ADDISON & KHAN SOLICITORS
Committed to Serve

Pricing

In order to comply with the requirements of the SRA Transparency Rules 2018, please see below worked examples of our fees in the following practice areas; Immigration, Probate, Conveyancing and Debt Recovery.

Immigration & Nationality

Solicitors/Caseworkers dealing with this:
Mr Shariful Palash/Mr Khalid Banday/ Immigration Supervisor: Mr Gul Nawaz Khan

Our fees for all immigration matter are on the basis of agreed except Judicial Review matters and appeal to the Court of appeal where we charge on hourly basis depending on the Solicitors' PQE. Details of hourly rates in JR matters provided below:

Key Stages of Payment of Fee:

We take 50% of the fee in all matters in advance at the time of engagement of our services. Remaining fees will be payable before submitting the applications / appeal to the home office or appellate authorities.

Depending on the individual's circumstances we may also be prepared to split the final payment in maximum two installments to be paid within 2 months from the date of engagement of our services or from the date of submitting the immigration application / appeals, whichever is later.

We also offer to work on Pro bono basis to deserving individuals.

VAT

We are registered with HMRC for VAT purposes and our VAT number is 240530156.

We charge 20% VAT on all our services rendered to UK residents.

Matter and agreed fees

To assist and provide you with more information, we have listed below a guide estimate price range covering most of the applications.

No.	Service
1	Certification of Documents
2	Certification of Affidavits / Statutory Declarations
3	Drafting Affidavits / Statutory Declarations
4	Change of Name Deeds
5	Scanning and uploading documents for premium lounge service
6	Consultations – 30 minutes max.
7	Out of Hours Consultations – 30 minutes max.

Visit Visa Entry Clearance Applications

1	Standard Visit Visa Applications
2	Permitted Paid Engagements Visa Applications
3	Marriage Visitor Visa Applications

4	Parent of a Tier 4 Child Visa Applications
5	Transit Visit visa applications
6	Domestic Worker Visa Applications

Family Related Visa Applications

1	Entry Clearance Application – Fiance` / Spouse / Civil Partner / Unmarried Partner
2	Switching / Extension of Visas – Leave to remain – Fiance` / Spouse / Civil Partner / Unmarried Partner – 5 Years Rout
3	Switching / Extension of Visas – Leave to remain –Spouse / Civil Partner / Unmarried Partner / Parent Route – 10 Year
4	ILR Application – Spouses / Civil Partners / Unmarried Partners
5	Adult Dependent Relative Visa Applications
6	ILR for Victims of Domestic Violence
7	ILR for Bereaved Partners
8	ILR for family members of Point Based migrants
8	Right of Access to Child Visa Applications
10	ILR for Right of Access to Child Visa Applications
11	Private life Applications – inside rules
12	Dependents of the main applicants applying together
13	Dependents of the main applicants applying separately

Tier 1 Graduate Entrepreneur Visa Applications

1	Entry Clearance Application

2	Extension of Visas – Leave to remain
3	Dependents of the main applicants applying together
4	Dependents of the main applicants applying separately

Tier 1 Entrepreneur Visa Applications

1	Entry Clearance Application
2	Extension of Visas – Leave to remain
3	ILR Applications
4	Dependents of the main applicants applying together
5	Dependents of the main applicants applying separately

Tier 1 Investor Visa Applications

1	Entry Clearance Application
2	Extension of Visas – Leave to remain
3	ILR Applications
4	Dependents of the main applicants applying together
5	Dependents of the main applicants applying separately

Tier 1 Exceptional Talent Visa Applications

1	Entry Clearance Application
2	Extension of Visas – Leave to remain

3	ILR Applications
4	Dependents of the main applicants applying together
5	Dependents of the main applicants applying separately

Tier 2 General Visa Applications

1	Entry Clearance Application
2	Extension of Visas – Leave to remain
3	ILR Applications
4	Dependents of the main applicants applying together
5	Dependents of the main applicants applying separately

Tier 2 Intra Company Transfer Visa Applications

1	Entry Clearance Application
2	Extension of Visas – Leave to remain
3	ILR Applications
4	Dependents of the main applicants applying together
5	Dependents of the main applicants applying separately

Tier 2 Religious Minister Visa Applications

1	Entry Clearance Application
2	Extension of Visas – Leave to remain

3	ILR Applications
4	Dependents of the main applicants applying together
5	Dependents of the main applicants applying separately

