



**AZTEC**  
GROUP

Ref: CB

30 August 2023

**Private and Confidential**

Georgios Stavroulakis  
1 Pyrgou Maleviziou  
Heraklion  
Crete, Greece  
70013

Dear Georgios

**Employment Contract (the “Contract”)**

We are delighted to set out the terms of your employment with Aztec Financial Services (Luxembourg) S.A. (the “**Company**”) below. The Company is part of the Aztec Group.

**Article 1 - Position**

You will be employed as Senior Fund Accountant by the Company from 15 September 2023. This appointment is without prejudice to any future assignment that may be made based on your professional and personal skills and on the Company's requirements.

**Article 2 - Place of work**

Your normal place of work will be:

Aztec Financial Services (Luxembourg) S.A.  
8, rue Lou Hemmer  
L-1748 Senningerberg  
Grand Duchy of Luxembourg

The Company reserves the right to modify this location according to the requirements of the Company in as much as such a modification does not constitute a fundamental change to this Contract.

During the period of your employment with the Company you may be required from time to time to travel on Company business.

**Article 3 - Probation**

The first six months of employment are considered as a trial period in accordance with article L.121-5 of the labour law code.

If neither party terminates the Contract before the end of this trial period (taking into account the legally required notice period), the Contract shall become permanent and of indefinite duration from initial start date.

**The Bright Alternative**

[aztecgroupp.eu](http://aztecgroupp.eu)

Aztec Financial Services (Luxembourg) S.A.  
8, rue Lou Hemmer  
L-1748 Senningerberg  
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Private Equity Fund Services  
Real Asset Fund Services  
Private Debt Fund Services  
Corporate Services

#### **Article 4 - Working Hours**

Your normal hours of work are 40 hours per week. The Company's core working hours are 8.30am to 5.30pm Monday to Friday inclusive with a one hour lunch break to be taken between 12.00pm and concluding by 2.30pm.

#### **Article 5 - Salary**

Your gross salary will be €68,000 per annum based on the legal cost of living index in the Grand Duchy of Luxembourg valid at the employment start date including any indexation that occurs between the day of signature of this Contract and your start date, such indexation is already included in the salary. Your salary will be paid in 12 monthly instalments in arrears on or around the 25<sup>th</sup> of each calendar month after deduction of social security contributions and withholding tax in accordance with Luxembourg law.

Any net deduction other than the ones listed by Luxembourg law cannot be withheld without your prior written agreement. You will, however, refund the Company any amounts received in excess of what should have been paid, within 30 days.

#### **Article 6 - Discretionary Bonus**

Where circumstances allow, we will pay a bonus no later than August of each year to all employees who have worked with the Company for a minimum of three months during the financial year. The bonus is based on the Company's performance during the financial year (i.e. from 1 April to 31 March in the following year (pro rated as appropriate) and the performance of the employee. Bonus payments will be subject to the usual deductions. Please note this discretionary bonus shall not constitute part of the contractual remuneration, and it may be amended, changed or abolished by the Employer at any time.

#### **Article 7 - Pension**

The Company has a non-contributory pension scheme which is available to all members of staff on completion of their probationary period. Details of the pension terms will be made available to you during your induction days.

#### **Article 8 - Termination**

Notwithstanding the immediate termination of this Contract for a serious offence, the contract shall be terminable in accordance with the legal notice periods set out in the articles L.124-3 and L.124-4 of the Luxembourg labour code and following the procedures specified by that law.

#### **Article 9 - Absence**

You shall inform the Company immediately in case you are unable to work and indicate the reasons for your absence the same day. In case of illness, you are required to provide the Company with a medical certificate at the latest on the 3<sup>rd</sup> day of your absence.

#### **Article 10 - Holiday Entitlement**

The Company's holiday year runs from 1 January to 31 December. Holidays are accrued on a month-by-month basis and you are entitled to 26 days paid leave per calendar year, pro-rated for partial years. In addition, you are entitled to one day fixed holiday offered every year on Good Friday in/around March/April.

If you should leave the Company and have taken holiday in excess of your accrued entitlement, the appropriate cash value will be deducted from your final salary payment.

### **Article 11 - Public Holidays**

You are entitled to paid leave for public holidays which fall on a normal working day. Where public holidays fall on a Saturday or Sunday, a day's leave may be taken within the following three months which will be paid at your normal daily rate.

### **Article 12 - Confidentiality**

You are bound by professional and contractual confidentiality and shall not disclose to any person (except to those authorised by the Company), either during your employment or thereafter, any information on the Company or its clients, trade secrets or other internal or business related information that is or may be confidential or important in nature. In addition, you shall not use, directly or indirectly, such confidential or important information to your own advantage or the advantage of a third party.

