NEWS CORP

PRACTICES AND PROCEDURES FOR OUTSIDE COUNSEL

January 2016

Privileged and Confidential Attorney-Client Communication Attorney Work Product

I. INTRODUCTION

News Corporation and its majority owned subsidiaries (the "Companies") have issued the following guidelines to standardize the various practices and procedures to be followed by outside counsel. We recognize that the guidelines may impose an additional administrative burden on your office, but we hope that any such burden will be more than outweighed by your firm's ongoing relationship with the Companies. For firms that are registered for submission of bills through our e-billing system, many of these billing guidelines are automatically applied to firm invoices.

Please note that the existence of this document and its content are confidential. This information is protected by the attorney-client privilege and attorney work product doctrine. Please treat this document and its content as you would treat any other confidential and/or privileged client information and take all appropriate steps to make sure anyone with access to this document does the same.

These guidelines shall apply and govern our relationship for any assignments for which your firm is being retained, regardless of any inconsistent practice or policy that may be set forth in your firm's retention letters or agreements, whether sent to our companies before or after your receipt of this document. Your acceptance of any assignments on behalf of any of the Companies shall constitute your acceptance of all of the terms set forth herein. The guidelines provide general information for your work on our behalf. We recognize that no set of rules can apply to, or anticipate, every situation. We are, therefore, willing to accommodate exceptional circumstances, provided that your firm discusses with us in advance of the retention on each matter any proposed deviations.

Please be aware of the primary contact for each of the matters for which you have been retained ("Legal Contact"). It is important that you keep this lawyer informed of all developments in the matter you are handling and consult with this lawyer in advance before you finalize documents or make strategic decisions. Please make sure you and your primary Legal Contact share the same understanding regarding the level of involvement that he or she anticipates, such as whether or not he or she should be copied on all documents. Do not contact any employees outside of the Legal Department without first discussing the matter with the Legal Contact.

In order to enhance the relationship between your firm and our companies, and to facilitate

communication, we ask that your firm do the following:

- Designate one partner to act as the principal contact with the Companies for each matter;
- Discuss appropriate and efficient staffing with the Legal Contact at the outset of each matter bearing in mind the Companies' preference for leanly staffed teams and obtain approval in advance for any proposed changes to such staffing;
- Use the most appropriate individuals (attorneys, paralegals, clerks, etc.) for assignments in order to provide the most cost-effective staffing;
- Evaluate whether in-house resources available at the Companies, including paralegals and ediscovery staff, may be deployed to improve efficiency; and
- Prior to undertaking any significant tasks, discuss with the Legal Contact whether such tasks are necessary or can be delayed or avoided.

We reserve the right to add to, delete from, and/or modify those practices and procedures at any time, provided that any modifications shall be in writing and shall become effective only upon receipt by your firm. No action by the Companies inconsistent with the terms herein shall modify any of the terms set forth.

II. CONFLICTS OF INTEREST

Your firm is being retained by the Companies on behalf of themselves and certain of their subsidiaries and related entities. In addition, the Companies have business relationships with, and in some cases substantial common ownership with, other companies that are listed on Attachment A (collectively, "Company Parties"). It represents a conflict of interest for your firm to be adverse to any of the Company Parties during the pendency of this representation. Any potential conflict of interest must be disclosed to the Companies and waived in writing prior to beginning work on a matter. You should submit any proposed waiver to the Legal Contact. Please note that we will not permit any firm to represent a party adverse to the Company Parties without prior written consent. It is the practice of the Companies not to permit your firm to be adverse to the Company Parties in adversarial proceedings, including without limitation litigation, arbitration, or administrative adjudications.

We further ask that you be sensitive not only to direct conflicts of interest posed by your firm's representation of the Companies and other clients, but also more indirect "issue" conflicts that may bring your firm's representation of another client into conflict with positions that are critical to the Companies' business or legal positions. Please bring any potential "issue" conflicts to the attention of the Legal Contact.

III. MEDIA AND PUBLIC RELATIONS

Please refer any media inquiries relating to the Companies to the Legal Contact or other person designated for this purpose. Outside counsel should not make statements to the media without receiving prior approval from the Legal Contact.

Unless we specifically agree in advance, please do not disclose or describe your relationship with the Companies in your firm's marketing materials, other than by listing the Company as a representative client and listing particular matters of public record.

IV. ORIGINATION OF LEGAL WORK

All legal work on behalf of the Companies must originate from an attorney within the Company Legal Department. In the event that you are contacted by any business unit directly, please inform the Legal Contact immediately before doing any work.

V. BILLING REQUIREMENTS

In order to avoid delays in processing and payment, for firms not employing e- billing, please submit every invoice directly to the Legal Contact or billing contact, as directed, via e-mail. (For more detailed instructions, please consult the document entitled Billing Requirements and Format (Attachment B hereto)).