Tier 2 Sports Person Visa Applications

1	Entry Clearance Application
2	Extension of Visas – Leave to remain
3	ILR Applications
4	Dependents of the main applicants applying together
5	Dependents of the main applicants applying separately

Tier 4 (G) & Tier 4 Child

1	Entry Clearance Application
2	Extension of Visas – Leave to remain
3	Dependents of the main applicants applying together
4	Dependents of the main applicants applying separately

Tier 5 Visa Applications (All Tier 5 visa types)

1	Entry Clearance Application
2	Extension of Visas – Leave to remain
3	Dependents of the main applicants applying together

4	Dependents of the main applicants applying separately

Sponsorship License Applications

1	Advising on Sponsorship License Applications
2	Applying for Restricted CoS
3	Applying for Unrestricted CoS
4	Issuing CoS
5	Representing in Suspension of Licence Issues
6	Making miscellaneous work – updating changes of circumstances etc.

Sole Representative Visa Applications

1	Entry Clearance Application
2	Extension of Visas – Leave to remain
3	ILR Applications
4	Dependents of the main applicants applying together
5	Dependents of the main applicants applying separately

Long Residence Applications

1	SET LR applications

2	Further leave to remain on long residence basis

Citizenship Applications

1	British Citizenship Applications – Adults
2	British Citizenship Applications – Children (Form MN1)
3	British Citizenship Applications – Children (Form T)

EEA Applications

1	Family Permit Applications
2	Registration Certificate Applications
3	Residence Card Applications – Family members
4	Retention of Right Applications
5	Permanent Residence Card Applications
6	Extended Family Members' Applications
7	Derivative Right of residence Applications

Appeals

1	Appeals to the first Tier Tribunal
2	Permission to Appeal to the First Tier Tribunal
3	Permission to Appeal to the Upper Tribunal

Administrative Review Applications

1	Administrative Review Applications – inside the UK
2	Administrative Review Applications – outside the UK

Bail Applications

1	Temporary Admission Applications to the SSHD
2	Immigration Bail Applications

Asylum & Human Rights Applications

1	Asylum Application
2	Family Reunion Applications
3	Out of Rules – Human Rights Applications

Miscellaneous Applications

1	Returning Resident Applications
2	ILR Applications of 6 years DLR
3	SET (P) Applications
4	Form NTL
5	Completing British passport application
6	Travel Document Application
7	Subject Access Request Application

8	Form TOC
9	Dependents of the main applicants applying together
10	Dependents of the main applicants applying separately

Hourly Charges:

We charge hourly basis for these matters **JR, permission to appeal to Court of Appeal and appeal to the Court of appeal.** Our hourly fees will be calculated using below hourly rates Plus Vat (where applicable) and also will depend on the level of experience of the solicitor or fee earner dealing with your matter and complexity of the matter. Details of the hourly rates are as under:

Hourly Rate of Principal Solicitor: £229

Hourly Rate of Associate Solicitor: £209

Hourly Rate of Paralegal Staff: £121

However, we are happy to discuss our fee estimates and hourly rates with you to give a closer estimate of the likely costs bearing in mind the level and complexity of your case alongside the years of experience of the solicitor. Our above fees include VAT which is charged at 20% where applicable.

The exact number of hours it will take depends on the circumstances in your case such as:

- The complexity of your matter
- The amount of supporting evidence that we need to consider
- The language(s) you speak
- Whether you are applying with other dependants

Fixed fees can range from £500 to £3000 but this will vary depending on your case.

If you are able to provide sufficient and concise evidence at our first meeting and clearly meet the applicable Immigration Rules, the legal costs are likely to be at the lower end of the costs estimate.

We will of course be happy to provide you with an estimate of fees and disbursements on the above work on request.

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as Home Office fees. This is not including our hourly or Agreed fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

These can include but not limited to:

- Home Office immigration and nationality application fees – see https://www.gov.uk/government/publications/visa-regulations-revised-table/home-office-immigration-and-nationality-fees-2018
- Home Office Immigration Health surcharge: This is an additional fee levied to pay the NHS and currently charged at £200 per person per year.
- Interpreter fees: usually charged at £20-£25 per hour. The time needed will depend on the complexity of your case. Our firm speaks a number of languages and we will only seek an interpreter where necessary.
- Independent expert reports: may include but not limited to medical specialists, social workers, country experts. These are not required in many cases and we will let you know as soon as possible if we consider an expert report is necessary.
- Interpreter services provided by the third-party organizations.

