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BAKER & McKENZIE	All fields of law, including employment and labor law, taxation, energy and natural resources (major projects, oil and gas, energy, mining, water) environmental law, corporate law, commercial law, mergers and acquisitions, civil law, administrative law, economic law (customs, antidumping, antitrust, international trade regulations), intellectual property, telecommunications, electronic commerce, financial law (project finance, banking, capital markets), insurance, litigation and dispute resolution, criminal law, and foreign investments and transfer of technology. Members of the international law firm of Baker & McKenzie.	English, Spanish, French. Italian, Portuguese, Hungarian & German.	Torre Edicampo, PH., Av. Francisco Miranda, Campo Alegre, Caracas MAILING ADDRESS: Apartado 1286, Caracas 1010-A. Tel: 212 276-5111 Fax: 264-1532 ; 2641637 Website: www.bakernet.com
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BENSON, PEREZ MATOS, ANTAKEY & WATTS	<p>Corporate, private international, tax, labor, petroleum, mining, insurance, banking, contracts, e-commerce, Andean Pact, foreign investments, transfer of technology, privatization, debt/equity swap, mergers and acquisitions, capital markets law, stock exchange, securities, antitrust, antidumping, environmental, due diligence, litigation and maritime.</p>	<p>English, Spanish, French & Portuguese</p>	<p>Edificio Centro Altamira, Piso 8, Av. San Juan Bosco, Altamira, Caracas 1062. Tel: 265-3801, 2654279, 267-6190 & 265-8842. FAX: 261-2493; 261-8108 & 265-9252.</p> <p>Website: www.bpmaw.com</p> <p>E-mail: bpmawccs@bpmaw.com</p> <p>MAILING ADDRESS: Apartado 69056, Caracas 1062-A.</p>
BENTATA Abogados	<p>Foreign investments, joint ventures, (banking, insurance) and taxation in general, planning and negotiations in labor law</p>	<p>English, Spanish, French, German, Italian & Portuguese</p>	<p>Torre Las Mercedes, Piso 2, Chuao, Caracas. Tel: 993 9004, FAX: 992 6609/ 6676. MAILING ADDRESS: Apartado 67.348, Caracas 1061-A. Caracas, Venezuela</p> <p>Website: www.bentata.com</p> <p>E-mail: lawyers@bentata.com</p>
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and Central Bank); registration of foreign investments; technology transfer agreements; tax aspects of foreign investment; general corporate law; as well as international arbitration.

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RETAINING A FOREIGN ATTORNEY

In retaining the services of a foreign attorney the following guidelines may assist you in protecting your interests.

I. Selecting an attorney

1. When you receive a list of attorneys, it would be wise for you to contact several, briefly describing the nature of the services you desire. Before you decide which attorney to employ, ask for a written schedule of fees generally charged for the services you need, ask whether the attorney is fluent in English, and become acquainted with him or her. Do not turn over your documents or funds until you are certain that the attorney understands your problem and is willing to handle your case.

II. Assistance of the U.S. Embassy

2. Should your association with a foreign attorney prove unsatisfactory, a U.S. consular officer can contact the attorney on your behalf in an effort to facilitate your communication. In addition, complaints against foreign lawyers whose names appear on the attorneys list can result in the removal of their names from that list.

III. Coordination with Counsel in the U.S.

3. American attorneys may not be in a position to represent your interests abroad, particularly because they will not be permitted to participate in foreign court proceedings under the laws of the foreign country. However, American attorneys experienced in international law may be helpful in explaining complex international issues involved in your case and some may have associates or partners abroad to whom they can refer you.

IV. How to deal with your foreign attorney?

- a) Find out the attorney's qualifications and experience.
- b) Find out how the attorney plans to represent you. Ask specific questions and expect the attorney to explain legal procedures in language that you can understand.
- c) Find out what fees the attorney charges and how he expects to be paid. Some attorneys may expect to be paid in advance; some may demand payment after each action they take on your behalf, refusing to take further action until they are paid; and some may take the case on a percentage basis, collecting a pre-arranged percentage of the monies awarded to you by the foreign court. You may also want to consider setting up an escrow account from which the attorney can collect his fees only if and when he or she has had some success with your case.
- d) Ask that your attorney keep you informed on the progress of your case according to a pre-arranged schedule. Remember that most foreign courts work rather slowly. You may, therefore, wish the attorney to send you monthly reports, even though no real developments have ensued, simply to satisfy your doubts about the progress of the case.
- e) Have your attorney analyze your case, giving you the positive and negative aspects and probable outcome (if possible).
- f) Do not expect your attorney to give a simple answer to a complex legal problem. Be sure that you understand the technical language of any contract or other legal document prepared by your attorney you sign it.
- g) Keep your attorney fully informed of any new developments in the case.
- h) If you need to provide complex or technical documents to your attorney, you may wish to consider having the documents translated into Spanish. Remember, an elementary knowledge of English may not be enough to enable the attorney to understand the documents you provide.

- i) Be honest with your attorney. Tell him every relevant fact in order to get the best representation of your interests.
- j) Find out how much time the attorney anticipates the case may take to complete.
- k) Request copies of all letters and documents prepared on your behalf.

V. Assistance of the Department of State.

4. If you have additional questions, contact the Office of Citizen Consular Services, Room 4811, Department of State, Washington D.C. 20520.

5. BAR ASSOCIATION OF VENEZUELA

6. NATIONAL INTERNAL REGULATIONS CONCERNING LAWYER'S FEES

7. In order to estimate fees lawyers must take into consideration the following:

- a) The importance of the services;
- b) The magnitude of the case;
- c) The success obtained and the importance of the case;
- d) The novelty or difficulty of the judicial problems discussed;

- e) Their own experience or reputation;
 - f) The financial situation of the client;
 - g) The possibility that the lawyer may be prevented from pursuing other cases;
 - h) Whether the lawyer's services will be temporary or permanent;
 - i) The lawyer's personal responsibility and liability in the case;
 - j) The time required;
 - k) The degree of the lawyer's participation in the study, development and execution
8. of the case;
- l) If the lawyer is acting as counselor or attorney for the client;
 - m) The place where the services are rendered (whether inside or outside of the lawyer's domicile).