

# **WRIGHT & CO**

**SOLICITORS**

## **Private Clients' Registration Form and Terms of Engagement**

**26 Ives Street  
London  
SW3 2ND**

**Tel: 020 7584 7557**

**Fax: 020 7584 4391**

**E-mail: [info@wrightlaw.co.uk](mailto:info@wrightlaw.co.uk)**

***In order that we may act for you, we should be grateful if you would complete as far as possible the following short form and provide us with originals of the proofs of identity required. These proofs are a statutory obligation imposed on us under the Money Laundering Regulations 2004, without which we are regrettably not permitted to commence any work for you.***

***If you are a single person, treat yourself as “person number one”. If you are married or cohabiting couple, or (for example) brother and sister, treat yourselves as “person number one” and “person number two” respectively.***

***Please read our “Client information and terms of engagement” on the back page.***

## **PERSONAL DETAILS**

	<b>PERSON 1</b>	<b>PERSON 2</b>
<b>Surname (BLOCK CAPITALS)</b>		
<b>Forenames (BLOCK CAPITALS)</b>		
<b>Title (i.e. Mr, Mrs, Ms, Dr etc)</b>		
<b>Date of Birth</b>		
<b>Address</b>		
<b>Post Code:</b>		
<b>Home telephone no.</b>		
<b>Home fax no.</b>		
<b>Personal E-mail address</b>		
<b>Alternative address and telephone nos.</b>		

**IDENTIFICATION IN ACCORDANCE WITH THE REGULATIONS**

***If you are not providing the required evidence of identity in person but will be sending it to us, you will need to forward certified copies. The persons certifying must be a solicitor, accountant, bank manager or of equivalent status. They should mark the copies 'original seen' and add his or her name, address and occupation and the date the certificate is given. If you are resident abroad, the evidence of identity must be certified by an Embassy, Consulate or High Commission of the country of issue or a qualified lawyer or notary.***

**Please tick the identification being supplied in respect of each person.**

**Please provide us with the originals of:**

**PERSON No 1**

**PERSON No 2**

**(a) A current signed passport; or**

**(b) A current driving licence or other government issued identification containing a photograph**

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**PERSON No 1**

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**AND**

**PERSON No 1**

**PERSON No 2**

**Separate documentary evidence of your address, e.g.:**

**(a) A recent utility bill or statement; or**

**(b) Council Tax bill for the current year; or**

(c) A recent bank or building society statement or passbook showing your current address;

or

(b) An up-to-date House or Motor Insurance Certificate

**'Recent' as set out above means within the three-month period prior to the date of completion of this form.**

**Original documents will be returned to you by Recorded Delivery as quickly as possible.**

#### **YOUR INTRODUCTION TO WRIGHT & CO**

Would you please tell us how you first came to know of us?	
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#### **DATA PROTECTION ACT 1998**

***We will naturally hold data which is personal to you, not only on our matter files but also in our accounting and database systems. It will be used exclusively for our professional purposes in relation to your affairs, and kept confidential.***

#### **YOUR SIGNATURE**

**Please sign to confirm these facts, and your acceptance of our terms of business on the reverse:**

**PERSON No 1**

**DATE**

**PERSON No 2**

**DATE**

**PLEASE DO NOT WRITE BELOW THIS LINE**

M/L I confirm that the client identification procedures have been completed with.	
Sign and Date	
F/E sign/ date	<input type="text"/>
A/cs sign / date	<input type="text"/>

C/L	AMOUNT	SIGN AND DATE
F/E	<input type="text"/>	<input type="text"/>
Part 1	<input type="text"/>	<input type="text"/>
Part 2	<input type="text"/>	<input type="text"/>
Part 3	<input type="text"/>	<input type="text"/>
CC Sign/Date	<input type="text"/>	

Mkt:	Tick As appropriate	
A	<input type="checkbox"/>	PDBK <input type="checkbox"/>
B	<input type="checkbox"/>	CDBK <input type="checkbox"/>
C	<input type="checkbox"/>	<input type="checkbox"/>
Sign and Date		
F/E sign/Date	<input type="text"/>	
DB sign/Date	<input type="text"/>	

**WRIGHT & CO**  
**SOLICITORS**  
**26 IVES STREET**  
**LONDON SW3 2ND**  
TEL: 020 7584 7557 FAX: 020 7584 4391  
DX 38162  
KNIGHTSBRIDGE

## **TERMS OF ENGAGEMENT**

### **Provision of Service**

1. In every matter on which you instruct us, we aim to give:
  - quality service, advice and representation
  - full and timely information about progress
  - an explanation of what we are doing on your behalf and why
  - the name and status of the person with day to day conduct of your matter
  - the name of the partner with overall responsibility for your work whom you should be always feel free to contact and who is available to help whether or not personally involved on a day to day basis
  - the name of any other person directly involved with the work

2. If you have any queries about, or are unhappy with any aspect of our service, please contact:
  - the person having day to day conduct of the matter; or
  - the responsible partner

Your queries or complaints will always be dealt with sympathetically, and as a matter of urgency.

