



Fiduciary Lawyers and Conveyancers
 – Wills and Trusts, Estate Planning and Administration –

ENGAGEMENT LETTER

Welcome to A G Jenkins Attorneys. We look forward to being of assistance to you, and request that you kindly complete the following details for compliance purposes and for our records:

Surname			
Forenames			
Identity Number			
Residential Address			
Postal Address			
Vat Registration Number			
Billing Name and Address (if different from above)			
Telephone Nos.	(w)	(h)	(cell)
Type of Matter (tick)	Will	Estate Planning	Estate Admin
	Trust Admin	Investments	Other
Email Address			Conveyancing

In order to assist you with your planning, we have set out in this letter what the terms of our financial relationship with you will be.

FEES

We charge our fees according to recommended rates and this will depend on amongst other things the importance and complexity of the matter, the seniority of the attorney dealing with the matter and, of course, the time it takes. Where possible, experienced staff members who charge a lower rate than more senior members, will undertake certain tasks in an effort to keep costs down. The consultation and attendance rates charged by us are set out hereunder:

VAT

All tariff and fees quoted are exclusive of VAT.

Please see specific services charges overleaf

Telephone: 033 386 2509 / 033 386 2861
 Fax: 086 527 8936
 E-Mail: mail@agjenkins.co.za
 Web: www.agjenkins.co.za
 Cell: 083 628 1401
 Postal Address: Postnet Suite 45, P Bag X6011,
 Hilton, 3245

Hilton Office: Suite 3, 24 Hilton Avenue
 Hilton, 3245

Gillitts Office 9A Gillitts Office Park,
 2 Rodger Place, Gillitts, 3610

SPECIFIC SERVICES

<p>Simple Wills <i>(where no consultation in person or by telephone is required)</i></p>	Client completes brochure questionnaire and A G Jenkins Attorneys are appointed Executors	No charge
<p>Standard Wills <i>(where brief consultation in person or by telephone/ email is/are required)</i></p>	Will incorporating standard provisions, where no estate planning structures are required	No charge for taking instructions, drafting of documents, copies, & attending on signature. Consultation and attendance fees restricted to R350,00
<p>Estate Planning Wills <i>(where consultation/s in person or by telephone/email is/are required)</i></p>	Wills incorporating estate planning structures or provisions	Time and attendance fees, drafting of documents, copies, & attending on signature, consultation fees based on charge out rate of the attending Attorney.
<p>Administration of Deceased Estates</p>	Executors' Remuneration on assets	Up to 3.5% of the assets in an Estate (maximum), as per Administration of Estates Act tariff, plus VAT
	Executors' Remuneration on income after date of death	Up to 6% of income earned (maximum), as per Administration of Estates Act tariff, plus VAT
<p>Creation of Trusts</p>	Consulting fees	Time-based
	<p>Drafting of documents, attending on signature thereof, attending on the Master of the High Court to register</p> <p>Attendances relating to registration of the trust as a Taxpayer</p>	<p>R3 500,00 plus disbursements Plus VAT</p> <p>R1 500,00 plus disbursements Plus VAT</p>
<p>Trusteeships and Administration of Trusts</p>	Separate schedule	Please request detailed schedule
<p>Conveyancing</p>	As per the recommended Conveyancing tariff	Please request detailed schedule

TIME RELATED CHARGE-OUT RATES

Principal Attorney	Anthony (Ant) Jenkins	R2 400,00 per hour or pro rata
Attorneys	Lorna Govender Caitlin Askew Verona Padayachee	R1 400,00 per hour or pro rata
Candidate Attorneys	Yasmin Mea Dirk Oellermann	R300,00 per hour or pro rata
Estates and Trusts Paralegal	Nikita Naidoo	R 1 200,00 per hour or pro rata

ATTENDANCE-RELATED CHARGES

Attendances at the Master's Office or other Public Office	To lodge, call up or peruse files, meetings with Estate and Trust Controllers, follow-ups on matters awaiting attention by Controllers or Registry, searching for lost files, and other miscellaneous attendances	R120,00 per quarter hour
Attendance on signature of documents	Per attendance	R120,00 per attendance
Telephone Calls made or received	Time-based	R50,00 minimum fee
Drafting of Emails, Letters, Affidavits, formal documents	Time-based, or per page, in our discretion, depending on complexity	R150,00 per page, or time-based
Perusal of Emails, Letters, Affidavits, formal documents	Time-based, or per page, in our discretion, depending on complexity	R50,00 per page or time-based

DISBURSEMENTS

Charged on the basis of actual amounts disbursed on behalf of client in the execution of the mandate, unless specified below:

Photocopies made	Per page	R1,50 per page
Travelling time	Up to 50% of charge-out rate	In our discretion
Travelling cost	R3,50 per km	In our discretion
Air travel time	Up to 50% of charge-out rate	In our discretion
Air Travel cost	Actual cost of airfare	
Parking	Actual cost of parking	

DEPOSIT

We may, in our discretion, require a deposit to be paid for fees and disbursement, which enables us to pay various disbursements on your behalf and to secure portion of our fees. If you are called upon to pay a deposit, we may postpone commencement of work on your matter until the deposit has been paid and this may lead to delays. Should it be necessary to obtain further cover during the conduct of the matter, we may call for a further payment which you will need to pay before we continue further on your matter.

FUNDS HELD ON YOUR BEHALF

Any funds which we receive on your behalf may be deposited by us in an interest bearing bank account which will attract interest for your benefit. You will be asked, in such instances, to sign mandate forms authorising us to invest the funds on your behalf pending appropriation thereof for fees or disbursements, and to comply with FICA verification obligations to enable us to do so.

INTERIM ACCOUNTS

We may render interim accounts during the conduct of your matter. These accounts will include disbursements incurred to date. Accounts shall be payable upon presentation. In the unlikely event of any account or request for payment not being met, interest may be charged on outstanding accounts, after 30 days of the date of delivery of an account at 2% (TWO PER CENTUM) above Standard Bank's prime overdraft rate from time to time.

SERVICE DELIVERY

Our aim is to offer you an efficient and effective service at all times, and we are confident of achieving this aim. However, should you find that there is some aspect of our service about which you are not happy and which you feel cannot be resolved between you and the professional you are dealing with, then please feel free to raise the matter with the Principal Attorney of the firm, Anthony Jenkins.

AGREEMENT

Should you wish us to proceed on the basis set out herein, kindly confirm your acceptance by signing this letter. We shall furnish you with a copy for your records.

CLIENT'S SIGNATURE

Date

A G JENKINS ATTORNEYS

Date