



---

## Scope and Terms

### Services

IRIS provides source-verified factual research, entity mapping, and public-record evidence collation for insolvency, recovery, and dispute professionals. Deliverables are written briefs citing public and lawfully accessible sources, with retrieval dates and confidence notes. The product set is the Initial Triage Memo, the Rapid Triage Memo and the Full Public Record Brief.

### Nature of the work

The work is factual research and public-record evidence collation only. IRIS does not provide legal advice, does not give a legal opinion, and makes no recommendation as to how the law applies to the facts. IRIS does not produce risk scores or strategic recommendations.

### Who IRIS acts for

IRIS accepts instructions only from qualified professionals acting in a professional capacity, including insolvency practitioners, lawyers, recovery specialists, forensic accountants and restructuring advisors. IRIS does not accept instructions from end-clients, consumers or unrepresented individuals.

### Turnaround

Standard turnaround is 48 hours for an Initial Triage Memo, 24 business hours for a Rapid Triage Memo, and 5 business days for a Full Public Record Brief, in each case from scope confirmation and cleared payment or agreed payment terms. Turnaround assumes timely client responses to clarification requests. A 72-hour rush on the Full Public Record Brief is available on request, quoted in writing per matter before work begins.

### Client responsibilities

The client is responsible for providing a clear scope question, accurate identifying information (entity names, jurisdictions, known aliases, relevant dates), and timely responses to clarification requests. The client remains solely responsible for legal, strategic and commercial decisions and for any independent verification required before reliance.

### Disbursements

Third-party search, registry and document purchase costs are passed through at cost against a written cap agreed at intake. IRIS does not exceed the cap without further written approval.

### Confidentiality

Briefs are prepared for the instructing professional's internal use on the named matter. IRIS does not publicly publish named client reports, client identities or matter detail. The client agrees not to publish IRIS briefs or extracts in the public domain without prior written consent.

### Scope control

IRIS may decline or pause any matter that falls outside scope, raises legal or ethical concerns, involves non-public or unlawfully obtained material, or where the instructing party is not a qualified professional.

### Payment terms

Fees payable on acceptance of scope, or net 7 on delivery, as separately agreed in the engagement confirmation.

### Disclaimer

Findings are limited to public and lawfully accessible sources at the date of retrieval. Sources may be incomplete, out of date or contain errors originating with the source. Absence of a record is not proof of absence. IRIS does not provide legal advice, a legal opinion, or any recommendation as to how the law applies to the facts. Recipients remain responsible for independent verification and for all legal, strategic and commercial decisions.