A. <u>Hourly Billing Rates</u>

- 1. Hourly billing rates for all timekeeping personnel shall be agreed upon in writing prior to the inception of your engagement. Hourly rates shall not exceed the lowest rate offered by your firm to any other non-pro bono client for a similar volume of work.
- 2. Hourly billing rates shall include all items of overhead. Overhead includes all administrative or general costs incidental to the operation of your firm. Overhead expenses shall not be separately reimbursable, unless required by local law, regulation, or practice, in which case an exception to this requirement must be obtained in writing before submission of any invoice. See Section V-B below for some examples of specific items of overhead.
- 3. Requests to increase hourly rates must be made in writing or through our e-billing system and may not be made more than once in any twelve-month period. We expect the billing rates of each partner assigned to a particular matter to remain constant and fixed for the duration of that matter, unless otherwise agreed in writing by the Legal Contact. Hourly rates for associates and non-attorneys working on a particular matter may be increased annually to reflect increases in seniority, provided that such rate increases are approved by the Companies in writing or via our e-billing system prior to the new rate taking effect.
- 4. The Companies require that your firm exercise discretion when determining staffing levels for all aspects of your engagement, including attendance at meetings, conferences, depositions, hearings, trials and other events (including travel out of town). Please check with the Legal Contact if you have any questions in this regard. The Companies will generally not pay for multiple lawyers to attend the same event unless such attendance is required for proper matter handling.

B. <u>Alternative Fee Arrangements</u>

The Companies expect outside counsel to consider and encourage outside counsel to propose, in appropriate cases, alternatives to conventional hourly-rate fee arrangements, including fixed or flat fees, productivity incentives, risk-sharing and contingent fees. Any proposal to use a different basis for billing such as value based or transactional billing, or to charge a premium, bonus or success fee based on the outcome of the matter, must be raised at the outset of the engagement and approved in writing by the Legal Contact.

C. <u>Disbursements</u>

Reimbursable expenses will be compensated at actual cost. Actual cost is defined as the amount paid, net of any discounts, to a third-party provider of goods or services. The

Companies require that your firm retain complete documentation to substantiate any and all costs/disbursements (including, e.g., actual vendor receipts and not charge account receipts).

D. Non-Reimbursable Expenses

The Companies will not pay for the following types of expenses:

- <u>Administrative and clerical services</u>. Services performed by word processors, administrative assistants, secretaries, file clerks, data entry clerks, and computer personnel.
- <u>Facsimile, telephone, teleconference, and Internet</u>. The Companies will not pay for telephone calls (local & long-distance), mobile phone charges, facsimiles, teleconferencing or videoconferencing services, or Internet access (including wireless).
- Office Overhead. Items of expense considered overhead are part of the professional's hourly rate and are not reimbursable. The term overhead includes, but is not limited to, office rent, conference rooms, equipment rental, computer software, computer scanning and database work, office supplies (including toner and paper used in printouts, as distinct from copies), utilities (including heating and/or air conditioning), books or other resource materials.
- Preparation and review of monthly billing statements.
- The preparation of budgets of time, staffing, or total costs of projected legal work, including the Legal Budget and estimates of fees not yet billed.
- Time associated with your firm's compliance with these practices and procedures or to any legal audit, either internal or external, of bills and expenses.
- The maintenance of your firm's calendar or tickler system.
- The review of vendor or expert billing statements.
- Investigating potential conflicts.
- Charges after the termination of a case/matter.
- Administrative aspects of scheduling meetings, appointments, hearings, and depositions, including making travel arrangements.
- Preparing auditor responses, absent prior approval in exceptional circumstances.
- Travel time during which the traveling timekeeper was not actually working on the Companies' matters, unless the travel occurs during regular business hours and the nature of the travel precludes work on behalf of clients.
- File organization and other clerical work, such as docketing, calendaring, copying, filing or retrieving from files.
- Physical and electronic storage and/or hosting charges.
- Surcharged or premium/overtime rates by paralegals or other personnel, absent prior approval in exceptional circumstances.

E. Computerized Research

The Companies will not pay the cost for research in on-line legal database services unless otherwise agreed in advance by the Legal Contact.

F. Outside Vendor Expenses

From time to time, it may become necessary to obtain additional assistance with a matter from a third party vendor, including co-counsel or local counsel, whether in the form of legal services, expert services or litigation support services (collectively, "Services"). Your firm must not retain any individual or entity to provide any Services without prior approval from the Legal Contact. When outside assistance is approved, your firm will be responsible for contracting with the Services and managing the costs, performance, and timely billing of the Services. This starts with a clear, written description of the proposed Services and the cost,

including an overall budget. The description and budget shall be communicated to and approved by the Legal Contact.

G. Overnight Delivery And Messenger Services

These charges should not be routine. Actual cost will be reimbursed when justified.

H. Local Travel/Food

Expenses, such as parking and tolls, will be reimbursed at actual cost when justified. The Companies expect that your firm will use discretion in the use of taxis and private car services for late night work, as well as late night meals, and will pay for such expenses only in exceptional circumstances. Confirm in advance with the Legal Contact the circumstances under which such expenses will be permitted.