If the problem is not resolved to your satisfaction, please contact our Principal Solicitor, John Wright.

3. If these mechanisms for dealing with complaints fail to address them to your satisfaction, you may address them to the Solicitors Regulation Authority, whose address we will give you upon request.

### **Method of Charging**

4. Our charges are based on the number of hours spent dealing with your matter, and are adjusted to reflect the:
  - complexity
  - urgency
  - importance
  - novelty
  - value of the work that has been done for you

5. The hourly charging rates applicable to the personnel involved are available on request, and are reviewed by us from time to time
6. The time which will be charged will be the time which we spend on your behalf including where relevant:
  - meetings
  - telephone calls
  - correspondence
  - considering and drafting documents
  - research
  - attendances at Court
  - supervision and traveling
7. We will add to our charges, the cost of:-
  - disbursements incurred on your behalf, such as barrister's fees, search fees, Stamp Duty and third party accounts
  - expenses such as traveling, subsistence, photocopying, word processing, fax and telephone charges
  - Value Added Tax
8. You may place a limit on the amount of charges which may be incurred without your prior approval, provided that the limit is realistic. If you wish to do so, please tell us in writing.
9. If you wish, we are happy to give an estimate of charges on request, but this will usually be an approximation, rather than a quotation.
10. Certain work may be undertaken as a fixed price. This is only relevant to certain types of transaction but we are always happy to discuss your requirements in this context.

## **Payment of Bills**

11. Bills will be sent to you periodically as appropriate. As a general rule, unless otherwise agreed, we will invoice you monthly. This should help your budgeting and cash flow.
12. We may ask for a payment on account of charges and disbursements.
13. Bills are payable within 30 days of their date, after which interest may be charged at the statutory rate.
14. You are responsible for payment of the bill, unless we have agreed otherwise, even if:
  - we have agreed to send a bill to a third party, or
  - you are insured, or
  - someone else has agreed to pay your costs

15. You are responsible for payment of our charges whether or not your matter proceeds to completion.

### **Client Funds**

16. We pay interest automatically on significant funds we hold for Clients at banded rates in accordance with the Rules of the Solicitors Regulation Authority.
17. When we receive foreign monies on your behalf, we will advise you as soon as possible. We will only convert currency on your written instructions, and can only deal at market prices. We will not advise on the merits of conversion and we are unable to trade in futures or other derivative markets.

### **Money Laundering Regulations**

18. In common with financial institutions and other professions, we are obliged to seek certain information from you regarding your identity including evidences of place of residence before we can carry out any of your instructions. This is known as "client identification" and "know your client" information and is an obligation that we have under the Money Laundering Regulations 2004.
19. We shall ask you to produce this information and, where money is involved, we need to know about the source of these funds. This may require us to request answers to other questions about your instructions concerning the proposed source and flow of funds. We may also ask you other questions, to ensure you as clients and we as your advisors are not becoming involved in any money laundering offences. We are obliged to carry out these checks under the Proceeds of Crime Act 2002.
20. Money laundering the proceeds of crime is a serious criminal offence and, in common with financial institutions and other professional, we are required to make a report to the Authorities where there are reasonable grounds for suspecting that money laundering is involved.
21. Much as these regulations will be inconvenient, they mean that we cannot proceed with your work until they have been fully complied with. Please bear this in mind and send the necessary documentation referred to overleaf as quickly as possible to minimize delay.

### **Professional Indemnity and Liability**

22. Wright & Co maintains Professional Indemnity Insurance cover in accordance with Law Society regulations, the level of which can be advised to you upon request. Our liability to you, whether for breach of contract or civil wrong (including negligence), will not exceed the total of our coverall at the time your claim arises.
23. We shall have no liability to you nor shall we be deemed to be in breach of any duties or obligations owed to you if at any time we are prevented, delayed or hindered in complying with such duties or obligations by reason of any circumstances beyond our control or as a result of your failure to respond promptly to any request we may make for information, instructions or the payment of fees, including disbursements.
24. We shall not be liable to you for any indirect or consequential loss or damage (whether for loss of profit, loss of business, depletion of goodwill or otherwise), costs, expenses, claims of third parties or other claims for consequential compensation whatsoever (howsoever caused) which arise out of or in connection with our acting for you.

I agree the above Terms of Engagement

SIGNED.....

PRINT NAME.....

Dated.....