



## LETTER OF ENGAGEMENT

### INTRODUCTION

**Thank you for instructing Conveyancing Plus Limited.** This letter sets out important information about:

- (a) The legal services you have asked us to provide to you; and
- (b) The terms of our engagement.

Please take the time to read this letter and the standard terms provided on our website. If you have any questions about our engagement or would like to change or limit your instructions or the terms that apply, please let us know in writing as soon as possible. By returning this letter, you are deemed to have accepted the terms of this letter and our terms of engagement.

### INITIAL SERVICES

I/We,

appoint Conveyancing Plus Limited to act on the transaction for my/our:

- Sale
- Purchase
- Refinance
- Other (to be quoted on engagement)

### CONVEYANCING – CONVEYANCING TRANSACTION AGREEMENT

For these initial services you agree to pay our **standard fee estimate as seen on our website.**

Disbursements are indicative and based on current estimates for each type of transaction.

If we carry out work for you but your agreement is not accepted or is cancelled, we will charge our fee depending on the amount of work we have done.

Our terms of engagement will continue to apply to any subsequent instructions in relation to subsequent attendances, whether or not we send you another copy of them. We may however provide you with a separate quote for such additional matter.

The estimate provided on our website is based on the assumption that your transaction is within the scope of services outlined in that estimate.

If it becomes apparent that the scope of work is outside those listed on the website, we will inform you if we are likely to exceed the estimate by a substantial amount.

In order to effect settlement, you authorise us to accept and disburse monies on your behalf, including disbursement of funds to an agent, payment of rates and outgoings if necessary. You authorise your mortgagee (if applicable) and insurance company (if applicable) to release to us any information necessary to complete the settlement. Please note that inadequate cleared funds or delays from your bank in advancing loan funds could result in you incurring penalty interest and other costs associated with late settlement. **All fees and disbursements must be paid prior to settlement or at the time of settlement unless there is another arrangement discussed with us.**

#### FURTHER INFORMATION

We are obliged to comply with all laws applicable to us in all jurisdictions, including (but not limited to):

- (a) Anti-money laundering and countering financing of terrorism laws; and
- (b) Laws relating to tax and client reporting and withholdings.

We may be required to undertake customer due diligence on you, persons acting on your behalf and other relevant persons such as beneficial owners and controlling persons. We may not be able to begin acting, or to continue acting, for you until that is completed.

To ensure our compliance and yours, we may be required to provide information about you, persons acting on your behalf or other relevant persons to third parties (such as government agencies). There may be circumstances where we are not able to tell you or such persons if we do provide information.

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#### OTHER TERMS OF ENGAGEMENT:

Our standard terms of engagement, together with this letter, form the full terms which govern our professional relationship with you. For the latest version of our standard terms see **[standard terms of engagement on our website](#)**.

Our engagement is with you. Any advice is for you only and is not intended to be (and may not be) relied on or provided to any third party unless Conveyancing Plus agrees otherwise in writing.

As New Zealand Practitioners we only provide advice on matters of New Zealand law. We do not provide advice in other fields such as on investment, valuation, tax or financial matters.

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We look forward to working with you.

Yours faithfully

CONVEYANCING PLUS LIMITED

***Please fill in and return via***

EMAIL: [office@conveyancingplus.co.nz](mailto:office@conveyancingplus.co.nz)

FAX: (09) 236 5017

POST : PO Box 231, Waiuku 2341