Services included are:

The work will involve:

- discussing your circumstances in detail and confirming the most appropriate application for you to make and any other options available to you;
- giving you advice about the requirements of the Immigration Rules and whether you meet the criteria;
- if you do not fulfil the criteria, whether this can be overcome and how;

- considering the supporting evidence, you have provided which can take between 1-3 hours. The number of hours depends on the number of documents, whether they need to be translated, whether anything is missing and how long it will take to obtain the missing documents;
- where necessary, helping you obtain further evidence (such as medical reports and records, bank statements), including taking statements of any witnesses;
- preparing your application and submitting it on your behalf;
- giving you advice about the outcome of the application and any further steps you need to take.

The costs and services quoted here do not include:

- Any Home Office fees for making the application. You will pay this to the Home Office directly as part of the application process.
- Attendance at a Home Office interview if you are asked to attend an interview.
- Where the Home Office refuse your application, advice and assistance in relation to any appeal and related costs and disbursements.

How long will my application take?

We cannot guarantee how long the Home Office will take to process your application and we would refer you to the Home Office's current standards and processing times.

Once we have taken your instructions, received your full supporting documents and fees, we will be able to submit your application to the Home Office as quickly as possible. The time it takes will be subject to how quickly all relevant information and documentation takes to collate. If there is a deadline in which you require an application to be submitted, then we would work with you to complete and ensure it is submitted in time.

RESIDENTIAL CONVEYANCING AND FEE SCALE

Solicitor dealing with this:

Mr Moshiur Mian Supervisor: Mr Moshiur Mian

Introduction:

We are dealing with all residential conveyance matters including freehold and leasehold properties and charge on the basis of agreed fixed fees. When

you make an enquiry for us to conduct work on your behalf, we will provide you with a detailed estimate of costs and timeframes and update you if there are any changes throughout your matter.

In case the matter becomes abortive or you withdraw instructions, we charge abortive fees on hourly basis depending on the Solicitors 'PQE' however once again we are flexible and if deemed appropriate, we may agree a fixed fee with our clients in such cases.

Below are some worked examples to demonstrate how our fees are calculated. You will appreciate that there are many variables and so it is important that you discuss the specifics of your matter with us and only take these worked examples as a guide.

EXAMPLES:

1. **SALE OF A FREEHOLD RESIDENTIAL PROPERTY IN THE PRICE BAND OF £150,000 to £1,000,000**

Our fees cover all of the work required to complete the sale of your property, together with redeeming mortgages (if any) and work in association with this.

Conveyance's fees(s) structure in Sale of freehold residential property:

Freehold Residential:	***(Approximates)***
For sale price up to £150,000	£700
For sale price up to £350,000	£1,100
For sale price up to £650,000	£1,500
For sale price up to £1,000,000	£2,000
For sale price above £1,000,000	£2,700

<u>Key Stages of Payment of Fee:</u>

We take 50% of the fee in advance at the time of engagement of our services and the rest is payable on completion.

VAT:

We are registered with HMRC for VAT purposes and our VAT number is 310 7968 03. We charge 20% VAT on all our services rendered to UK residents.

Disbursements:

Disbursements are costs related to your matter that are payable to third parties, such as indemnity policies, Land Registry Title Searched etc. We handle the payment of the disbursements on your behalf to ensure a smoother process. Disbursement cost is not included in our fees.

Estimated Disbursement Costs:

1. Land Registry applications and documents fee(s)
2. Searches fee(s)
3. Legal indemnities costs (if required)

General Costs:

1. Electronic Bank TT charges £25 per transaction + VAT
2. TT admin and AML checks charges £50
3. Other Disbursements, land registry from £50
4. Compulsory Indemnity Insurance contribution £50

Redemption fee(s) Charges:

- For acting on behalf of the mortgage lender in redemption £150 + VAT per charge
- No redemption charges on mortgage free properties

Any further costs as and when arise, we will let our clients know accordingly.

