

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 will be charged on an hourly rate basis. 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 an estimate of the likely amount of the further costs.
- (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. Time spent is recorded in 6 minute units.

- 2.2 **Disbursements and expenses:** In providing services we may incur disbursements on your behalf (such as LINZ search fees, LINZ registration fees, court filing fees, travel and courier charges) which are reasonably necessary for us to provide services to you. We may also be required to make payments to third parties on your behalf which are reasonably required to undertake services to you (such as experts' costs, counsel's fees or accountancy fees) and you authorise us to make such payments on your behalf. We may require an advance payment for the disbursements or expenses that we will be incurring on your behalf. These disbursements and expenses will be included in our invoice to you, shown as "disbursements" when the expenses are incurred (or in advance when we know we will be incurring them on your behalf).

- 2.3 **Office expenses (administrative expenses):** In addition to disbursements, we charge a minimum fee of \$75.00 excluding GST to cover out of pocket costs which are not included in our fee and which are not recorded as disbursements. These include items such as photocopying, printing, postage and phone calls. Our fee for office expenses may increase if your matter requires us to incur additional costs for these items.

- 2.4 **GST (if any):** Is payable by you on our fees and charges.

- 2.5 **Invoices:** 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.

- 2.6 **Payment:** Invoices are payable upon your receipt of the invoice, unless alternative arrangements have been made with us. We may require interest to be paid on any amount which is more than 7 days overdue. Interest will be calculated at the rate of 15% per annum as at the close of business on the date payment became due. Credit card payments may be made from a New Zealand credit card and will incur a surcharge of 1.85%.

- 2.7 **Default:** If you are in default and do not pay on time, you agree that costs may be added to your invoice to cover debt collection charges.

- 2.8 **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.

- 2.9 **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.
- 3.4 Where we act for you jointly with another party, you agree:
- (a) That the information that we hold for you in relation to your file is held on a joint and several basis and we may release such file information to one or both of you; and
 - (b) That we may rely on instructions from one of you where we are of the view that it is reasonable in the circumstances to do so, unless you notify us in writing beforehand that we must first obtain the written consent of both parties before acting on such instructions.
- 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*
- 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 may charge an administration fee of 7.0% of the gross 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.