

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 Financial

1.1 Fees:

- a The fees 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 Separate charges will be made for courier fees, photocopying, telephone calls, facsimile charges, postage, forms, etc.

1.2 **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.

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

1.4 **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.

1.5 **Terms of payment:** All fees rendered are payable within 14 days following the date of the invoice. If you have difficulty paying any account, please discuss this with us. We reserve the right to stop working on your behalf where accounts are overdue. Where we have agreed to extend the time for payment of an account interest at 18% per annum may be charged on the amount payable.

1.5.1 **Overdue accounts:** As we do not offer credit facilities, 18% per annum may be charged on all accounts, fees, disbursements and charges remaining unpaid one month after the date of issue of the account.

1.6 **Recovery of fees and expenses:** If we are required to take any action to receive payment of our fees, disbursements or expenses, we are authorised to use, only to the extent necessary to receive such payment, your private information as that term is used in the Privacy Act 1993. You shall also be liable to pay all costs including debt collectors and legal fees incurred in taking action.

1.7 **Reporting:** Because we wish to keep you updated on the work and costs incurred, we shall report to you regularly so that you always have an accurate understanding of the progress and costs incurred, At any time you may instruct us to stop and you will be liable at that point only for the fees and expenses to date.

1.8 **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.

1.9 **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.

2 Confidentiality

- 2.1 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.
- 2.2 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.
- 2.3 We will of course, not disclose to you confidential information which we have in relation to any other client.

3 Termination

- 3.1 You may terminate our retainer at any time.
- 3.2 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
- 3.3 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.

4 Retention of files and documents

- 4.1 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.

5 Conflicts of Interest

- 5.1 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.

6 Duty of Care

- 6.1 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.

7 Trust Account

- 7.1 We maintain a trust account for all funds which we receive from clients (including 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 7.5% on the gross interest derived.

8 General

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