I. Out-Of-Town Travel

All travel must be approved by the Legal Contact in advance. Necessary travel will be reimbursed at actual cost. If you are traveling for more than one client, the Companies expect that you apportion travel expenses appropriately.

- 1. Air Transportation: Will be reimbursed at actual cost. Unless otherwise agreed in advance, reimbursable costs shall not exceed coach fare.
- 2. Hotels: The Companies requires your law firm to exercise discretion and prudence in connection with selecting hotels. Itemized hotel bills must be submitted as appropriate documentation.
- 3. Meals: The Companies will reimburse your law firm for the reasonable costs of out-of-town meals.
- 4. Rental Car, Taxis and Airport Parking: The Companies will reimburse your law firm for necessary rental cars and/or taxis at actual cost, not to exceed a standard or mid-size rental rate. Parking costs for business purposes are also reimbursable.
- 5. Amenities: Charges of a personal nature will not be reimbursed.

J. Photocopy Expenses

The Companies will pay for internal and outside photocopying at ten cents (\$0.10) per-page or your actual cost, whichever is less. Any single copy project exceeding five hundred dollars (\$500.00) requires prior written approval, and all photocopying expenses must comply with the agreed budget.

K. Insurance Matters

Many matters will be covered by the Companies' applicable insurance policies. The Legal Contact will inform you if a particular matter is covered by insurance. By accepting these guidelines, you agree to work with our insurance carrier and any of its agents and to comply with any applicable requests for information, as well as with any applicable rates, policies, and conditions of coverage.

L. Format for Invoices

Attachment B provides specifications for the format and submission of invoices. All firms must abide by these requirements.

VI. <u>LITIGATION ACTIVITIES</u>

A. Litigation Budget

- 1. The Companies require a litigation budget within 30 days of counsel's retention on a litigation matter. Since we rely on these budgets as part of our financial planning, it is important that you be realistic. In the event that the litigation takes an unexpected turn, your firm must advise the Legal Contact of the nature of the change in circumstance and its likely impact on the budget.
- 2. Prior to making any substantive motion or preparing for trial, your firm should reconfirm its budget numbers or indicate where and why those numbers are no longer accurate. In addition, periodically, but no less often than every six months, the firm should review any discrepancies between the budget and actual expenditures to date and evaluate whether changes in forecast are appropriate.

B. Discovery

- 1. All requests for discovery directed to the Companies must be sent immediately to the Legal Contact, who will assist in locating potential witnesses within the Companies and the likely location of relevant documents. Your firm should not contact Company employees without receiving prior approval from the Legal Contact. In the event your firm has been put in touch with an employee of the Companies but is experiencing delays in obtaining documents, your firm should immediately contact the Legal Contact.
- 2. The Legal Contact must be involved in any representations made on behalf of the Companies with respect to its electronic documents and related policies and procedures, including records and document retention. Your firm should not contact a Company IT specialist without discussing first with the Legal Contact.
- 3. Please discuss in advance with the Legal Contact whether to videotape any depositions.
- 4. Your firm must receive prior consent from the Legal Contact before hiring outside vendors or utilizing internal resources that are separately billable to perform other document-related services, including scanning documents, setting up a document management system, etc.

C. <u>Legal Research</u>

- 1. Research shall be related to a specific issue and shall not be of a general or background nature.
- 2. It is the general preference of the Companies that your firm not draft legal research, strategy or factual memoranda, either for internal use or to send to the Legal Contact. Prior to your firm's principal attorney assigning such a memorandum, that attorney should consult with the Legal Contact. Notwithstanding the foregoing, you should provide the Companies with any memoranda created in connection with a matter.
- 3. The Companies will not pay the cost for research in on-line legal database services

unless otherwise agreed in advance by the Legal Contact.

D. <u>Drafts</u>

To facilitate our review of documents prepared on the behalf of the Companies (including all pleadings, filings and significant correspondence) please provide drafts to the Legal Contact as early as practicable prior to the filing or service deadline. Please promptly notify the Legal Contact in the event that special circumstances require a review in less than two full business days. While the amount of time required to review documents in any given instance will depend on individual circumstances, keep in mind that the more significant and longer a document is, the more time you should allow to your Legal Contact for review. For significant projects, the Companies encourage firms to set a schedule at the outset of the project for exchange of drafts and comments.

E. Settlement

The Companies place particular emphasis on early settlements in appropriate cases and expect timely and meaningful settlement evaluations to be discussed at the earliest possible time. Where possible, we expect you to seek to achieve an early settlement or other expedited, dispositive resolution. Prior to filing any motions, particularly dispositive motions, we expect you to discuss your strategy, including the likelihood of success of a motion and its attendant costs, with the Legal Contact.

VII. NON-LITIGATION ACTIVITIES

It is essential that you and the Legal Contact agree on procedures, responsibilities and timeframes for reviewing information critical to the matter. For mergers & acquisitions and other commercial transactions, this might include conducting due diligence and reviewing or drafting definitive agreements, schedules, closing documents and/or other important documents relating to the matter.

