Caprica Software Limited General Terms of Business September 2022

1. All payments must be made by bank transfer, or international bank transfer if making a payment from outside of the UK. *No other methods of payment are accepted.*

2. Payment is preferred in GBP, but USD or EUR is acceptable. <u>No other currencies are</u> <u>accepted</u>.

3. If paying in a currency other than GBP, the license fee received <u>must be the full amount</u> <u>net of all transaction charges</u>. All transaction charges are the responsibility of the licensee.

4. We <u>do not accept any changes to our standard license agreements</u>, we do not enter into any negotiations on the terms of our licenses.

5. We do not generally do business via third party distributors or other such intermediaries. If you insist on making a commercial license purchase through any such third party then <u>an administration fee on top of any quoted license fee will be incurred</u>. The current rate for such a fee is a minimum of GBP 100 per hour spent, chargeable in one hour increments.

6. A payment is considered overdue if the invoice is not paid within 31 calendar days of the invoice date. An overdue payment is subject to a minimum fixed handling fee of GBP 100, <u>and</u> a monthly interest charge (currently 1.6% per late month). We <u>will</u> engage with international debt collectors to enforce payment of all fees due, and we will seek to recover all additional incurred costs. Late fees <u>may</u> be waived solely at our own discretion.

7. For some of our software products we will not deliver software to you *until after the license fee has been received*.

8. We reserve the right to change these terms of business at any time without notice.