

LETTER OF ENGAGEMENT



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

Client's full name _____ Date of birth _____; if not the end client, that person's relationship to them _____

Address or registered office: _____ Company identifier or registration number _____

Services to be provided as agreed: _____ We
enclose 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/ hour plus GST by our solicitors; Our Principal's hour rate is \$490/hour plus GST.

The agreed fee to be paid is \$ _____ or arrangement for payment as _____. You authorise 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 including agency fee (e.g., we use HQ Business Consultants Ltd as our agent for title searches, registration, LINZ related matters) for which we have provided an invoice including LINZ registration fee and agency fee, you further agree to our internal apportionments (esp. when fixed fee is charged) on legal fee, agency fee and disbursements charges. Our firm is entitled to charge an administration/management fee on IBD interests based on time spent. Fixed price quotation only applies to limited straight forward cases, any extra time spent will be charged as per above hourly rates.

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. You must pay our legal fee in full before uplifting your files.

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 to your instructions. Should the information you provide to us is 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 tasks. In the absence of written instructions, you rely on our skill and judgement 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 settlements. We have a clearly communicated policy of not making representations regarding the structural condition and/or water tightness of properties for sale. We strongly advise you seek legal advice (include an independent legal advice) on the OIA (Overseas Investment Act) clause, and any further clauses if you are not sure of your legal position. We do not guarantee the outcome of any cases such as immigration, court work, and disputes, however we will make a full representation based on your written and or oral instructions and try to obtain the best possible outcome.

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. As long as this Letter of Engagement has been emailed to the client, it shall be in full legal effect as of the time and date (after said email) of any representations by the client to request us to start legal work.

File destruction At the termination of our services, our files are stored for a minimum period of five years (or law required). Those files may contain certain documents which are your property. Unless you tell us in writing 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 termination date, and without further notice. (This of course excludes wills and deeds in which our law firm do not hold original for clients). You further agree to pay our minimal charges from \$80 dollars if you wish to copy, uplift, view any files after your file has been closed, our files will be closed 60 days after settlement or file completed.

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正反二页全部条款并签字)

Date _____ 201

Date: _____ 20