

STANDARD TERMS OF ENGAGEMENT

These Standard Terms of Engagement (“Terms”) apply in respect of all work carried out by us for you, except to the extent that we otherwise agree with you in writing.

1 Services

1.1 The services which we are to provide for you are outlined in our engagement letter.

2 Financial

2.1 Fees:

- a The fees which we will charge or the manner in which they will be arrived at, are set out in our engagement letter.
- b If the engagement letter specifies a fixed fee, we will charge this for the agreed scope of our services. Work which falls outside that scope may be charged either on an hourly rate basis or for a fixed fee agreed with you. We will advise you as soon as reasonably practicable if it becomes necessary for us to provide services outside the agreed scope and, if requested, give you either:
 - i an estimate of the likely amount of the further costs; or
 - ii a fixed fee for the additional services;depending on the nature of the additional services.
- c Where our fees are calculated on an hourly basis, the hourly rates are set out in our engagement letter. The differences in those rates reflect the experience and specialisation of our professional staff.

2.2 **Disbursements and expenses:** In providing services we may incur disbursements or have to make payments to third parties on your behalf. If such disbursements or payments are not included in a fixed fee, they will be included in our invoice to you when the expense is incurred. We may require an advance payment for the disbursements or expenses which we will be incurring on your behalf (if not included in a fixed fee).

2.3 **GST (if any):** Is payable by you on our fees and charges. If we undertake work for a fixed fee that fee will be inclusive of GST (if any) at 15.0%. In the event of the rate of GST required by law to be imposed on any fee being increased then our fixed fee will be adjusted in accordance with the following formula:

$$\text{Fixed fee} \times \frac{[100 + (\text{New Rate of GST})]}{115.0}$$

2.4 **Invoices:** We will send to you our invoice for a fixed fee transaction on completion of the matter, or an invoice for an appropriate percentage of our fee on earlier termination of our engagement. Otherwise, we will send interim invoices to you, usually monthly and on completion of the matter, or termination of our engagement. We may also send you an invoice when we incur a significant expense.

- 2.5 **Payment:** In accepting our Terms of Engagement, you authorise us to deduct the amount of our agreed fee/s and costs from any funds held in trust by us on your account. In respect of a conveyancing transaction, you agree that our agreed fee/s and costs are payable immediately on settlement of the transaction, or if the transaction does not proceed to settlement, then immediately upon the relevant agreement for sale and purchase being terminated by either party.
- 2.6 In other cases (including where our fee/s and costs are not paid by deduction) invoices are payable within 14 days of the date of the invoice, unless alternative arrangements have been made with us. We may require interest to be paid on any amount which is overdue. Interest will be calculated at the rate of 20.0% per annum calculated on a daily basis on any unpaid balance from the date payment became due until paid.
- 2.7 **Security:** We may ask you to pre-pay amounts to us, or to provide security for our fees and expenses. You authorise us:
- a to debit against amounts pre-paid by you; and
 - b to deduct from any funds held on your behalf in our trust account;
- any fees, expenses or disbursements for which we have provided an invoice.
- 2.8 **Third Parties:** Although you may expect to be reimbursed by a third party for our fees and expenses, and although our invoices may at your request or with your approval be directed to a third party, nevertheless you remain responsible for payment to us if the third party fails to pay us.

3 Confidentiality

- 3.1 We will hold in confidence all information concerning you or your affairs that we acquire during the course of acting for you. We will not disclose any of this information to any other person except:
- a to the extent necessary or desirable to enable us to carry out your instructions; or
 - b to the extent required by law or by the Law Society's *Rules of Conduct and Client Care for Lawyers*.
- 3.2 Confidential information concerning you will as far as practicable be made available only to those within our firm who are providing legal services for you.
- 3.3 We will, of course, not disclose to you confidential information which we have in relation to any other client.

4 Termination

- 4.1 You may terminate our retainer at any time.
- 4.2 We may terminate our retainer in any of the circumstances set out in the Law Society's *Rules of Conduct and Client Care for Lawyers* or the *Anti-Money Laundering and Countering Financing of Terrorism Act 2009*.

- 4.3 If our retainer is terminated you must pay us all fees due up to the date of termination and all expenses incurred up to that date.

5 Retention of files and documents

- 5.1 You authorise us (without further reference to you) to destroy all files and documents for this matter (other than any documents that we hold in safe custody for you) 7 years after our engagement ends, or earlier if we have converted those files and documents to an electronic format.

6 Conflicts of Interest

- 6.1 We have procedures in place to identify and respond to conflicts of interest. If a conflict of interest arises we will advise you of this and follow the requirements and procedures set out in the Law Society's *Rules of Conduct and Client Care for Lawyers*.

7 Duty of Care

- 7.1 Our duty of care is to you and not to any other person. Before any other person may rely on our advice, we must expressly agree to this.

8 Trust Account

- 8.1 We maintain a trust account for all funds which we receive from clients (except monies received for payment of our invoices). If we are holding significant funds on your behalf we will normally lodge those funds on interest bearing deposit with a bank. In that case we will charge an administration fee of 5.0% of the interest derived.

9 General

- 9.1 These Terms apply to any current engagement and also to any future engagement, whether or not we send you another copy of them.
- 9.2 We are entitled to change these Terms from time to time, in which case we will send you amended Terms.
- 9.3 Our relationship with you is governed by New Zealand law and New Zealand courts have non-exclusive jurisdiction.