**WAHL legal**

Berliner Allee 54, 13088 Berlin



**Client information and questionnaire**

In order to accept and process the mandate, we need the data marked with \* from you.
Any further information is voluntary.

I became aware of the law firm through::

 [ ]  I am already a client of the law firm

 [ ]  your homepage

 [ ]  yellow Pages

 [ ]  online lawyer search service, namely Klicken oder tippen Sie hier, um Text einzugeben.

 [ ]  recommendation

 [ ]  Newspaper/Magazine Ad

 [ ]  published articles

 [ ]  Information event, namely Klicken oder tippen Sie hier, um Text einzugeben.

 [ ]  private contact

**Personal details \***

name: Klicken oder tippen Sie hier, um Text einzugeben.

surname: Klicken oder tippen Sie hier, um Text einzugeben.

birth name: Klicken oder tippen Sie hier, um Text einzugeben.

birth date: Klicken oder tippen Sie hier, um Text einzugeben.

nationality: Klicken oder tippen Sie hier, um Text einzugeben.

profession: Klicken oder tippen Sie hier, um Text einzugeben.

**Your contact details:**

street: Klicken oder tippen Sie hier, um Text einzugeben.

house number: Klicken oder tippen Sie hier, um Text einzugeben.

postal code: Klicken oder tippen Sie hier, um Text einzugeben.

city: Klicken oder tippen Sie hier, um Text einzugeben.

telephone / landline: Klicken oder tippen Sie hier, um Text einzugeben.

cell phone: Klicken oder tippen Sie hier, um Text einzugeben.

e-mail: Klicken oder tippen Sie hier, um Text einzugeben.

Your bank details:

bank: Klicken oder tippen Sie hier, um Text einzugeben.

IBAN: Klicken oder tippen Sie hier, um Text einzugeben.

BC/SWIFT: Klicken oder tippen Sie hier, um Text einzugeben.

(Your account details are used, among other things, to process and forward your client funds)

eligible for VAT deduction - yes [ ]  or no [ ]

legal (expenses) insurance - yes [ ]  or no [ ]

name of the insurance company: Klicken oder tippen Sie hier, um Text einzugeben.

location of the insurance company: Klicken oder tippen Sie hier, um Text einzugeben.

insurance number: Klicken oder tippen Sie hier, um Text einzugeben.

insurance claim number: Klicken oder tippen Sie hier, um Text einzugeben.

deductible (amount) - yes [ ] - amount: Klicken oder tippen Sie hier, um Text einzugeben.

no [ ]

Information about the **opposing party**

name: Klicken oder tippen Sie hier, um Text einzugeben.

surname: Klicken oder tippen Sie hier, um Text einzugeben.

birth name: Klicken oder tippen Sie hier, um Text einzugeben.

birth date: Klicken oder tippen Sie hier, um Text einzugeben.

nationality: Klicken oder tippen Sie hier, um Text einzugeben.

profession: Klicken oder tippen Sie hier, um Text einzugeben.

street: Klicken oder tippen Sie hier, um Text einzugeben.

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IBAN: Klicken oder tippen Sie hier, um Text einzugeben.

BC/SWIFT: Klicken oder tippen Sie hier, um Text einzugeben.

**I. Billing modalities:**

1. Lawyers’ Remuneration Act – RVG -

I am aware that the lawyer's work is subject to a fee within the framework of the Lawyers' Remuneration Act (RVG). The fees are calculated based on the dispute and the subject matter value of the respective matter, unless a fee agreement has been made. A collection fee is charged in accordance with No. 1009 VV RVG for the payment arranging and disbursement of third-party money by the lawyer.

2. legal insurance

Existing legal protection insurance does not change my basic obligation to pay the lawyer. I acknowledge that if costs are refused or as a result of an increase in the amount in dispute during the proceedings that is not covered by legal protection insurance, I will bear the legal fees.

3. Legal aid / advice assistance (state funded)

I was informed about the availability of advisory assistance and legal aid.

4. Assignment of the client's claims as security / offsetting against outstanding claims

a) The client assigns all claims for reimbursement arising from the client relationship against the opponent or the state treasury to the lawyers in the amount of the fee claim as security. The lawyers are authorized to notify the payer of the assignment on behalf of the client. In this respect, lawyers are exempt from the restrictions of Section 181 of the German Civil Code (BGB). The lawyers will not collect the reimbursement claim as long as the client meets his payment obligations, in particular as long as he does not refuse payment or default on payment or has filed an application for the opening of insolvency or composition proceedings over his assets.

b) The lawyers are authorized to offset incoming reimbursement amounts and other payment amounts due to the client that they receive against outstanding fee amounts or services still to be billed.

**II. Correspondence via e-mail / app / portal:**

I was informed that

1. the lawyer is bound to confidentiality and when transmitting unencrypted e-mails it cannot be guaranteed that the message will be read, copied or changed without this being noticeable,

2. WAHL legal exclude any liability for damages resulting from the transmission of unencrypted emails,

3. I may only save and print the transmitted electronic documents unchanged, but I may not pass them on, change them, supplement them or add comments and I am liable to WAHL legal for any resulting damages.

**Please delete what is not applicable:**

In order to speed up and facilitate correspondence, **I agree** to the transmission of **unencrypted emails** to the email address provided overleaf. E-mails to the aforementioned address are deemed to have been received when they are sent, unless I can prove that I did not receive the e-mail.

- I agree: [ ]

By sending correspondence to the aforementioned address, WAHL legal fulfill their obligation to provide information.

**I agree** to the transmission of **unencrypted** emails to my e-mail address under the above conditions. However, this should only be used for organizational purposes (e.g. making appointments). I would ask you to send me any written documents that go beyond this and contain information about the content of the mandate by

app (which app is meant?): Klicken oder tippen Sie hier, um Text einzugeben.

portal (which portal is meant?):Klicken oder tippen Sie hier, um Text einzugeben.

fax: Klicken oder tippen Sie hier, um Text einzugeben.

mail to my private address [ ] .

I certify that the above information is complete and correct and I agree to the storage of the information provided by WAHL legal for internal processing within the framework of Section 33 of the Federal Data Protection Act. The data will not be passed on to third parties.

city: Klicken oder tippen Sie hier, um Text einzugeben.

date: Klicken oder tippen Sie, um ein Datum einzugeben.

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signature of the client