In case the matter did not complete or instructions are withdrawn we charge abortive fees on hourly basis depending on the Solicitors 'PQE'

These are our Hourly Rates: - (Rates will vary depending on the experience of the solicitor)

- Hourly Rate of Principal Solicitor: £229
- Hourly Rate of Associate Solicitor: £209
- Hourly Rate of Paralegal Staff: £121

How long will my house sale take?

The timeframe to complete the sale will depend on a number of aspects. The average process time between 6-8 weeks.

The process time can be quicker or slower, depending on the parties involved in the chain. For example, if you are at the top of the chain, it could take 12-16 weeks. However, if you are selling a leasehold property that requires dealing with numerous pre-contract enquiries, this can take considerably longer than the average, possibly 12 weeks.

Stages of the process:

The precise stages involved in the sale of a residential property vary according to the circumstances. However, below we have suggested some key stages:

- Take your instructions and give you initial advice
- Check finances are in place to enable sale and contact the lender's solicitors, if needed
- Prepare and advise on contract documents
- Obtain relevant title documents and deeds
- Provide, receive and review your completed property forms
- Obtain further planning documentation, building regulation approvals, certificates, warranties and so forth
- Prepare and submit contract and support documentation to the purchaser's solicitors
- Deal with purchaser's solicitors pre-contract enquiries
- Send final contract to you for signature
- Agree completion date
- Exchange contracts and notify you that this has happened
- Arrange for all monies needed to be received from the purchaser's solicitors

- Complete sale and account to you, repayment of mortgage (if applicable)
- Pay estate agent commission

2. **Sale of a leasehold residential property in the price band of £150,000 to £1,000,000**

Our fees cover all the work required to complete the sale of your property, including the redemption of a mortgage and the apportionment of service charges and ground rent.

Conveyance's fees(s) structure and disbursement in Sale of Leasehold Residential property

Leasehold Residential:

For sale price up to £150,000	£800
For sale price up to £350,000	£1,200
For sale price up to £650,000	£1,500
For sale price up to £1,000,000	£2,500
For sale price above £1,000,000	£3,000

We charge separate supplemental fee of £295 + VAT for additional leasehold work.

Stages of the process:

The stages involved in the sale of a residential leasehold property are similar to the freehold sale but vary according to the circumstances.

How long will my leasehold sale take?

The time frame measure from when you accepting your offer until you can move out will depend on a number of factors. The average timescale and process takes between 6-8 weeks. It can be quicker or slower, depending on

the parties in the chain. For example, if you are at the top of the chain, it could take 12-16 weeks. However, if you are selling a leasehold property that requires extensive replies to pre-contract enquiries involving managing agents and freeholders, this can take significantly longer, between 3 and 6 months. In such a situation additional charges may apply.

Our fees for freehold and leasehold sales assume that:

1. this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying prior to completion or the preparation of additional documents ancillary to the main transaction;
2. if leasehold, the assignment of an existing lease and is not the grant of a new lease or involves an extension of a lease whether by consent or under statute;
3. the transaction is concluded in a timely manner and no unforeseen complication arise;
4. all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation

No indemnity policies are required. Additional fees may apply if indemnity policies are required:

EXAMPLES: –

1. **PURCHASE OF A FREEHOLD RESIDENTIAL PROPERTY IN THE PRICE BAND OF £150,000 to £1,000,000**

Our fees cover all of the work required to complete the purchase of your new home, including dealing with registration at the Land Registry and dealing with the payment of Stamp Duty Land Tax (Stamp Duty) if the property is in England, or Land Transaction Tax (Land Tax) if the property you wish to buy is in Wales.

Conveyance's fees(s) structure

Freehold Residential:

For sale price up to £150,000	£1,000
For sale price up to £350,000	£1,300
For sale price up to £650,000	£1,500

For sale price up to £1,000,000	£2,000
For sale price above £1,000,000	£2,500

Estimated disbursements

- For acting on behalf of the mortgage lender: £150 + VAT
- Search fees: £250 + VAT
- HM Land Registry fee: £135 (no VAT payable)
- Electronic money transfer fee: £25 + VAT

  * Not chargeable on cash purchases

Disbursements:

Disbursements are costs related to your matter that are payable to third parties, such as Land Registry fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

Stamp Duty or Land Tax (on purchase):

This depends on the purchase price of your property and a number of other variables. For example: – ownership of other properties anywhere in the world; reliefs such as First Time Buyer Relief or Principal Main Residence Relief. You can calculate the amount you will need to pay by using HMRC's website or if the property is located in Wales by using the Welsh Revenue Authority's website. There are different rates for Non-Residential Properties and Corporate Purchases.

