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FLEET PROCESS

[www.fleetprocess.com](http://www.fleetprocess.com)

**Date:** 1 January 2025

### **English Process Agent Appointment**

We hereby confirm our appointment as agent for service of process in relation to any legal proceedings, arbitration, action or lawsuit issued in England on behalf of the appointing party(ies), in respect of the agreement(s) as set out in the Schedule attached to this appointment letter (the **Schedule**).

We confirm that the appointment starts on the date of this appointment letter and runs for the number of years as set out in the Schedule + 30 free additional days (to account for any delays to the signing or dating of the agreement(s)). If the appointment duration in the Schedule is specified as "unlimited", then this appointment will not expire other than in accordance with our terms and conditions.

We confirm that process shall be sufficiently served if delivered to us at our registered address in England from time to time which, as at the date of this appointment letter, is **Fleet Process Limited, 66 Paul Street, London, EC2A 4NA, UK**.

This appointment letter is subject to the terms and conditions of our service which can be found on our website.

This appointment letter and any non-contractual obligations arising out of or in connection with it are governed by English law.

Yours faithfully

*Fleet Process Limited*

Fleet Process Limited (company number 16843845)

## English Process Agent Appointment Schedule

**Note:** please populate this appointment schedule and submit it on our website to appoint Fleet Process as your English process agent instantly. You can find an example of a fully issued process agent letter on our website.

Please always use the latest version of this appointment schedule which can be found on our website.

### APPOINTING PARTY(IES)

Appointing Party	Appointing Party Address (for notification of service)	Appointing Party Email Address (for notification of service)
XYZ Trading Limited	XYZ Trading Limited 123, ABC Street Berlin, 12345 Germany	Joe@xyz.com
XYZ Operations Limited	XYZ Operations Limited 987, ZYX Street Paris, 12345 France	Katy@xyz.com

### DURATION OF APPOINTMENT FROM DATE OF APPOINTMENT

5 Years

**Note:** you will get 30 days' free appointment time starting from the date of the appointment letter to cover any delays to the transaction.

### AGREEMENTS COVERED BY APPOINTMENT

Description of Agreement	Date of Agreement or Proposed Date of Agreement
Loan Agreement between XYZ Trading Limited and ABC Bank	1 January 2025
Loan Agreement between XYZ Operations Limited and ABC Bank	1 January 2025

**INVOICE DETAILS (IF APPLICABLE)**

Name of Contact	Joe Bloggs
Name of Company (if applicable)	XYZ Trading Limited
Address	XYZ Trading Limited 123, ABC Street Berlin, 12345 Germany
Email	Joe@xyz.com

**Note:** if you do not fill this in, we will use the details from the first Appointing Party set out above for our invoice. This can be amended later if needed.

Invoices will be issued approximately 30 days after the appointment start date, with payment due 30 days thereafter. Full pricing and payment terms can be found on our website.

Any other information for us to know about how you would like to be invoiced (if applicable):