VIII. CONDUCT

Your firm agrees to comply with all U.S. and non-U.S. laws, rules and regulations. In particular, your firm agrees to comply with the U.S. Foreign Corrupt Practices Act and the UK Bribery Act, which prohibit offering or giving anything of value to a foreign public official, candidate for public office, public international organization or state-owned enterprise in an attempt to induce or reward favorable action, and all other applicable anti-bribery laws and regulations.

Any actual, alleged or suspected improprieties by your firm's personnel, in connection with your firm's representation of the Companies, must be reported immediately to the Legal Contact. The Companies will not pay costs or fees associated with the foregoing.

IX. RETENTION OF WORK PRODUCT AND FINANCIAL RECORDS

A. <u>Document Retention</u>

The Companies require that all work product be retained, including research, notes, memoranda, pleadings, etc., that substantiates your billed tasks. The Companies require that all time sheets, pre-bills, billing memoranda, etc., associated with the billing statements be retained and, if requested, submitted to the Companies. Please ensure that the Legal Contact receives copies of at least every significant document (including all

pleadings and court filings), and confirm with your Legal Contact whether that lawyer would like copies of every case-related document.

B. <u>Destruction Of Documents</u>

Your firm must not destroy any files or documents created on the behalf of the Companies without first receiving consent from the Legal Contact.

X. MALPRACTICE INSURANCE

Your firm is expected to maintain malpractice insurance coverage that is reasonable and prudent in relation to the types and sizes of matters handled. If your firm does not have coverage or if coverage is cancelled and not immediately replaced with comparable coverage, you must immediately report this to the Legal Contact.

XI. <u>INFORMATION SECURITY</u>

The Companies require that your firm have in place appropriate technical and organizational security measures, which include written, physical, electronic and procedural safeguards and controls (such as secure file transfer methods as appropriate) to prevent the unauthorized or unlawful access of the Companies' work product, records, files and other information and data. All breaches of security shall be reported immediately to the Legal Contact. The Companies reserve the right to request and obtain copies of any your firm's relevant information security policies, procedures and reports and to audit your firm's practices to ensure compliance with security requirements.

XII. CONCLUSION

The Companies continually review and update their billing practices and general procedures. We welcome any suggestion from you or your firm regarding how best to improve our working relationship and to limit and control costs.

We look forward to working with you in a productive and collaborative manner.

INDEX OF ATTACHMENTS

- A. Company Parties
- B. The Companies Billing Requirements and Format

ATTACHMENT A COMPANY PARTIES

| NEWS LIMITED | Australia |
|---------------------------------|-----------|
| 1Form Online Pty Ltd | Australia |
| A.C.N. 000 024 028 Pty. Limited | Australia |

| A.C.N. 067 052 386 Pty Limited | Australia | |
|---|------------------|--|
| A.C.N. 105 222 026 Pty. Limited | Australia | |
| A.C.N. 163 565 955 Pty Limited | Australia | |
| ACPPS Pty Limited | Cayman Islands | |
| Advertiser Newspapers Pty. Limited | Australia | |
| Advertiser-News Weekend Publishing Company Pty. Limited | Australia | |
| AH BR Pty Limited | Australia | |
| Allied Press Limited | Papua New Guinea | |
| atHome Group S.A. | Luxembourg | |
| atHome International S.A. | Luxembourg | |
| Australian Independent Business Media Pty Ltd | Australia | |
| AWKO Pty. Limited | Australia | |
| Bellevue Consulting Pty Limited | Australia | |
| Binni Pty Limited | Australia | |
| Brisbane Broncos (Licencee) Pty Limited | Australia | |
| Brisbane Broncos Corporation Pty Ltd (Trustee) | Australia | |
| Brisbane Broncos Corporation Trust | Australia | |
| Brisbane Broncos Limited | Australia | |
| Brisbane Broncos Management Corporation Pty Ltd | Australia | |
| Brisbane Broncos Rugby League Club Ltd | Australia | |
| Brisbane Professional Sports Investment Pty Ltd | Australia | |
| Business Spectator Pty Ltd | Australia | |
| Cairns Digital Media Pty Ltd | Australia | |
| Careerone Services Pty. Limited | Australia | |
| Carraroe Pty Limited | Australia | |
| casa.it Srl | Italy | |
| Chesterland Pty. Limited | Australia | |
| CML Holdings No 1 Pty Limited | Australia | |
| Consolidated Magazines Pty Limited | Australia | |
| Consolidated Media Holdings Pty Limited | Australia | |
| Courier Newspaper Holdings Pty Limited | Australia | |
| Courier Newspaper Management Holdings Pty Limited | Australia | |
| Courier Newspaper Operations Pty Ltd | Australia | |
| Davies Brothers Pty. Limited | Australia | |
| Double Bay Newspapers Pty Ltd | Australia | |
| Duvir Holdings Pty. Limited | Australia | |
| Eastern Suburbs Newspaper Partnership | Australia | |
| EP Securities Pty. Limited | Australia | |
| Eureka Report Pty Ltd | Australia | |
| Fox Sports Australia BV | Netherlands | |
| Fox Sports Australia Pty Limited | Australia | |
| Fox Sports Pulse Pty Limited | Australia | |
| Fox Sports Venue Pty Limited | Australia | |
| FS (Australia) I Pty Limited | Australia | |
| FS (Australia) II Pty Limited | Australia | |
| FS Australia Partnership | Australia | |
| Geelong Advertiser (Holdings) Pty. Limited | Australia | |
| Geelong Newspapers Proprietary Limited | Australia | |

