becomes invalid, illegal or unenforceable, it shall be deemed deleted, but that shall not affect the validity and enforceability of the rest of this agreement.

18.2 If any provision or part-provision of this agreement is deemed deleted under clause 18.1 the parties shall negotiate in good faith to agree a replacement provision that, to the greatest extent possible, achieves the intended commercial result of the original provision.

19. ENTIRE AGREEMENT

19.1 This agreement constitutes the entire agreement between the parties and supersedes and extinguishes all previous and contemporaneous agreements, promises, assurances and understandings between them, whether written or oral, relating to its subject matter.

19.2 Each party acknowledges that in entering into this agreement it does not rely on, and shall have no remedies in respect of, any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this agreement.

19.3 Each party agrees that it shall have no claim for innocent or negligent misrepresentation or negligent misstatement based on any statement in this agreement.

20. ASSIGNMENT

20.1 The Customer shall not, without the prior written consent of Encodian, assign, novate, transfer, charge, sub-contract or deal in any other manner with all or any of its rights or obligations under this agreement.

20.2 Encodian may at any time assign, novate, transfer, charge, sub-contract or deal in any other manner with all or any of its rights or obligations under this agreement.

21. THIRD PARTY RIGHTS

This agreement does not confer any rights on any person or party (other than the parties to this agreement and, where applicable, their successors and permitted assigns) pursuant to the Contracts (Rights of Third Parties) Act 1999.

22. NO PARTNERSHIP

Nothing in this agreement is intended to or shall operate to create a partnership between the parties, or authorise either party to act as agent for the other, and neither party shall have the authority to act in the name or on behalf of or otherwise to bind the other in any way (including the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).

23. NOTICES

23.1 Any notice required to be given under this agreement shall be in writing and shall be:

- (a) if given by Encodian:
 - (i) delivered by commercial courier to the Customer's registered office (if a company) or its principal place of business (in any other case); or
 - (ii) sent by email to the following address (or an address substituted in writing by the Customer): any email address for the Customer provided to Encodian.
- (b) if given by the Customer, sent by email to the following address (or an address substituted in writing by Encodian): notices@encodian.com.

23.2 Any notice shall be deemed to have been received:

- (a) if delivered by courier, on signature of a delivery receipt or at the time the notice is left at the proper address; or
- (b) if sent by email, at the time of the transmission provided that no automated bounceback or out of office message is received.

23.3 This clause 23 does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

24. GOVERNING LAW

This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

25. JURISDICTION

The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in

connection with this agreement or its subject matter or formation (including non-contractual disputes or claims).