For example:

Purchase of Principal Main Residence at £500,000:	£10,000
First time buyer at £200,000:	£0
Investment purchase at £350,000:	£18,000

How long will my house purchase take?

How long it will take from your offer being accepted until you can move in to your house will depend on a number of factors. It could take as little as 4-6 weeks or as long as 4-6 months.

It can be quicker or slower, depending on the parties in the chain. For example, if you are a buyer with a long chain purchasing a new build property with a mortgage, it could take 12-16 weeks. However, if you are buying a leasehold property that requires an extension of the lease, this can take significantly longer, between 3 and 4 months. In such, a situation additional charges would apply.

Stages of the process:

The precise stages involved in the purchase of a residential property vary according to the circumstances. However, below we have suggested some key stages that you may wish to note:

- Take your instructions and give you initial advice
- Check finances are in place to fund purchase and contact lender's solicitors if needed
- Receive and advise on contract documents
- Carry out searches
- Obtain further planning documentation if required
- Make any necessary enquiries of seller's solicitor
- Give you advice on all documents and information received
- Go through conditions of mortgage offer with you (if applicable)
- Send final contract to you for signature
- Agree completion date (date from which you own the property)
- Exchange contracts and notify you that this has happened
- Arrange for all monies needed to be received from lender and you
- Complete purchase
- Deal with payment of Stamp Duty/Land Tax
- Deal with application for registration at Land Registry

2. Purchase of a leasehold residential property in the price band of £150,000 to £1,000,000

Our fees cover all the work required to complete the purchase of your new home, including dealing with registration at the Land Registry and dealing with the payment of Stamp Duty Land Tax (Stamp Duty) if the property is in England, or Land Transaction Tax (Land Tax) if the property is in Wales.

Conveyance's fees and estimated disbursements

Legal fee is almost the same as for the purchase of a freehold property plus a supplemental fee of £295 + VAT for additional leasehold work.

Anticipated Additional Disbursements for Leasehold Purchases

- Notice of Transfer fee – This fee if chargeable is set out in the lease. The fee is usually between £50 – £200.
- Notice of Charge fee (if the property is to be mortgaged) – This fee is set out in the lease. Often the fee is between £50 – £200.
- Deed of Covenant fee – This fee is provided by the management company for the property and can be difficult to estimate. Often it is between £100 – £300.
- Certificate of Compliance fee – To be confirmed upon receipt of the lease, as can range between £100 – £300.

These fees vary from property to property and can on occasion be significantly more than the ranges given above. We can give you an accurate figure once we have sight of your specific documents especially the lease in question.

You should also be aware that ground rent and service charge are likely to apply throughout your ownership of the property. We will confirm the ground rent and the anticipated service charge as soon as this we receive this information.

Stamp Duty Land Tax

This depends on the purchase price of your property. You can calculate the amount you will need to pay by using HMRC's website or if the property is located in Wales by using the Welsh Revenue Authority's website. The earlier examples given hold true for leasehold property purchases within the band.

Stages of the process:

The precise stages involved in the purchase of a residential leasehold property vary according to the circumstances. However, below we have suggested some key stages that you may wish to include:

- Take your instructions and give you initial advice
- Check finances are in place to fund purchase and contact lender's solicitors if needed
- Receive and advise on contract documents
- Carry out searches
- Obtain further planning documentation if required
- Make any necessary enquiries of seller's solicitor
- Give you advice on all documents and information received
- Go through conditions of mortgage offer
- Send final contract to you for signature
- Draft Transfer
- Advise you on joint ownership
- Obtain pre-completion searches
- Agree completion date (date from which you own the property)
- Exchange contracts and notify you that this has happened
- Arrange for all monies needed to be received from lender and you
- Complete purchase and satisfy Landlord's Notice requirements
- Deal with payment of Stamp Duty/Land Tax
- Deal with application for registration at Land Registry and satisfy any compliance requirements on purchase

How long will my purchase take?

How long it will take from your offer being accepted until you can move in to your house will depend on a number of factors. The average process takes between 6-8 weeks. It can be quicker or slower, depending on the parties in the chain. For example, if you are a buyer, purchasing a new build property

with a long chain and a mortgage, it could take 12-16 weeks. However, if you are buying a leasehold property that requires an extension of the lease, this can take significantly longer, between 3 and 6 months. In such, a situation additional charges would apply.