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| Australia |
| Australia |
| Australia |
| New Zealand |
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| Australia |
| Australia |
| Ireland |
| Australia |
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| Pay TV Management Pty Limited | Australia | |
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| Pay TV Partnership | Australia | |
| PBL Enterprises Limited | Australia | |
| PBL Film Holdings Pty Limited | Australia | |
| PBL Management Pty Limited | Australia Australia | |
| PBL Media Holdings Shareholder Pty Limited | Australia | |
| PBL MH Investments No 1 Pty Limited | Australia | |
| PBL MH Investor Pty Limited | Australia Australia | |
| PBL MH2 Investor Pty Limited | Australia | |
| PBL Pay TV Pty Limited | Australia | |
| PBL Property Pty Limited | Australia | |
| PBL Short Term Pty Limited | Australia | |
| Perth Print Pty. Limited | Australia | |
| Point Out Productions Pty Ltd | Australia | |
| Post Courier Limited | Papua New Guinea | |
| Primedia Limited | Hong Kong | |
| Property Look Pty Limited | Australia | |
| Property.com.au Pty Ltd | Australia | |
| QP Ventures Pty. Limited | Australia | |
| Queensland Entertainment Services Pty Ltd | Australia | |
| Queensland Newspapers Pty. Limited | Australia | |
| REA Austin Pty Ltd. | Australia | |
| REA Group Consulting (Shanghai) Co. Limited | China | |
| REA Group Europe Limited | United Kingdom | |
| REA Group European Production Centre S.A. | Luxembourg | |
| REA Group Hong Kong Ltd | Hong Kong | |
| REA Group Ltd | Australia | |
| REA Italia Srl | Italy | |
| REA US Holding Co. Pty Ltd | Australia | |
| Realestate.com.au Pty Ltd | Australia | |
| Robbdoc Pty Limited | Australia | |
| Royal Children's Hospital Good Friday Appeal Limited | Australia | |
| Rugby International Pty. Limited | Australia | |
| Sharland Pty Limited | Australia | |
| SheSpot.com.au Pty Limited | Australia | |
| Skeat Pty Limited | Australia | |
| Sky Cable Pty Limited | Australia | |
| South Pacific Post Pty Ltd | Papua New Guinea | |
| Sport by Numbers Pty Ltd | Australia | |
| Square Foot Limited | Hong Kong | |
| Suburban Publications Pty Limited | Australia | |
| Sunshine Coast Publishing Pty Ltd | Australia | |
| Super League Pty. Limited | Australia | |
| TCN Investments Pty Limited | Australia | |
| Television Broadcasters Investments Pty. Ltd. | Australia | |
| The Cairns Post Proprietary Limited | Australia | |
| The Courier-Mail Children's Fund Pty. Limited | Australia | |
| The Geelong Advertiser Pty. Limited | Australia | |

| The Herald and Weekly Times Pty. Limited | Australia |
|---|--------------------------------|
| The North Queensland Newspaper Company Pty. Limited | Australia |
| Times Publications Holdings Pty Limited | Australia |
| United Media Pty. Limited | Australia |
| Web Effect Int. Pty. Limited | Australia |
| Wespre Pty. Limited | Australia |
| Westralia Square Partnership | Australia |
| Windfyr Pty Limited | Australia |
| Winston Investments Pty. Limited | Australia |
| NEWS CORP INVESTMENTS UK & IRELAND | United Kingdom |
| Admacroft Limited | United Kingdom |
| Coldstreame Seafood Limited | United Kingdom |
| Eric Bemrose Limited | United Kingdom |
| Festival Records International Limited | United Kingdom |
| Handpicked Companies Limited | United Kingdom |
| KIP Limited | United Kingdom |
| Milkround Holdings Limited | United Kingdom |
| Milkround Limited | United Kingdom |
| Milkround OnLine Ltd. | United Kingdom |
| Milkround.com Limited | United Kingdom |
| News 2026 Limited | United Kingdom |
| News Australia Investments Pty Ltd | Australia |
| News Collins Holdings Limited | United Kingdom |
| News Collins Holdings Partnership | Australia |
| News Collins Limited | United Kingdom |
| News Corp Holdings UK & Ireland | United Kingdom |
| News Corp UK & Ireland Limited | United Kingdom |
| News Group Newspapers Limited | United Kingdom |
| News International Newspapers Limited | United Kingdom |
| News International Pension Trustees Limited | United Kingdom |
| News Ireland Limited | United Kingdom |
| News Logistics Limited | United Kingdom |
| News of the World Limited | United Kingdom |
| News Printers Assets Limited | United Kingdom |
| News Printers Group Limited | United Kingdom |
| News Printers Southern Limited | United Kingdom |
| News Promotions Limited | United Kingdom |
| News Property Three Limited | United Kingdom |
| News Solutions Limited | United Kingdom |
| News Telemedia Europe Limited | United Kingdom |
| News UK & Ireland Direct Limited | United Kingdom |
| News UK & Ireland Limited | United Kingdom |
| News UK & Ireland Newspapers Limited | United Kingdom |
| News UK & Ireland Recruitment Holdings Limited | United Kingdom |
| News UK & Ireland Trading Limited | United Kingdom United Kingdom |
| News UK Automotive Limited | United Kingdom |
| News UK Finance LLP | United Kingdom |
| Newscorp Preference Limited | Cayman Islands |
| Live Maconh i reference milliten | Cayman Islanus |

