



LyondellBasell's Legal Services Billing Guidelines

These Guidelines apply to all law firms representing any entity in the LyondellBasell group of companies ("LYB"). With your engagement letter, they outline how your firm and the LYB Legal Department will work together to deliver excellent, cost-effective legal services.

Fee Arrangements and Law Firm Rates

LYB is committed to value-based fee arrangements and expects outside counsel to help develop and implement fee arrangements that align the interests of the firm with those of LYB and promote cost-effectiveness, efficiency, and predictability. Accordingly, we prefer alternative fee agreements. To the extent that LYB accepts time-based proposals, the following shall apply:

- Hourly rates will be held constant for two years or the life of the matter, whichever is longer.
- LYB will not accept hourly rate increases on a particular matter that are not tied to a specific and mutually-agreed reason. Any rate increase will be paid only if agreed in writing by LYB before time is billed. Billing personnel should reference such agreements within BillingPoint timekeeper rate approval requests.
- Obtain prior approval before retaining any vendor on our behalf.

Expenses

Expenses must be reasonable and necessary, and should reflect actual disbursements without any mark-up or surcharge. LYB **will** reimburse for reasonable and actual out-of-pocket expenses, including copy costs, moderately-priced food and travel expenses, court fees, and other charges pre-approved by the LYB responsible professional. All out-of-pocket expenses in excess of \$2,000 must be pre-approved by the LYB responsible professional.

LYB **will not** reimburse expenses for: travel to/from law firm offices, support staff, overtime charges, online research charges, IT equipment, office supplies, or any other overhead-related expenses. Likewise, no rents, utilities, conference room, or other facility charges should be submitted; this includes any IT-related charges (database admin, etc.). LYB reserves the right to reject any excessive meals, lodging, or airfare that do not reflect appropriate and reasonable travel expenses.

Invoice Submission

Invoices not meeting these Guidelines are subject to rejection and possible non-payment. It is critical for your continued consideration for future matters that these Guidelines be understood and followed.

Invoices must be submitted:

1. via the LYB electronic billing platform in BillingPoint unless otherwise agreed by LYB's Director of Legal Operations;
2. before the 15th of the month following the invoice period;

3. separately for each matter; and
4. referencing the internal LYB matter number.

Invoices must contain a fully detailed narrative. Insufficiently detailed narratives will cause an invoice to be rejected. If you are not submitting a LEDES file and are entering the lines manually, then the “Description” field must be fully detailed. A PDF of the detailed invoice must also be uploaded.

Invoices must be submitted for fees or expenses within 45 days of work or incurrence; after 45 days, submission is a violation of these Guidelines and our agreement and may cause invoice rejection.

DO NOT submit fixed or other alternate fee arrangements as an “Expense” or “Hourly” rate type. You must use the “Flat Fee” rate type. Invoices that have non-hourly fees billed as hourly lines will be rejected.

Only actual expenses should be submitted with the “Expense” rate type. (See above.)

Always use local currency on invoices for LYB entities located outside of the US or EU. If you have questions on what currency to bill an LYB entity, please contact legalops@lyb.com.

If your invoice has non-EU VAT, or NA sales tax is applicable, please contact legalops@lyb.com for specific guidance on how to add VAT lines to your invoice.

If your invoice is subject to multiple VAT rates for different services provided, taxable services must be invoiced separately from non-taxable services. LYB Brazilian entities require submission of a Nota Fiscal with the invoice. We require the fapiao for all LYB Chinese entity invoices.

We do not accept and will not pay Pro-Forma or Summary invoices for any reason.

For hourly rate invoices, each invoice must itemize services by date (chronologically listed), person performing the service, the task code if required, a specific description of the service, the time spent on the service, the approved rate at which those hours are billed, and the resulting charge for each task or activity.

Invoices will be paid by electronic funds transfer (EFT), unless otherwise agreed by LYB’s Director of Legal Operations.

Timekeepers

New timekeepers may not bill time to the matter unless pre-approved. Timekeepers not assigned to a matter and timekeepers with no activity after six months should be purged and resubmitted as they participate on LYB matters. It is your responsibility to ensure timekeepers are current.

Timekeeper rate requests should be submitted via the e-Billing portal. Timekeepers should always be submitted with their HOURLY rate and not a fixed fee amount. We also require you to submit your rack rate in the appropriate field even when LYB has a discounted rate.

Do not duplicate timekeepers. There is no reason to add the same timekeeper when they change roles or gain additional seniority. Contact billingpoint@onit.com if you have any questions on how to update a timekeeper's rate, ID, or classification.

LYB requires accurate staff classification according to these standards:

- Associate, Legal Assistant, Non-Legal Professional, Notary, Of Counsel, Paralegal, Partner, Secretary or Clerk, Summer Intern;
- Any timekeepers submitted with a classification other than above will be rejected.

If you need additional assistance, below are helpful links on our E-billing platform:

- [BillingPoint Training Videos](#)
- [BillingPoint User Guide](#)