Our fees for both freehold and leasehold purchase assume:

1. this is a standard transaction and that no unforeseen matters arise including for example (but not limited to) a defect in title which requires remedying prior to completion or the preparation of additional documents ancillary to the main transaction
2. in leasehold cases this is the assignment of an existing lease and is not the grant of a new lease or involves an extension of a lease whether by consent or under statute
3. the transaction is concluded in a timely manner and no unforeseen complication arise
4. all parties to the transaction are co-operative and there is no unreasonable delay from third parties providing documentation
5. no indemnity policies are required. Additional fees may apply if indemnity policies are required.

Remortgage and Transfer of Equity Work:

Solicitor dealing with this :

Moshiur Mian - Supervisor for this is also Mr Moshiur Mian

Estimates are provided on application but fall into the range of £595 to £695 plus VAT. In addition, there will be disbursements included but not limited to appropriate Land Registry fees and possible Stamp duty depending on circumstances.

PROBATE

Introduction:

Solicitors/Caseworkers dealing with this:
Mr Shariful Palash & Mr Moshiur Mian: supervisor Mr Moshiur Mian

We are required to publish prices for probate work in relation to uncontested

cases, where all the assets are in the UK. This includes both testate and intestate and taxable and non-taxable estates. However, there are a range of variables which could affect the price quoted (e.g. there is a separate cost for preparing tax returns).

APPLYING FOR THE GRANT, COLLECTING AND DISTRIBUTING OF ASSETS:

We charge an hourly rate between £120 and £240 plus vat which will depend on the level of experience of the solicitor or fee earner dealing with your matter.

We anticipate this will take between 10 and 20 hours work and we estimate out total costs to be between £3000-£4800 plus VAT.

The exact costs depend on the individual circumstances of the matter. For example, if there is one beneficiary and no property, costs will be at the lower end of the range. If there are multiple beneficiaries, a property and multiple bank accounts, costs will be at the higher end.

We will handle the full process for you. The above estimates are for estates where:

- There is a valid will
- There is no more than one property
- There are no more than 2-5 bank or building society accounts
- There are no other intangible assets
- There are 3-4 beneficiaries
- There are no disputes between beneficiaries on division of assets. If disputes arise this is likely to lead to an increase in costs
- There is no inheritance tax payable and the executors do not need to submit a full account to HMRC
- There are no claims made against the estate

Where your matter falls outside the above criteria, we would of course be happy to provide a quote based on the specific circumstances the estate once we have your full instructions and relevant information.

Disbursements

Disbursements are costs related to your matter that are payable to third parties,such as court fees. We handle the payment of the disbursements on your behalfto ensure a smoother process.

Disbursements (not included in our above costs):

- Probate application fee: £155 (plus 50p per additional office copy)
- Swearing of the oath (per executor): £7.50
- Bankruptcy –only Land Charges Department searches: £10 per beneficiary
- Post in The London Gazette and in the Local Newspaper – Protects against unexpected claims from unknown creditors: £150-£400.

Potential additional costs:

- If there is no will or the estate consists of any share holdings (stocks and bonds) there are likely to be additional costs that could range significantly depending on the complexity of the estate and how it is to be dealt with. We can give you a more accurate quote once we have more information.
- Dealing with the sale or transfer of any property in the estate is not included.

How long will this take?

On average, estates that fall within this range are dealt within 6-12 months. Typically, preparing papers and obtaining the grant of probate takes 3-6 weeks. Collecting assets then follows, which can take between 6-12 weeks. Once this has been done and statutory advertisements completed, we can then distribute the assets. This normally takes 1-2 weeks.

LARGER ESTATES AND INVOLVING PAYMENT OF INHERITANCE TAX

These will be dealt with usually on an hourly basis. Our hourly rate is between £120 to £240 + VAT. Estimates will be provided as soon as we have a clear idea of the nature and complexity of the task at hand following receipt of comprehensive instructions from our client.

Debt Recovery (up to £100,000)

Solicitor/Caseworkers dealing with this:

Mr Moshiur Mian Supervisor: Mr Moshiur Mian

Introduction:

We offer many different services to our clients in relation to debt recovery work and we are happy to meet with you to consider your requirements and how we may assist you. We will also provide you with details of our fees at our meeting which will be confirmed to you in writing.

