

CODE OF CONDUCT **CORRESPONDENT INSTRUCTIONS**

We are passionate about serving our clients and aim to always deliver the best possible solution. For that reason, we welcome cooperation with and assistance from like-minded professionals. This code of conduct aims to outline options for working together, as well as our commitment towards reciprocal business between colleagues.

Appointment of a correspondent poses an inherent reputational risk to both our firm and the correspondent firm. As such, both parties hereby undertake to uphold the conduct normally expected from attorneys as prescribed by the Law Society, and to apply their best efforts and utmost good faith in all interactions with and serving clients respectively.

By instructing us, you agree to the below:

1. Fee arrangements:

Litigious services

- Where either firm acts as a “post box” for litigious matters – the applicable tariff shall apply, e.g. party-party tariffs as prescribed by the rules of the court in question.
- Any court appearances or drafting undertaken by us will be billed on an attorney-own client tariff. Our rates in relation to these functions are fully set out in our mandate and fee agreement: <http://www.schoemanlaw.co.za/wp-content/uploads/2014/11/Mandate-and-Fee-Agreement.pdf>

Conveyancing Services

- If we only lodge and register the matter on your behalf, we charge 10% + VAT of the published guideline fee plus the relevant Deeds Office Fee.
- Where we have to assist in the preparation of the documents, we share the prescribed guideline fee on a ratio of 1/3 and 2/3 basis. Our fee is thus 1/3 plus VAT plus the Deeds Office Fee.
- Where we assist in the preparation of the documents and apply for Rates / Levy Clearance / Transfer Duty we share the prescribed guideline fee on a ratio of 1/3 and 2/3 basis plus charge for the required applications. Our fee is thus 1/3 plus VAT plus the Deeds Office Fee plus R 550.00 (per Rates/Levy Application) + R 400.00 (Transfer Duty) + R950.00 (Postage and Petties) + VAT per application required.

General

- All urgent instructions (requiring same day action) will be billed on an attorney-own client tariff (regardless of the nature of the matter).
- In the case of any instruction other than a conveyancing or litigious instruction, attorney – own client tariff apply.
- Our attorney - own client rates are fully set out in our mandate and fee agreement: <http://www.schoemanlaw.co.za/wp-content/uploads/2014/11/Mandate-and-Fee-Agreement.pdf>
- Fee for file opening and taking instructions –
 - R450 + VAT – Taking Instructions (charged for the initial referral or first matter referred)
 - R275 + VAT – Taking subsequent Instructions (charged per matter referred following the initial referral or first matter referred), **unless 10 or more matters are referred at any one time then the fee for subsequent instructions shall be waived.**
- Attendance at the relevant public office – (Walking Distance) - R175 + VAT per attendance and for:
 - Local – R150 + VAT per attendance
 - 11 – 25 km – R420 + VAT per attendance
 - 26 – 50 km – R625 + VAT per attendance

**** Should you wish to propose an alternative arrangement, please email the attorney replying to your enquiry.**

2. Should the Firm be appointed as a correspondent, we undertake to:

- Deliver a professional and timeous service within our 48 hour turn-around response time-frame,
- Render regular progress reports to Correspondents, in particular, when milestones are reached,
- In the case of regular instructions, to negotiate different payment terms.

*** Our goal is to render a professional and efficient service which benefits both correspondent firm and the client. Our ultimate aim is to be a profitable extension of our instructing attorney's firm.*

3. In turn, the Correspondent undertakes to:

- Collect and confirm FICA compliance on its Client,
- Settle the Firm's invoice promptly upon receipt thereof,
- Give both clear and prompt instructions to the Firm.

*** Should the Firm appoint the Correspondent or refer work to it, the Firm hereby undertakes to reciprocate the obligations and to honour the same terms and conditions the Correspondent is expected to subscribe to as set out above. Rates or fee sharing shall be agreed prior to engagement.*