

Terms and Conditions of Consultation

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Option 1: Initial Consultations – at our office

STEP 1: ** Please read and accept the entire contents of this invitation. Accept by:

1. Arranging an appointment on our website or
2. clicking on “accept”.

If we do not receive your reply / acceptance at least 12 hours prior to commencement of the consultation, the time –slot for consultation will not be reserved.

STEP 2: We recommend delivering the following to us (via email) prior to the consultation as this will speed things up so we can start with your matter as soon as possible:

1. Any documents (letters, court papers, contracts, emails etc) relevant to your matter / enquiry. Where documents are forwarded to us by email for use during consultation, such will be printed at a fee of R2.50 + VAT per page (where these exceed 5 pages). **Alternatively**, you could just bring as much of it with you when we meet. If you need more clarity first, we can always discuss this at the first meeting.

FICA documents (natural persons):

- a) Certified copy of I.D / passport
- b) Proof of residence - certified copy of a utility bill (NOT OLDER THAN 3 MONTHS AND IS DELIVERED TO A STREET ADDRESS)

**** If your matter / instruction / enquiry is not for yourself (in your personal capacity), but for a business (close corporation, company, trust etc) please contact us at 0214255604 so that we may advise you of the additional FICA documents required. Or if you need further clarity, let's discuss this when we meet.*

STEP 3: Before you get here / we consult:

1. If this is your first time with us or you wish to refer a matter for a different person or entity, kindly complete these forms:
 - a. <http://www.schoemanlaw.co.za/client-registration-form-sign-up/> online before your consultation with us, **alternatively** you may use our facilities to do so. If you choose the second option please ensure that you are at our office 10 minutes before the scheduled time.

IMPORTANT NOTICE:

**Credit/ Debit card facilities are available

1. On arrival you will be required to sign in (in addition to sign in with our building security).
2. All first consultations are billed at a flat rate of R1035 (VAT included). This fee is non-refundable and is immediately due and payable following the consultation whether by credit card / debit card. **Regrettably we do not accept cash or cheques.**
3. Late arrivals for consultations shall be shortened accordingly, without discounting the above fee for consultation.
4. Where the client is more than 15 minutes late for any reserved consultation such action is deemed cancellation of the consultation.
5. A cancellation penalty fee amounting to R475.00 will be levied in SchoemanLaw Inc's sole discretion for any reserved consultation cancelled without (at least) 12 hours prior notice from the client concerned.

Option 2: Initial Consultations – skype / teleconference

STEP 1: ** Please read and accept the entire contents of this invitation. Accept by:

1. Arranging an appointment on our website or
2. clicking on “accept”.

If we do not receive your reply / acceptance at least 12 hours prior to commencement of the consultation, the time –slot for consultation will not be reserved.

STEP 2: We recommend delivering the following to us (via email) prior to the consultation as this will speed things up so we can start with your matter as soon as possible:

1. Any documents (letters, court papers, contracts, emails etc) relevant to your matter / enquiry. Where documents are forwarded to us by email for use during consultation, such will be printed at a fee of R2.50 + VAT per page (where these exceed 5 pages). **Alternatively**, you could just bring as much of it with you when we meet. If you need more clarity first, we can always discuss this at the first meeting.
2. FICA documents (natural persons):
 - a. Certified copy of I.D / passport
 - b. Proof of residence - certified copy of a utility bill (NOT OLDER THAN 3 MONTHS AND IS DELIVERED TO A STREET ADDRESS)

**** If your matter / instruction / enquiry is not for yourself (in your personal capacity), but for a business (close corporation, company, trust etc) please contact us at 0214255604 so that we may advise you of the additional FICA documents required. Or, where you need more information first, we may discuss requirements at our first meeting.*

STEP 3: Before we consult:

3. If this is your first time with us or you wish to refer a matter for a different person or entity, kindly complete this form:
 - a. <http://www.schoemanlaw.co.za/client-registration-form-sign-up/> online before your consultation with us.

IMPORTANT NOTICE:

1. All first consultations are billed at a flat rate of R1035 (VAT included). This fee is non-refundable and is immediately due and payable in order to secure your appointment with us.
2. Please pay via EFT:
Please quote your name as reference and fax or email proof to 021 421 8913 or payments@schoemanlaw.co.za

BANK DETAILS:

INVESTEC PRIVATE BANK TRUST ACCOUNT

CAPE TOWN ACC. NO 50006718937

BRANCH CODE 580 105

SWIFT CODE: IVESZAJJ

YOUR NAME IS OUR REFERENCE

3. Should you wish to pay online, please click here: <https://pay.yoco.com/schoemanlawinc>
4. Late arrivals for consultations shall be shortened accordingly, without discounting the above fee.
5. Where the client is more than 15 minutes late for any reserved consultation such action is deemed cancellation of the consultation.
6. A cancellation penalty fee amounting to R475.00 will be levied in SchoemanLaw Inc's sole discretion for any reserved consultation cancelled without (at least) 12 hours prior notice from the client concerned.

About the conference calling platform: www.zoom.us

Every reasonable measure is taken to protect confidentiality and information security. Should you however prefer using another platform, please do not accept this invitation as your acceptance constitutes your acceptance of our and the conference calling platform's terms of use and privacy policy.