As part of our service, we will:

- Provide you with an experienced solicitor to work on your matter
- Take your instructions and review documentation
- Undertake appropriate searches
- Send a letter before action
- If payment is not received, draft and issue the claim at court
- Apply for a judgement in default if there is no acknowledgment of service or defence received
- Serve the judgment in default and request payment
- In the event of non-payment of the judgment, advise you how the judgment can be enforced
- If the matter is defended, continue to act for you in relation to the claim until the conclusion of a trial or mediation
- If at any time payment is received, send it onto you

FIXED FEES

We can only apply fixed fees where your claim is in relation to an unpaid invoice which is **not** disputed and there are no contractual complications.

Example 1

Prior to issue of claim

Taking instructions, reviewing documentation, undertaking appropriate searches and relevant enquiries, sending letter before action, receiving payment and sending onto you.

Legal costs: Our costs will be £500 plus VAT, totaling £600.

Disbursements: are costs related to your matter that are payable to third parties.

We handle the payment of the disbursements on your behalf. These can include but not limited to court fees (see below), HM Land Registry title documents (£3 each), Companies House reports (£1 each) etc.

How long will this take?
We aim to have a letter before action ready to be sent within 2 weeks

Example 2
Court Claim

These costs apply where your claim is in relation to an undisputed debt and enforcement action is not needed. If the other party disputed your claim at any point, we will discuss any further work required and provide you with revised advice about costs if necessary, which could be on a fixed fee (e.g. if a one off letter is required), or an hourly rate if more extensive work is needed.

Our costs are below for drafting and issuing claim, applying for default judgment where no Acknowledgment of Service or Defense is received, serving the same and requesting payment from the other side, if payment is not received, providing you with advice on next steps and likely costs: –

Legal costs:

Claims up to £5,000	£750 plus VAT, totaling £900
Claims between £5,001 to £10,000	£1,250 plus VAT, totaling £1,500
Claims between £10,001 to £50,000	£1,750 plus VAT, totaling £2,100
Claims between £50,001 to £100,000	£2,250 plus VAT, totaling £2,700
Claims over £100,001	*may be fixed by agreement*

Disbursements: see disbursement examples above.

Court fees to issue a claim (*from July 2018*):

Claim amount	*Paper form fee*	*Online claim fee*
Up to £300	£35	£25
£300.01 to £500	£50	£35
£500.01 to £1,000	£70	£60
£1,000.01 to £1,500	£80	£70
£1,500.01 to £3,000	£115	£105
£3,000.01 to £5,000	£205	£185
£5,000.01 to £10,000	£455	£410
£10,000.01 to £100,000	5% of the claim	4.5% of the claim
£100,000.01 to £200,000	5% of the claim	cannot be made online
More than £200,000	£10,000	cannot be made online

Court issue fees and other court fees are also available from:

https://www.gov.uk/government/publications/fees-in-the-civil-and-family-courts-main-fees-ex50

Anyone proceeding with a claim should note that for a business to business claim the VAT element of our fees cannot be recovered from the debtor. Interest may take the debt into a higher banding of both court fee and our costs.

How long will this take?

We aim to have the claim prepared for issuing within 2 to 3 weeks of being instructed to issue proceedings. Following Notice of Issue, the debtor has 14 days to acknowledge service of the proceedings. If acknowledgment of service has been lodged with the court, the debtor has a further 14 days to lodge a defence. Where no Acknowledgment of Service or Defence is received, Judgment in default will be applied for within a few days. The court may take 2 – 4 weeks to return the Judgment in default which will then be served by us within a few days.

Potential Additional Costs

We will always confirm to you any additional costs for work not included in our fees whether fixed or estimated. The following are examples of work which will incur additional costs:

- additional correspondence or communication with you, the debtor or third party
- negotiations
- enforcement action
- statutory demands
- arranging mediation
- contested or defended actions
- instructing barristers, experts or third parties
- attendances at court or at mediation

All additional work will be charged at our hourly rate of £240 plus VAT unless a fixed fee is agreed with you for any further aspect of our work. We will discuss any additional work with you and provide you with a detailed estimate of our fees.

