

Principal
Jeremy Brook LLB

Consultant
Michael Hunwick BA LLB

Legal Executives
Trudy Woolley
Christina Chen

BROOK LAW

Incorporating  HUNWICK & CO
MEMBER
PROPERTY
LAW SECTION
New Zealand Law Society

LAWYERS

STANDARD TERMS AND LETTER OF ENGAGEMENT

Thank you for contacting us. We will be pleased to act for you in this matter. The following is information for you as a client which lawyers are required by the Rules of Conduct and Client Care for Lawyers to provide

These Standard Terms of Engagement (“Terms”) and letter of engagement (“Letter”) apply in respect of all work carried out by us for you, except to the extent that we otherwise agree with you in writing. We also attach a standard “information for clients” document required by the abovementioned Rules of conduct and client care.

1 Services

1.1 The services we are to provide for you are outlined on the last page of this letter.

2 Financial

2.1 Fees:

- a The fees we will charge or the manner in which they will be arrived at, are set out on the last page of this letter.
- b If a fixed fee is specified, 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 at **\$180-\$200** for a partner/consultant and **\$90.00** for a legal executive. The differences in those rates reflect the experience and specialisation of our professional staff. Time spent is recorded in 6 minute units, with time rounded up to the next unit of 6 minutes.

2.2 **Disbursements and expenses:** In providing services we may incur disbursements or have to make payments to third parties on your behalf. These 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.

- 2.3 **GST (if any):** Is payable by you on our fees and charges.
- 2.4 **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.
- 2.5 **Payment:** 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 more than 7 days overdue. Interest will be calculated at the rate of 4 % above our firm's main trading bank's 90-day bank bill buy rate as at the close of business on the date payment became due.
- 2.6 **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.
- 2.7 **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
- 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 0.25% 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.

Responsibility for Services

The names and status of the people in our firm who will have the general carriage of or overall responsibility for the services we provide for you are:

Jeremy Brook
Name Status

Partner

Michael Hunwick
Name Status

Consultant

If the information in this letter and the accompanying material is acceptable, please sign the attached copy of this letter where indicated and return it to us. If you orally advise your acceptance or instruct us to proceed, you will in any event be bound by these terms.

We look forward to working with you on this matter.

Yours faithfully

TO: **Brook Law**

The terms in this document are accepted and you are requested to act in this matter.

Signature (*client name*)

Appendix – Brook Law Location Map



Services to be provided

The following is a summary of the legal services we expect to be providing to you

Description of Matter:

Instructing.....

Estimated Fee (based on est.time engaged/or fixed fee):

As quoted by name? on his hourly rate. Our agency/instruction fee is fixed at \$? plus disbursements and expenses.

All costs above are Exclusive of GST

GST is \$?

Brook Law Trust account number: ANZ Hamilton: 01-0315-0085774-02