Option 3: Existing Client Consultations – in person

STEP 1: ** Please read and accept the entire contents of this invitation. Accept by:

1. Arranging an appointment on our website or
2. clicking on “accept”.

If we do not receive your reply / acceptance at least 12 hours prior to commencement of the consultation, the time –slot for consultation will not be reserved.

STEP 2: Please supply us with any outstanding FICA documents/ Signed Mandate and Fee Agreement [if applicable] prior to consultation

IMPORTANT NOTICE:

1. All consultations with existing clients are billed at R1100 + VAT per hour and added to the client’s matter account.
2. Late arrivals for consultations shall be billed for from the scheduled time and shortened accordingly, without discounting rate / fee for consultation.
3. However, where the client is more than 15 minutes late for any reserved consultation such is a deemed cancellation of such consultation.
4. A cancellation penalty fee amounting to R497.50 + VAT will be levied in SchoemanLaw Inc’s sole discretion for any reserved consultation cancelled without (at least) 12 hours prior notice from the client concerned.

Option 4: Existing Client Consultations – skype/teleconference

STEP 1: ** Please read and accept the entire contents of this invitation. Accept by:

1. Arranging an appointment on our website or
2. clicking on “accept”.

If we do not receive your reply / acceptance at least 12 hours prior to commencement of the consultation, the time –slot for consultation will not be reserved.

STEP 2: Please supply us with any outstanding FICA documents/ Signed Mandate and Fee Agreement [if applicable] prior to consultation

IMPORTANT NOTICE:

1. All consultations with existing clients are billed at R1100 + VAT per hour and added to the client’s matter account.
2. Late arrivals for consultations shall be billed for from the scheduled time and shall be shortened accordingly, without discounting rate / fee for consultation.
3. Where the client is more than 15 minutes late for any reserved consultation such is a deemed cancellation of such consultation.
4. A cancellation penalty fee amounting to 497.50 + VAT will be levied in SchoemanLaw Inc’s sole discretion for any reserved consultation cancelled without (at least) 12 hours prior notice from the client concerned.

About the conference calling platform: www.zoom.us

Every reasonable measure is taken to protect confidentiality and information security. Should you however prefer using another platform, please do not accept this invitation as your acceptance constitutes your acceptance of our and the conference calling platform’s terms of use and privacy policy.

Notarial Authentication Consultation

STEP 1 : ** Please read and accept the entire contents of this invitation. Accept by:

1. Arranging an appointment on our website or
2. clicking on “accept”.

If we do not receive your reply / acceptance at least 12 hours prior to commencement of the consultation, the time –slot for consultation will not be reserved.

STEP 2: Please bring the following to the consultation:

1. The documents to be authenticated / signed in the presence of the Notary Public. Where only one set of the documents are supplied to us during consultation and a second copy is required OR where documents are forwarded to us by email, such shall be printed / copied against payment of R2.50 + VAT per page (where these exceed 5 pages).
2. Your I.D / passport.
3. Please note that: We assume that all documents submitted to us for authentication are true and correct. We also cannot and do not guarantee that any authority shall authenticate any document. We also do not assume any responsibility for any lost or damaged documents.

STEP 3: Before we see each other:

4. If this is your first time with us or you wish to refer a matter for a different person or entity, kindly complete this form: <http://www.schoemanlaw.co.za/client-registration-form-sign-up/> online before your consultation with us, **alternatively** you may use our facilities to do so. If you choose the second option please ensure that you are at our office 10 minutes before the scheduled time.

IMPORTANT NOTICE:

All notarial authentications are billed as follows:

- **Notary Certificate only (no Apostille / DIRCO / Embassy Authentication) - R 906.30 VAT INCLUDED** (per application / bundle of documents - a bundle roughly

consists of 5 documents and in the case of individual / single authentications three documents).

- **Notary Certificate and local Apostille Certificate only - R 1 419.30 VAT INCLUDED** (per application / bundle of documents - a bundle roughly consists of 5 documents, in the case of individual / single authentications three documents and the Apostille is obtained locally)
- **Notary Certificate (if applicable), Apostille Certificate (if applicable), DIRCO and Embassy Authentications** (per application / bundle of documents and in the case of individual / single authentications three documents – for the Notary and Apostille certificates not obtained locally) – **R2325.60 VAT INCLUDED** and courier costs to and from Pretoria and DIRCO/ Embassy fees.
- Any further Certificates will be charged at **R 402.50 VAT INCLUDED per certificate**

These fees are non - refundable and is immediately due and payable following the consultation whether credit card / debit card. **Regrettably we do not accept cash or cheques.**

1. Late arrivals for consultations shall be shortened accordingly, without discounting the above fee.
2. Where the client is more than 15 minutes late for any reserved consultation such action is deemed cancellation of the consultation.
3. A cancellation penalty fee amounting to R475.00 will be levied in SchoemanLaw Inc sole discretion for any reserved consultation cancelled without (at least) 12 hours prior notice from the client concerned.

Whatever your legal need,
we look forward to being part of
a continued journey with you!

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