EMPLOYMENT LAW SERVICES

Our team of dedicated employment lawyers has many years of experience in dealing with employment law issues and disputes. Mr Moshiur Mian is the Head of our Employment Law Team and manages the other lawyers and paralegals. All work undertaken by the team is supervised by Mr Moshiur Mian.

Our team has vast experience in all aspects of employment law and we are dedicated to ensuring we provide you with the best service possible.

Our Employment Lawyers

1. Moshiur Mian - Senior Solicitor

Moshiur qualified as a solicitor in 2009. He joined our firm in 2015 and has been working in our employment department for the last few years. He has worked as a solicitor for the last 12 years and has quickly gained experience in this area, successfully advising several employment matters since qualifying. He specialises in Commercial Litigation, Commercial property, Company and Commercial Construction, Litigation and professional negligence.

2. Mr Zulfiqar Ranjha was admitted as a registered foreign lawyer in 2014 and joined Addison & Khan Solicitors in 2014. He has over 10 years' experience within the legal sector and has dealt with various employment matters. He also specializes in corporate Immigration, Asylum, Administrative & Public Law.

Our pricing for bringing and defending claims for unfair or wrongful dismissal are funded as fixed fees or hourly rates. The costs information set out below is intended as a guide only as every case is different. We will provide a detailed costs estimate to each client upon taking instructions. Our charges are based on the complexity of your case and whether we assess it to be simple, medium or highly complex.

The hourly rates for our team are as follows;

- Solicitor/Director: £260 + VAT at 20%
- Associate Solicitor: £209 + VAT at 20%

- Paralegal: £121 + VAT at 20%

a) Simple case: £300-£600 (excluding VAT, charged at 20%) based on 2 to 3 hours work

b) Medium complexity case: £600-£800 (excluding VAT, charged at 20%) based on 4 to 5 hours work

c) High complexity case: £900-£1100 (excluding VAT, charged at 20%) based on 6 to 8 hours work

Factors that could make a case more complex:

- If it is necessary to make or defend applications to amend claims or to provide further information about an existing claim
- Defending claims that are brought by litigants in person
- Making or defending a costs application
- Complex preliminary issues such as whether the claimant is disabled (if this is not agreed by the parties)
- The number of witnesses and documents
- If it is an automatic unfair dismissal claim e.g. if you are dismissed after blowing the whistle on your employer
- Allegations of discrimination which are linked to the dismissal

There will be an additional charge for attending a Tribunal Hearing of £250 per day (excluding VAT, charged at 20%). Generally, we would allow 4-5 days depending on the complexity of your case.

If there are other claims being brought within the unfair/wrongful dismissal claim, such as discrimination, this will impact on the costs estimate. Although we will provide a specific quote at the point of instruction, we estimate this to be in the region of £1,500 - £3000.

You should be aware that you may have other funding options available, such as cover under an insurance policy and we will discuss this with you at your first appointment.

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as court fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

Counsel's fees are estimated between £800 to £1000 per day (depending on experience of the advocate) for attending a Tribunal Hearing (including preparation)

Key stages

The fees set out above cover all of the work in relation to the following key stages of a claim:

Taking your initial instructions, reviewing the papers and advising you on merits and likely compensation (this is likely to be revisited throughout the matter and subject to change)

Entering into pre-claim conciliation where this is mandatory to explore whether a settlement can be reached;

- Preparing claim or response
- Reviewing and advising on claim or response from other party
- Exploring settlement and negotiating settlement throughout the process
- preparing or considering a schedule of loss
- Preparing for (and attending) a Preliminary Hearing
- Exchanging documents with the other party and agreeing a bundle of documents
- Taking witness statements, drafting statements and agreeing their content with witnesses
- preparing bundle of documents

- Reviewing and advising on the other party's witness statements
- agreeing a list of issues, a chronology and/or cast list
- Preparation and attendance at Final Hearing, including instructions to Counsel

The stages set out above are an indication and if some of stages above are not required, the fee will be reduced. You may wish to handle the claim yourself and only have our advice in relation to some of the stages. This can also be arranged on your individual needs.

How long will my matter take?

The time that it takes from taking your initial instructions to the final resolution of your matter depends largely on the stage at which your case is resolved. If a settlement is reached during pre-claim conciliation, your case is likely to take around 4 weeks. If your claim proceeds to a Final Hearing, your case is likely to take 5 – 7 months This is just an estimate and we will of course be able to give you a more accurate timescale once we have more information and as the matter progresses