### **Article 13 - Data Protection**

Personal data provided in relation to your employment may be processed by the Company in accordance with the applicable legislation, in particular Regulation (EU) 2016/679 of 27 April 2016 (General Data Protection Regulation, hereafter "GDPR") and the Luxembourg Law of 1 August 2018 organising the National Commission for data protection and the general system on data protection, as amended from time to time, and any legislation and/or regulation implementing or made pursuant to any of the foregoing, or which amends, replaces, re-enacts or consolidates any of the foregoing and all other applicable laws relating to processing of personal data and privacy that may exist in the Grand Duchy of Luxembourg.

You acknowledge by signing this Contract that you have been informed and that you expressly accept that the Company uses, both during and after your employment (as far as necessary and without prejudice to paragraph 3 below), within the framework of the Company and within the limits of the applicable regulation, your personal data such as, especially, name, address, date and place of birth, social security number, photo and / or any other reproduction of yourself. The legal basis for the processing of your personal data is the execution of this Contract or in limited cases your consent to and sought for specific processing, but in this later case, a separate consent notice will be applied.

The main purpose of the processing is the administration of the payroll and the human resources as well as the good execution of this Contract. Additionally, the Company hereby notifies you that the Company and the Group will process your personal data and may, from time to time, monitor your use of the internet, email and other communications received, created, stored, sent or forwarded by you on systems and equipment provided by the Company to you for the performance of the duties as set out in, and for the purposes set out in, the Company's Privacy Notice (Candidate), which is available on the internet and Company's rules, policies and procedures concerning data protection.

The Company as aforementioned is responsible for the processing of your personal data.

Consequently, you are informed that the Company will keep data concerning your employment, among others, in electronic form, and you expressly agree that such data, for professional use, may be stored or transferred to any other place of work of the Company or of the group of which the Company is a member, including companies of the group that are established abroad, as well as to subcontractors or other co-contractors of the Employer (e.g. for the execution of a mission with this co-contractor, etc.). Your personal data is kept no longer than necessary for the purposes for which it is collected and processed. The retention period essentially depends on the type of data. As an example, data relevant for the accounting of the Company may be kept for a duration of up to 10 years after the end of the employment relationship. Data that may serve as evidence in case of dispute, actions or demands from employees, may be kept for a duration of 3 years after the end of the employment relationship (this period is in line with the provisions of article 2277 of the Luxembourg Civil Code, stipulating that there is a time limit of 3 years for actions relating to the payment of remunerations of any kind).

Furthermore, you have, in addition to the rights to be informed and to rectify your personal data, the right to request the deletion of your personal data, provided that constraints and legal obligations applicable to the Company do not conflict with such a request.

In particular situations specified in the GDPR, you may also execute your right to a restricted processing so that the personal data may only, with the exception of its retention, be processed with your consent.

In particular situations specified in the GDPR, you have the right to receive your personal data provided to the Company, and to transfer the data to another controller (right to data portability). The Company reserves the right to charge a fee for such transfer, especially in case of frequent requests and / or in the event of a request deemed excessive in terms of volume of data to be transferred. You have to inform the Company in writing in due course before the end of the Contract if you intend to make use of this right. Otherwise, the Company can not be held responsible for the deletion of the personal data.

Without prejudice to any other administrative or legal remedy, you have the right to file a complaint with the national supervisory authority (CNPD) if you consider yourself being the victim of a breach in the processing of your personal data.

The persons occupying the following positions are the recipients of your personal data: Managers, Senior Managers, Associate Directors, Directors, Members of the Human Resources Department. Any questions relating to the processing of personal data should be addressed to: [GDPR@aztecgroup.co.uk](mailto:GDPR@aztecgroup.co.uk).

#### **Article 14 - General**

This Contract is governed by the legal regulations set out in the Luxembourg Labour Code.

You shall comply with any rules, policies and procedures set out in the Company's Employee Policies, a copy of which is available on the intranet. The Employee Policies do not form part of this employment contract and the Company may amend these at any time. To the extent that there is any conflict between the terms of this employment contract and the Employee Policies, this employment contract shall prevail.

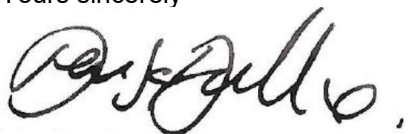
#### **Article 15 - Applicable Law**

This employment contract is subject to the laws of the Grand Duchy of Luxembourg. Any dispute arising from this Contract shall be submitted exclusively to the Courts of the District of Luxembourg.

Please be aware that according to article L.326-1 of the Luxembourg labour code you are required to undergo a medical examination within two months of commencement of your employment. The continuation of this Contract is subject to the confirmation of your physical aptitude for the position by a competent physician. We will organise such a medical examination for you.

We hope you find the terms of this Contract satisfactory and look forward to your response. Please indicate your acceptance, or otherwise, within two days of receipt.

Yours sincerely



Denisa Dellevaux  
Head of Human Resources EU

**ON COPY:**

I confirm I have read and understood the contents of this Contract and will act in accordance with the terms and conditions detailed as a condition of my employment with the Company

Signed   
Georgios Stavroulakis

Dated 01/09/2023

Please return one signed copy of this Contract to the HR Department and retain one copy for your records