| Newsett Limited | United Kingdom | |
|---|-------------------------------|--|
| Newsprinters (Broxbourne) Limited | United Kingdom | |
| Newsprinters (Eurocentral) Limited | United Kingdom | |
| Newsprinters (Knowsley) Limited | United Kingdom | |
| Newsprinters Limited | United Kingdom | |
| NGN Editorial Pension Trustees Limited | United Kingdom | |
| Secondpost Limited | United Kingdom United Kingdom | |
| Secondpost.com Limited | United Kingdom | |
| The Sun Limited | United Kingdom | |
| The Sunday Times Limited | United Kingdom | |
| The Sunday Times Whisky Club Limited | United Kingdom | |
| The Times Limited | United Kingdom | |
| The Times Literary Supplement Limited | United Kingdom | |
| Times Crosswords Limited | United Kingdom | |
| Times Media Limited | United Kingdom | |
| Times Newspapers Holdings Limited | United Kingdom | |
| Times Newspapers Limited | United Kingdom | |
| Tower Trustees Limited | United Kingdom | |
| WorKazoo Limited | United Kingdom | |
| HARPERCOLLINS PUBLISHERS L.L.C. | United States of America | |
| Editora Harper & Row de Brazil Ltda. | Brazil | |
| Grupo Nelson Inc. | United States of America | |
| HarperCollins Christian Publishing, Inc. | United States of America | |
| HarperCollins Mexico, SA de CV | Mexico | |
| The Zondervan Corporation L.L.C. | United States of America | |
| Thomas Nelson Export | United States of America | |
| Thomas Nelson Sales Co., Inc. | United States of America | |
| Vida Publishers L.L.C. | United States of America | |
| Zondervan (Republica Dominicana) S.A | Dominican Republic | |
| HARLEQUIN ENTERPRISES LIMITED | Canada | |
| DEI CSEP Inc | United States of America | |
| Editora HR Ltda. | Brazil | |
| eHarlequin.ca Ltd | Canada | |
| Forlaget Harlequin AB | Sweden | |
| Harlequin (UK) Limited | United Kingdom | |
| Harlequin Books S.A. | Switzerland | |
| Harlequin Digital Sales Corp | United States of America | |
| Harlequin Enterprises (Australia) Pty Ltd | Australia | |
| Harlequin Enterprises (NZ) Limited 302883 | New Zealand | |
| Harlequin Enterprises GmbH | Germany | |
| Harlequin Enterprises II BV/Sarl | Luxembourg | |
| Harlequin Enterprises Limted (UK) | United Kingdom | |
| Harlequin Holdings Inc. | United States of America | |
| Harlequin Holdings S.A. | Switzerland | |
| Harlequin Iberica, S.A. | Spain | |
| Harlequin Investments Ltd (Canada) | Canada | |
| Harlequin Italia Srl | Italy | |

