



**CLIENT DETAILS:**

New Client  Former Client:  Date Form Completed: \_\_\_\_\_

**Client Information**

Pty/CC Name: \_\_\_\_\_

Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Title: \_\_\_\_\_ Identity Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Emergency Contact(s): (Name) (Relationship) (Telephone)

\_\_\_\_\_

Marital Status: Single  Married  Divorced  Separated

**Spouse Information**

Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_

**Referred By:** Client  Attorney  Other \_\_\_\_\_

**DEAR CLIENT: PLEASE REFER TO THE ATTACHED FICA REQUIREMENT SHEET  
FOR OFFICE USE ONLY**

*Initial And Date The Following Items When Completed:*

Fee Agreement: \_\_\_\_\_

Engagement Letter: \_\_\_\_\_ File Number Allocated: \_\_\_\_\_

Statute Of Limitations/Time Deadline: \_\_\_\_\_

Attorney: \_\_\_\_\_

Date File Opened: \_\_\_\_\_





**FICA Compliance**

**FICA Compliance Requirements**

We require some information from you in order to comply with certain legal requirements imposed on us by the Financial Intelligence Centre Act. This page gives you a breakdown of what information we require from you in terms of the Financial Intelligence Centre Act. Please send the requisite information to us as soon as possible.

**Natural Persons**

- Identity document or passport; and
- Utility account or other written proof indicating the residential address.

**Partnerships**

- Identity document or passport; and
- Letter from auditor confirming trading name and business address.

**Trusts**

- Letter from auditor confirming trading name and business address;
- Letters of authority from the Master of the High Court;
- Trust deed; and
- Particulars of how beneficiaries are determined.

**South African close corporations and non-listed companies**

- Identity document or passport;
- Utility account or other written proof indicating residential address;
- Certificate of incorporation or founding statement; and
- Notice of registered office or amended founding statement.

**Foreign non-listed companies**

- Identity document or passport;
- Letter from auditor confirming trading name and business address; and
- Certificate of incorporation or founding statement.

**Listed companies**

- Letter from auditor confirming trading name and business address; and
- Certificate of incorporation or founding statement.

**Other legal persons**

- Identity document or passport;
- Utility account or other written proof indicating residential address; and
- Organization's founding documents.



# NJ DE BEER

Attorney Notary Conveyancer



**BANKING DETAILS FOR PAYMENT OF DEPOSIT IF APPLICABLE:**

**Holder:** NJ DE BEER Attorneys Trust account  
**Bank:** Standard Bank  
**Account number:** 411018604  
**Branch:** Castle Walk 014645 / Electronic payments 051001  
**Reference:** Use your file reference allocated

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**NJ DE BEER**   
Attorney Notary Conveyancer

No. 54 Parker St, Riviera, Pretoria

NJ De Beer / B.Comm Accounting & LLB (NWU Potchefstroom) / Attorney, Notary & Conveyancer  
Johan Mackay / LLB University of South Africa (UNISA) / Candidate Attorney

# NJ DE BEER

Attorney Notary Conveyancer



## **FEES & EXPENSES: AGREEMENT (NICOLAAS JOHANNES DE BEER) 2021**

The following fees and expenses apply to all work performed by NJ DE BEER Attorneys in terms of the conditions set out in paragraph C. All fees and expenses set out below are EXCLUSIVE of VAT.

