

# PROCESS AGENT LIMITED

## A TO Z OF KEY TERMINOLOGY FOR ONLINE APPOINTMENTS

<i>Term</i>	<i>Definition</i>	<i>Stage used</i>
<b>A</b> <i>Appointer</i> <i>(or Appointing Entity)</i>	a legal entity or an individual who is a party to one or more Agreement(s) in respect of which Process Agent Limited will act as process agent. The primary Appointer's details are input in <b>Stage 1 (Appointing Entity or Individual)</b> of the Appointment Process and additional Appointers may be added in <b>Stage 5 (Other Entities)</b> . Clients may appoint up to 10 additional Appointers (i.e. a total of 11 Appointers) provided such additional Appointers are part of the same overall Transaction and invoicing and contact details are the same as for the primary Appointer.	<b>Stage 1</b> <b>Stage 5</b>
<i>Appointer's Agent:</i>	the person who acts as agent, legal adviser or otherwise on behalf of the Appointer(s) when appointing Process Agent Limited. The Appointer's Agent details (name of legal entity, registered address and contact person) are input in <b>Stage 2 (Appointer's Agent)</b> of the Appointment Process. Please note that it is not mandatory to have an Appointer's Agent and a person who is an employee or a director of the Appointer is not considered to be an "Appointer's Agent". A typical Appointer's Agent for the purpose of the Appointment Process would be a law firm or accounting firm acting for the Appointer.	<b>Stage 2</b>
<i>Appointment:</i>	the appointment of Process Agent Limited as a client's process agent in relation to one or more Contracts. The length of the Appointment can be between 1 and 10 years and, for online Appointments, must apply in relation to all Contracts which form part of the same Transaction. The length of the Appointment is input by clients in <b>Stage 6 (Contracts and Length of Appointment)</b> of the Appointment Process.	<b>Stage 6</b>
<i>Appointment Letter:</i>	the letter issued by Process Agent Limited by email (and upon request in hard copy format) to a client at the end of the Appointment Process. The form of such letter may be viewed in the <b>FAQ</b> section of the website prior to starting the Appointment Process. The Letter confirms that Process Agent Limited will act as process agent in respect of the Contract(s) and also includes a Schedule which lists the name of the Contract(s), the names of the parties to the Contract(s), the date of the Contract(s) and the date on which Process Agent Limited's Appointment will expire.	
<i>Appointment Process:</i>	the <b>9 stage online appointment form</b> which allows clients to appoint Process Agent Limited as their UK agent for Service of Process.	
<i>Authorised Person:</i>	the legal entity (and contact person within such entity) nominated in <b>Stage 4 (Authorised Persons)</b> of the Appointment Process who is authorised by the primary Appointer to give instructions to Process Agent Limited once the Appointment Process is completed and the Appointment Letter is issued. In many cases, the Authorised Person's details will be the same as the Appointer's but some clients may prefer for this role to be undertaken by the Appointer's Agent (if there is one) or another group company.	<b>Stage 4</b>

<b>C</b> <b><i>Contract (or Agreement):</i></b>	each English law governed legal contract (also referred to as an “ <b>Agreement</b> ”) in respect of which Process Agent Limited is to act as process agent for the Appointer(s). Contract details are input in <b>Stage 6 (Contracts and Length of Appointment)</b> of the Appointment Process. Once the Appointment Process is completed, details of each Contract (name, parties and date signed (or to be signed) are set out in the Schedule to the Appointment Letter.	<b>Stage 6</b>
<b>G</b> <b><i>General Terms and Conditions:</i></b>	Process Agent Limited’s general terms and conditions which may be found at the bottom of our website’s home page and also in the <b>FAQ</b> section. These terms and conditions set out the terms pursuant to which Process Agent Limited provides services to its clients. Clients must agree to the General Terms and Conditions in <b>Stage 9 (Appointment)</b> of the Appointment Process.	<b>Stage 9</b>
<b>P</b> <b><i>Privacy and Cookie Policy:</i></b>	Process Agent Limited’s terms on which it processes personal data it collects from its clients and uses cookies on its website. This policy may be found at the bottom of our website’s home page and clients must agree to the Privacy and Cookie Policy in <b>Stage 9 (Appointment)</b> of the Appointment Process.	<b>Stage 9</b>
<b>S</b> <b><i>Service Contact Party:</i></b>	the legal entity (and contact person within such entity) nominated in <b>Stage 3 (Contact Details for Service of Documents)</b> of the Appointment Process. The Service Contact Party will be the contact point in the event Process Agent Limited accepts Service of Process on the Appointer(s)’ behalf. In many cases, the Service Contact Party’s details will be the same as the Appointer’s but some clients may prefer for this role to be undertaken by the Appointer’s Agent (if there is one) or by another group company.	<b>Stage 3</b>
<b><i>Service of Process:</i></b>	the service of legal proceedings upon one or more Appointers in respect of one or more Contracts.	
<b>T</b> <b><i>Transaction:</i></b>	the main transaction in respect of which there are one or more Contracts to be signed (e.g. in a financing transaction, a loan agreement, an intercreditor agreement and related hedging ISDA Master Agreements).	
<b>U</b> <b><i>Use of Website Terms and Conditions:</i></b>	Process Agent Limited’s terms and conditions regarding access to and use of its website which may be found at the bottom of our website’s home page and which clients must agree to in <b>Stage 9 (Appointment)</b> of the Appointment Process.	<b>Stage 9</b>