| Japan | |
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| Heritage Media L.L.C. Heritage Media Management, Inc. Heritage Media Services L.L.C. United States of America Heritage Media Services L.L.C. United States of America Intel-Assess, Inc. United States of America Magpie Holdings, Inc. United States of America Magpie Holdings, Inc. United States of America Mosaic Media Ventures Pvt. Ltd. India NC Finance Limited Cayman Islands NC Transaction, Inc. United States of America NCH LLC United States of America NCH LLC United States of America News Alesia UK Limited United States of America News America Marketing FSI L.L.C. News America Marketing In-Store LL.C. United States of America News America Marketing In-Store Services L.L.C. United States of America News America Marketing Interactive L.L.C. United States of America News America Marketing Properties L.L.C. United States of America News America Marketing Properties L.L.C. United States of America News America Marketing Properties L.L.C. United States of America News Australia Holdings LLC United States of America News Flo Holdings, LLC United States of America News Flo Holdings, LLC United States of America News Flo Holdings, LLC United States of America News Group/Times Newspapers U.K., Inc. United States of America News Interactive Media Australia Pty Limited Australia News Limited of Australia, Inc. United States of America News UK Finance Holdings I LLC United States of America News UK Finance Holdings I LLC United States of America News UK Finance Holdings I LLC United States of America News UK Finance Holdings I LLC United States of America News UK Finance Holdings I LLC United States of America News UK Finance Holdings I LLC United States of America News UK Finance Holdings I LLC United States of America NYP Realty Corp. United States of America United States of America NYP Realty Corp. United States of America United States of America NYP Realty Corp. United States of America United States of America United States of America NOVE, INC. United States of America United States of America Howelounder.com (Delawa | FS Australia II LLC | United States of America |
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| Dow Jones Consulting (Shanghai) Limited | China |
| Dow Jones Consulting India Private Limited | India |
| Dow Jones Distribution Co. (Asia), Inc. | United States of America |
| Dow Jones Do Brasil Servicos Economicos Ltda | Brazil |
| Dow Jones Haber Ajansi Anonim Sirketi | Turkey |
| Dow Jones Information Services International (HK) Ltd. | Hong Kong |
| Dow Jones International GMBH | Germany |
| Dow Jones International Ltd. | United Kingdom |
| Dow Jones Italia SRL | Italy |
| Dow Jones NBV Bulgaria EOOD | Bulgaria |
| Dow Jones Nederland BV | Netherlands |
| Dow Jones News GmbH | Germany |
| Dow Jones News Services (Proprietary) Limited | South Africa |
| Dow Jones Newswires Holdings, Inc. | United States of America |
| Dow Jones Publishing Company (Asia), Inc. | United States of America |
| Dow Jones Publishing Company (Europe), Inc. | United States of America |
| Dow Jones Services Limited | United Kingdom |
| Dow Jones Southern Holding Company, Inc. | United States of America |
| Dow Jones Trademark Holdings LLC | United States of America |
| Dow Jones Ventures V, Inc. | United States of America |
| Dow Jones WSJA Philippines, Inc. | Philippines |
| Dow Jones, L.P. | United States of America |
| eFinancialNews Holdings Limited | United States of America United Kingdom |
| eFinancialNews Inc. | United States of America |
| eFinancialNews Limited | United States of America United Kingdom |
| Factiva (Australia) Pty Limited | Australia |
| Factiva (France) S.A.R.L. | France |
| Factiva (France) S.A.K.L. Factiva Business Information (Spain), S.L. | Spain |
| Factiva Finance LLC | United States of America |
| Factiva Finance LLC Factiva Limited | United States of America United Kingdom |
| Factiva LLC | United States of America |
| Factiva ELC Factiva Finance Ltd. | Cayman Islands |
| Factiva, Inc. | United States of America |
| Generate Canada ULC | Canada |
| | |
| Generate, Inc. | United States of America |
| Hulbert Financial Digest, Inc. | United States of America |

| Kronberger Verlagsgesellschaft GmbH | Germany | |
|--|--------------------------|--|
| MarketWatch, Inc. | United States of America | |
| MF - Dow Jones News S.r.l. | Italy | |
| Review Publishing Company Limited | Hong Kong | |
| The Wall Street Journal Europe Holding, Inc. | United States of America | |
| The Wall Street Journal Europe, SPRL | Belgium | |
| VentureOne Corporation | United States of America | |
| Wall Street Journal India Publishing Private Limited | India | |
| WSJ Commerce Solutions, Inc. | United States of America | |

ATTACHMENT B

THE COMPANIES' BILLING REQUIREMENTS AND FORMAT

All invoices should be submitted directly to our e-billing system whenever possible. Firms will be registered with the e-billing system at the beginning of any engagement. All invoices must conform to the requirements set out here.

- 1. All invoices must include the correct entity name, and the matter number for which the services are rendered (to be provided by the Legal Contact), a unique invoice number, the case number and/or caption (for litigation matters), and your firm's assigned client/matter number(s) for such services. If the matter invoiced relates to prosecution of one or more items of intellectual property, the invoice should identify the intellectual property at issue by name and number, the class of goods, and the territory covered, as applicable.
- 2. Invoices may be billed to a "General" or "Miscellaneous" matter number only if the work encompasses truly miscellaneous issues that cannot be allocated to any more specific matter. If in doubt, please contact the Legal Contact to inquire about what matter number should be used for each invoice. A separate invoice should be submitted for each matter; an invoice that combines entries for multiple matters, even an existing matter and a General category, is not acceptable.
- 3. All invoices must be dated and state the date range of the services covered by the invoice.
- 4. For firms not employing e-billing, all invoices must be submitted via e-mail. Invoices should be converted into a portable document format (PDF) and sent electronically. Invoices should not be mailed.
- 5. All invoices must include a chronological list of services rendered, showing the date of service, the number of hours expended by each person on each item, the appropriate UTBMS task code (as applicable, for e-billing firms or if otherwise requested), a description of the work (in sufficient detail to permit the Companies to ascertain the benefit derived from such service), the rate at which the hours are billed, and where appropriate the name of the in-house contact for whom the work was performed. Generic descriptions of work performed (such as "attention to matter," "review case" and "research") are not acceptable.
- 6. All time expended on a matter must be billed in increments of tenths of an hour (0.1

