

## KALUX ADVISORY MEETING PROTOCOL

### Required Standards for EU Client Engagement

This Protocol applies to all Kalux clients.

No EU introductions will occur until this Protocol is acknowledged.

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#### 1. Pre-Meeting

Client agrees to:

1.1 A pre-meeting briefing with Kalux will occur 48 hours prior to any EU client meeting.

1.2 A product demo or structured walkthrough will be provided to Kalux for review prior to distribution.

1.3 Pricing structure, contracting vehicle, and implementation timeline will be confirmed before the meeting.

1.4 Founder introductions and company history will be limited to two minutes.

#### Regulatory Basis

#### Citation

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EU law requires documented records of processing activities, available to authorities on request. Vague or undocumented business arrangements create legal exposure.

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GDPR Article 30

#### 2. Meeting Structure

Kalux provides a written agenda 24 hours prior. The meeting will follow this structure:

Segment	Duration	Client Obligation
Introductions	5 min	Brief. No extended history.
Product Overview	15 min	Demo or structured walkthrough.
Commercial Framework	10 min	Pricing. Contracting. Timeline.
Q&A & Next Steps	10 min	Direct answers.
Close	5 min	Verbal confirmation of next steps.

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Kalux moderates all meetings. Kalux will maintain the agenda.

Regulatory Basis

Citation

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Controllers must demonstrate compliance with data protection and AI regulations through documented organizational measures. Structured meetings create auditable records.

GDPR Article 5(2); AI Act Article 17

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### 3. Commercial Transparency

Client agrees to:

3.1 Pricing ranges or models will be disclosed during the Commercial Framework segment.

3.2 Contract templates or standard terms will be provided upon request.

3.3 Statements such as "we can figure that out later" or "let's not focus on price yet" will be avoided.

3.4 Failure to discuss commercial terms will result in Kalux declining to arrange future meetings.

Regulatory Basis

Citation

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EU transparency obligations require that users understand the terms under which technology is deployed. Vague commercial structures violate the principle of clarity in EU contracting.

AI Act Article 13

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### 4. Post-Meeting

Within two hours of any Kalux-arranged meeting, Client agrees to:

4.1 Kalux's meeting summary will receive a response with confirmation or corrections.

4.2 Requested documents will be provided by the agreed deadline.

4.3 Kalux will be notified immediately if timelines or availability change.

Regulatory Basis

Citation

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Conformity assessments under EU law require technical documentation and quality management systems with strict timelines. Delayed documentation constitutes non-compliance.

AI Act Article 43 ; AESIA Guide 3

## 5. Non-Compliance

Kalux reserves the right to:

5.1 Further introductions will be suspended for failure to adhere to this Protocol.

5.2 The commercial relationship will be terminated for repeated non-compliance.

5.3 EU clients will be notified that Kalux is no longer facilitating the engagement.

Client acknowledges that Kalux's reputation with its EU network is Kalux's primary asset.

Regulatory Basis

Citation

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Providers of high-risk AI systems must report serious incidents to national authorities. Kalux maintains similar standards for operational integrity.

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AI Act Article 73

## 6. Acknowledgment

Acknowledgment of this Protocol is required before any EU introductions will be arranged.

By signing below, Client acknowledges receipt of this Protocol and agrees to adhere to all terms in EU client engagements arranged by Kalux.

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Signature:

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Name:

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Title:

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Company:

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Date:

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