### **A. FEES**

1. All work will be done at an hourly rate of **R1 800.00** per hour or any part thereof;
2. Taking of instructions and opening file; R 450.00
3. Letters including e-mails sent per 100 words; R 180.52
4. Formal letters and letters of demand per 100words R 450.00
5. Telephonic attendances per 3 min - R 150.00
6. Telephonic attendances per 5 minutes and longer - *pro-rata* hourly tariff
7. Faxes, e-mails, scanned documents sent, received and printed, per A4 page; R 4.50
8. Faxes sent to 086 numbers, per A4 page - R 25.00
9. Photocopies per A4 page R 4.50
10. Drafting of pleadings and notices, subject to the complexity of the case per page R 450.00
11. Any payments done on behalf of client or on file; R 150.00
12. Deeds or company searches per search R 150.00
13. Ante-nuptial contract R2 500-00
14. Draft memorandum to Advocate per page R 450.00
15. Brief to Advocate R 450.00
16. Perusal of relevant documentation per page R 90.00
17. Inspection *in loco*, appearances in court, including Motion Court and including time waiting at the court, travel time, indexing and pagination *pro-rata* hourly rate.
18. Fees for drafting agreements will be agreed with yourself, alternatively a fee at the hourly rate *pro-rata* or drafting of formal document per 100words mentioned above will be charged.
19. Candidate Attorneys will work at an hourly rate equal to 50% of the hourly rate as set out above.
20. Urgent instructions will be charged at an additional 30% of the above-mentioned fees.

### **B. DISBURSEMENTS**

1. Travel Expenses per kilometer R 8.30
2. Miscellaneous expenses (pro rata up to a maximum of) R 358.00
3. Registered mail (ordinary letters) R 45-00
4. Dictation transcription services are used at the sole discretion of NJ DE BEER Attorneys for the typing of documentation, pleadings, accounts and letters (but not limited to same) charged additionally to fees with estimated rates as follows:
  - Admin fee per transcription R 25.00
  - Express (immediate) transcription charge per recorded minute R 47.00
  - 1 Day transcription charge per recorded minute R 32.00
  - 2 Days transcription charge per recorded minute R 26.00
  - 3 Days transcription charge per recorded minute R 21.00
  - 4 Days transcription charge per recorded minute R 20.00
  - 5 - 7 Days transcription charge per recorded minute R 19.00
  - 8 - 9 Days transcription charge per recorded minute R 17.00
  - 10+ Days transcription charge per recorded minute R 15.00
5. Transcription services are used at the sole discretion of NJ DE BEER Attorneys for the recording and transcription of meetings, court proceedings and inquiries charged as follows:
  - Admin fee per recording R 250.00
  - Charge per page typed (approximately 30 pages typed per hour recorded) R 25.00
6. All other expenses as Sheriff Costs, courier expenses, counsel fees and correspondents' fees (but not limited to same) will be charged according to the invoice received from the relevant party.





**C. CONDITIONS FOR SERVICES RENDERED**

I, the undersigned, hereby mandate and accept the following conditions for the provision of services by NJ DE BEER Attorneys;

1. I confirm that I accept the fees and expenses as set out above as the fees and expenses to be charged against me;
2. The address stated in the customer details form is chosen as my *domicilium*;
3. A deposit will be paid if requested;
4. All accounts are strictly payable **within 7 (seven) days** unless otherwise agreed in writing.
5. NJ DE BEER Attorneys has the right to suspend any services until payment is received for any outstanding accounts, alternatively until a deposit is received;
6. If NJ DE BEER Attorneys has incurred any costs, fees or disbursements as aforementioned, I will be liable for such costs, fees and/or disbursements on a scale as between attorney and own client in accordance with agreed fees herein, which includes any tracing should it be necessary;
7. I take personal responsibility for payment of the account of NJ DE BEER Attorneys taking into account all services rendered arising out of this document whether the aforesaid services were rendered to a legal entity (company, CC, trust etc.) or not and if signing on behalf of an entity (company, CC, trust etc.) I bind herewith such entity (company, CC, trust etc.) jointly and severally liable;
8. I accept that NJ DE BEER Attorneys has retention over the file contents until I have made payment in full of my account.
9. The above-mentioned tariffs shall automatically escalate annually, without notification.
10. I in my personal capacity will be, and if in a representative capacity will be personally jointly and severally, liable for costs on an attorney and own client scale should any litigation arise between parties, including but not limited to, collection of arrear accounts of NJ DE BEER Attorneys from myself for goods and services rendered.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Client