- hour). Each task or activity shall be separately itemized. Invoices should not include "blocked" or "lumped" billing by assigning one block of time to multiple tasks. For example, the following entry: "4.5 hours: Draft outline and review documents regarding deposition of [WITNESS] on [DATE]; draft letter to opposing counsel regarding discovery dispute; review documents for document production," should be separately itemized as follows:
- -2.3 hours: Draft outline and review documents regarding deposition of [WITNESS] on [DATE];
- -.8 hours: Draft letter to opposing counsel regarding discovery dispute;
- -1.4 hours: Review documents for document production
- 7. Each expense item shall be separately itemized, showing the date the expense was incurred, an explanation of the charge, the amount of the charge and the timekeeper who incurred the charge. For expenses above \$2,500, the invoice should attach applicable documentation.
- 8. For reimbursable photocopies, please include a daily log listing the number of copies and the per-page charge (not to exceed \$.10 per page).
- 9. All invoices must indicate both (a) the current amount due for a particular matter; and (b) an inception of matter to current date total of costs and fees, inclusive of the current invoice.
- 10. The end of each invoice not submitted via the e-billing system must set forth the total hours and fees billed for each timekeeper and contain their names, positions and billing rates. For example:

| Initials | Name | Title | Rate | Hours | Fees |
|----------|-------------|-----------|----------|-------|------------|
| JAD | Jane A. Doe | Partner | \$350.00 | 10.3 | \$3605.00 |
| JBD | John B. Doe | Associate | \$225.00 | 25.4 | \$5715.00 |
| JCD | Jill C. Doe | Paralegal | \$75.00 | 5.2 | \$390.00 |
| | | | TOTALS: | 40.9 | \$9,710.00 |

- 11. Prior to sending an invoice to the Companies, the lawyer in charge of the matter should review the fees and expenses incurred, ensure that they are appropriate for the work performed, consistent with the budget, exclude charges for any duplicative or unnecessary work, and include information regarding reductions (including any amount of time and corresponding fees or costs that have been written off, with an explanation for the write off) or modifications.
- 12. All invoices should be submitted on a monthly basis. In extraordinary circumstances where monthly invoicing is not possible, you should so advise the Legal Contact of the proposed billing schedule. In no event will the Companies accept invoices less frequently than quarterly. The Companies reserve the right to refuse payment for amounts invoiced more than three months after the end of the month during which the services were rendered.
- 13. If the Companies are invoiced for items that they decline to pay, those charges will be deducted from your invoice prior to payment. The Companies will pay the invoice less the declined amount. If you resolve the issue with the Legal Contact and resubmit some or all of the declined amount for payment, please make sure the resubmitted invoice is for the

declined amount only and has a new unique invoice number. Please do not resubmit the same invoice or use the same invoice number, as that will cause rejection of the invoice as duplicative. The Companies must receive all resubmitted invoices within thirty days after the un-declined amount was paid to you. It is your responsibility to notify your Accounting Department of the short payment so the entry can be adjusted. The Companies reserve the right to refuse payment of amounts not resubmitted within the foregoing thirty day time period.

- 14. Your firm will be responsible for reviewing and signing any third-party vendor invoices before sending them to the Companies. Invoices by third-party vendors should be paid by your firm and then charged back to the Companies as part of your monthly invoices. In the alternative, vendor invoices over \$2,500 may be submitted directly to the Companies for payment. Every vendor invoice should be accompanied by a statement from your firm noting that the invoice has been reviewed, is appropriate in all respects, and is within the pre-established budget for any vendor services. Every invoice from third-party vendors should include a federal tax identification number and comply with any additional requirements for payment processing.
- 15. Do not send multiple copies of invoices to multiple individuals at the Companies.
- 16. For invoices originating outside the United States:
- a. All invoices must be submitted in English.
- b. All invoices should clearly indicate the currency being used to calculate the costs and fees. Currency should be local currency unless otherwise agreed in advance.
- c. Any invoices for services rendered by foreign or other local counsel on behalf of a vendor (e.g., barrister fees) must follow these guidelines and should be submitted to Companies along with the vendor's invoice. The retention of any such individuals must be pre-approved by the Companies.
- d. Whenever and wherever possible, the Companies should be invoiced in a manner which will provide the Companies with the best possible tax benefit (e.g., as a result of entitlement to reimbursement for VAT (Value Added Taxes) or GST (Goods and Services Taxes)).
- 17. Please consult with your Legal Contact to determine the Company's preferred manner of payment, which may include check or wire transfer.