

Our Ref: SJT/22553

Contact: Stephen Thomas

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Email: stephen.thomas@nexa.law



Your Ref:

Date: 2nd December 2024

Whitecliff Pension Scheme

Dear Sirs

Commercial Lease of Ground Floor, Unit 1, Moore House, Millfields Road, E5 0BF

Thank you for your instructions to act for you in this matter. This letter and the terms of business enclosed with it are aimed at explaining the basis upon which my firm will carry out the work that is required to be done.

The person primarily responsible for the conduct of your case will be Stephen Thomas, who is a Consultant.

The hourly charge out rate for work undertaken will be £250.00

The CEO of this firm with ultimate responsibility for work done is Eliot Hibbert, who is also a qualified solicitor.

Work to be undertaken

The work you have asked this firm to carry out is as follows:

- Drafting and negotiating the form of lease and rent deposit deed;
- Dealing with any enquiries raised by the tenant's solicitor;
- Engrossing the final form lease and rent deposit deed.

Disbursements

Your disbursements are expected to include:

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Head Office: Suite 2 Salop House, 13 Salop Road, Oswestry, Shropshire SY11 2NR | T +44 (0)1691 655 0606 | F +44 (0)1691 779 307 / +44 (0)1691 688 973
London: 40 Gracechurch Street, London EC3V 0BT | T +44 (0)20 7504 7071

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Please note we do not accept service by fax or service at the London Office

All correspondence to be sent to Head Office

- Office copies £4.80 per document
- ID Checks £11.00
- CHAPS Fee £54.00

Legal Professional Privilege

Under the principle of legal professional privilege, communications between clients and their solicitors may enjoy special protection from later disclosure in litigation or in other circumstances. A necessary element of privilege is confidentiality. Legal professional privilege can therefore be lost if advice is circulated beyond the original recipient. The area is a complex one and my firm's general advice is that you and anyone else involved with you in this matter, should treat all information and communications relating to it as confidential, and avoid circulating them more widely than necessary.

Terms and Conditions of Business

Please find enclosed our terms and conditions of business, which set out in detail all the information governing our work for you. Please note in particular clause 7 which contains the limitations on our liability to you. I would be grateful if you would sign one of the copies and return it to me, as we require this prior to starting work. Should you have any queries, please do not hesitate to contact us.

Communication

We understand that the firm can properly take instructions about this matter from Marko Radosaljevic and/or any other person apparently authorised by them.

Exclusions

Although it is also mentioned in our Terms of Business, **we must emphasise that we are unable to offer you finance nor tax advice.** We can refer you to very good financial and tax advisors but we are unable to offer that service ourselves.

Likely cost of the matter

The firm's terms of business are enclosed in duplicate. Please read those through and if they are acceptable please sign one copy and return that to us. The firm will then be retained to act for you and commence work.

The likely legal costs of the work need to be estimated and budgeted for. To complete the lease the likely cost will be £2250.00 plus VAT.

Should negotiations be required or unexpected issues arise which have to be dealt with, the estimate will be revised to the closest figure possible in those circumstances, or work charged on an hourly basis until the uncertainty is resolved.

Please note that should this matter not be carried through to completion, then a charge will be made in respect of the work that has already been done. VAT will be payable on that and you will also be billed for any disbursements incurred.

Our invoices will normally be sent to you on or shortly after completion of a transaction, or when our role in the matter has come to an end. However, if work on a particular project extends over more than three months, or our unbilled work in progress on any matter exceeds £3,000, we will be entitled to issue you with an interim invoice to cover the then outstanding fees and disbursements.

Service Standards

If at any point you become unhappy with the service we provide to you, then please inform us immediately so that we can do our best to resolve the problem for you. You can obtain a copy of our complaints procedure which is set out on our website www.nexa.law or if preferred a hard copy can be provided to you upon request.

If we are unable to resolve your complaint, then you can have the complaint independently looked at by the Legal Ombudsman. The Legal Ombudsman investigates complaints about service issues with lawyers.

The Legal Ombudsman expects complaints to be made to them within one year of the date of the act or omission about which you are concerned or within one year of you realizing there was a concern. You must also refer your concerns to the Legal Ombudsman within six months of our final response to you.

You may have read in the press of attempts by criminals to deceive clients of law firms into paying money into a bank account that is not the firm's own account. We rarely, if ever, as a matter of normal business practice, change our bankers or our bank details.

We will notify you of our account details by either a password protected document or via Law Connect which is a secure document management system. If you receive an email or any other communication asking you to pay money or transfer funds into a different account than the one we have notified you of, please contact me (or the firms COFA, Eliot Hibbert) before you make any payment or transfer.

If we receive any communication from you informing us of a change to your account details or instructions for payment, we will not make any payment until such time as we have been able to confirm those instructions directly with you by alternative means.

Bank Transfers / Payments to Nexa

If you need to transfer funds to nexa, this can be done in up to two batches free of charge of each request i.e., on account on costs, search fees, court fees, invoice payments, deposit, and balance completion funds etc. If the payment is made in more than two batches for a particular payment, and admin fee of £15.00 plus VAT will be charged.

The firms bank details will be provided to you in a pdf format, and we do advise you confirm them by a secondary secure method i.e., by telephone before making a payment.

Action to be taken by you

We would be grateful if you could deal with the following action points:

- Please sign and return the duplicate of this letter and the Terms and Conditions of Business.
- Please arrange for the sum of £100 to be transferred to “Nexa Law Client Account” for the anticipated disbursements. Bank account details separately attached.

Please note if a copy of this letter is not signed and returned and you continue to instruct us, it will be deemed as you have accepted the above terms and conditions.

I / We have read and understood the above terms and conditions:

Signed:

02/12/2024

Dated:

We look forward to hearing from you.

Kind regards

Yours faithfully

A handwritten signature in purple ink, appearing to read 'STH', with a long horizontal flourish extending to the right.

Stephen Thomas
Nexa Law Limited

Correspondence Address: Suite 2 Salop House, 13 Salop Road, Oswestry, Shropshire, SY11 2NR

Telephone: +44 (0)1691 655 060



Bank Details:

- **Account name:** Nexa Law Limited
- **Bank:** HSBC UK Bank Plc
- **Bank Address:** 99-101 Lord Street, Liverpool L2 6PG
- **Sort Code:** 40 29 08
- **Account Number:** 84207076
- **File Ref:**

- **International Bank Number:** GB82HBUK40290884207076
- **Branch Identifier Code:** HBUKGB4105D

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