

### E. Terms and conditions of C-DOT

1. Any change in the constitution of the Firm e.g.: Joining of a new Partner, Exit of Partners/Senior Counsels and/or change in the nature of the firm e.g.: Name of company or type like Ltd, LLP etc. must be notified to C-DOT with the copy of the supported documents.
  2. All the services to be billed in line with approved SOC.
  3. In case if any of the services fall out of SOC charges to be agreed based on mutual acceptance.
  4. All the filings to be done by the empaneled firms after receiving written instruction from C-DOT. C-DOT pays post execution of services upon receipt of the actual invoices along-with the necessary proofs / Official Acknowledgements / receipts /currency conversion proofs (holds good for both domestic & international filings).
  5. C-DOT will not deal with foreign associates (technical/financial) directly on any matter.
  6. In case of foreign filings the proof of association (any document which the firm has signed with the foreign associate chosen to work on the matter, shall be shared with C-DOT before going ahead with filing procedures) to be shared with C-DOT.
  7. For each filing separate POA (Case specific) to be executed with C-DOT.
  8. No Blank POAs (without title/ no. of the case) shall be presented to C-DOT for execution.
  9. Both title and numbers related to the case to be reflected in the subject of email communication.
  10. After each action the filed documents, invoices and the relevant proofs shall be sent to C-DOT in a single email followed by hardcopies in the same manner.
  11. Each invoice should contain the title, number, description of the service rendered and split up of the charges.
  12. The attorney firm has to update C-DOT on the changes made by IP Office in terms of payment, submission etc. from time to time.
  13. After Empanelment the law firm must enter into a confidentiality and Non-disclosure agreement with C-DOT for maintaining strict secrecy and confidentiality regarding the information shared.
  14. The empaneled law firm shall keep C-DOT informed regarding the development of each of the matter on quarterly basis.
  15. The IP firms empaneled will provide quality services within reasonable time frames. However at any point of time, if the services are found not satisfactory and if there is any delay of services, C-DOT reserves the right to terminate the empanelment.
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