



Hong Hu Lawyers

Barristers · Solicitors · Notary Public
鸿鹤国际公证律师楼

Level 6 109 Queen St, Auckland City
PO Box 105 810 Auckland 1143 | DX CP19018
Phone (09) 377 5568 | Fax (09) 377 3238
Offices also at: North Shore City | Manukau City



Fellow of
The Australian and
New Zealand College
of Notaries

Engagement letter

Dear Client(s): Services to be provided as agreed: _____

We enclose some materials which set out Information for Clients which lawyers are required by the New Zealand law Society to provide.

Fees: The basis on which our fee is \$280.00 per hour plus GST by our solicitors; Our Principal's chargeable hour rate is \$490 per hour plus GST. **The fee indication for a straight forward settlement/case is \$_____** and further attendance(s) will be charged on hourly rate basis. You authorize us to debit against amounts pre-paid by you and to deduct from any funds held on your behalf in our trust account any fees, expenses or disbursements for which we have provided an invoice, our firm is entitled to charge administration/management fee on IBD interests.

Responsibility for Service: The name and status of the people in our firm who will have the general carriage of or overall responsibility for the services we provide for you are lawyers/staff at Hong Hu Lawyers. However, Hong Hu, principal will be responsible for the services the firm provided to you. You must pay our legal fee in full before uplifting your files.

Professional Indemnity Insurance: Hong Hu Lawyers hold professional indemnity insurance that meets or exceeds the minimum standards specified by the New Zealand Law Society.

Limitation on our obligation or liability: Our work is done on the basis of the information you have provided to us and in strict accordance with your instruction. Should the information you provide us in incorrect or untrue, we will not be responsible for the outcome of the matter. You agree to keep us updated with relevant information in relation to your matter and to provide written instructions should you require us to carry out specific task. In the absence of written instructions, you rely on our skill and judgment in acting on your behalf. We do not provide any legal advice as to the quality of investment. As we do not provide financial/accounting advice, we suggest you seek an independent accountant advice for any property or business settlement. We have a clearly communicated policy of not making representations regarding the structural condition and/or water tightness of properties for sale. We do not guarantee outcome of any cases such as immigration, court work, disputes and others, however we will make a full representation on your written and or oral instruction and try to obtain a best possible outcome. If you have a complaint about our firm services you are agreed to discuss the nature of the complaint so that we can attempt to resolve it between ourselves by send an email to info@honghulawyers.com

Acceptance: If this is acceptable, please sign below and return a copy to us. You will be bound by these terms if after receipt of this letter, you orally advise us of your acceptance or if you instruct us to proceed to act for you. Both parties further agree that by the submission of this document through electronic means, no written signature shall be required by either party and that the agreement shall be in effect as of the time and date of submission by the client.

File destruction At the termination of our services, our files (preferred in e format files) are stored for a minimum period of five years. Those files may contain certain documents which are your property. Unless you tell us in written that you want any such property returned to you within five years, we reserve the right to destroy the file, (including your property) after the expiry of five years from storing it, and without further notice. (Our firm do not hold client's original document including deeds). You further agree to pay our minimal charges from \$100 dollars if you wish to copy or uplifting any files after your file being closed.

TO: HONG HU LAWYERS:

I/We accept the above terms and you are requested to act in this matter and I/We confirm engagement letter and information for clients has been provided and explained to me/us in our language. (我明白并接受本委托全部内容)

We understand on 1 July 2018, lawyers became reporting entities under the Anti-Money Laundering and Countering Financing of Terrorism (AML/CFT) Act 2009. Prior to taking and accepting our client's instruction we shall conduct our customers due diligence ("CDD") upon you and obtain verify information. This information includes:

Full name: _____ Signature _____ Full name: _____ - Signature _____

Date of birth: _____ Address _____

Others: _____