Bowling&Co SOLICITORS

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Mr Asim Erturk
Judde House
Flat 704 Duke Of Wellington Avenue
London
SE18 6DG

Our ref: AOU/084365-0002

Date: 4 August 2023

By email only

Dear Mr Erturk

Purchase of 30 Old Road TN14 7AE-Sevenoaks
Purchase price: £830,000

Thank you for your instructions for Bowling & Co to act on your behalf. This letter sets out information regarding the services we intend to provide and the terms upon which we will do so.

The contractual terms of our engagement consist of the following:

- this letter **(Engagement Letter)** which details key terms, regulatory matters and key **elements of what we are being asked to do on your behalf; costs information; your details as our** client and information regarding the key Bowling & Co personnel expected to be involved in the matter; and
- our current Terms of Business (Terms) which set out the conditions governing the agreement for services between us.

Please review this Engagement Letter and the Terms and return a **signed copy of the Engagement Letter** as confirmation of your instructions for us to act for you. This can be either a hard-copy signed document, or a scanned copy sent by email.

Normally we require the return of the signed Engagement Letter to be able to begin work on your behalf. If, however, you require me to proceed immediately, please confirm by email that you have received this Engagement Letter, and I shall begin work on the basis that the signed copy will be provided as soon as possible. Please note that I am unable to begin work without this confirmation.

If you have any queries or comments which may necessitate changes to this Engagement Letter please contact me and we can discuss these; then, if any amendments are necessary, I can issue you with a revised version for you to sign. Please note your continuing instructions will amount to your acceptance of this Engagement Letter.

We always advise our clients to consider making a Will or mirrored Wills and to consider estate planning to protect their main assets and to make their estate as tax efficient as possible during their life time.

Our estate planning advice service is based on material assets based on UK inheritance tax rules and allowances. These are worked out and strategies are recommended for clients' make informed decisions

Dinesh Raja
Huseyin Huseyin
Huseyin Youssouf
Martin Real

Tony Chauhan
Manal Fouad
Rashida Zakir
Mohammed Moula

Jeremy Lewis*
Ayla Zengin*
Mohammed Akram*

Practice Director:
David Downham
Consultant*

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SRA Number: 70024
We do not accept service by fax or email

on how to mitigate the inheritance tax (IHT) on their estate once single or married couple allowances are used or are exceeded.

If you would like any of these legal services please let us know and we can get the Private Client Department to contact you.

If you need more time to consider the contents of this Engagement Letter and therefore do not wish us to commence working for you on this matter immediately, please notify me straight away and we will await confirmation as detailed above before beginning work.

Bowling & Co Team Details

My name is Mr Ali Onur Ulusakarya and I am a Solicitor within the Residential Property Team and will lead the work on this matter. My work is directly supervised by the firms' Senior Partner, Huseyin Enver Huseyin.

I set out below the name, status and contact details of the Bowling & Co team who will assist with the work, and will be available as contacts in connection with this matter.

Name	Position	Direct Dial Number	Email
Ali Onur Ulusakarya	Solicitor	020 8221 8047	Ali.onur@bowlinglaw.co.uk
Huseyin E Huseyin	Partner	020 8221 8074	Huseyin.huseyin@bowlinglaw.co.uk
Ali Kaya	Solicitor	020 8221 8041	Ali.kaya@bowlinglaw.co.uk
Tina Martin	Secretarial Support	020 8221 8044	Tina.martin@bowlinglaw.co.uk

As our work progresses it may become necessary to use the expertise of additional lawyers, or staff from this office and possibly from other specialist departments, practitioners or third parties. You will be advised of their involvement as the need arises.

To start with could you please complete and return the documents listed below:

- Client Questionnaire
- SDLT Declaration – Please read carefully before completing and returning to us
- Details regarding your Bank Account

I also include the following to clarify certain elements of the transaction:

- Information leaflet on the purchase procedure
- Information regarding Survey etc. at property
- Information regarding Trust Deeds

Under the current Law Society rules I am required to confirm your identity and as such I will require you to either attend the office, with your original documents or send to me the originals of your passport (or similar photographic identification) and 2 forms of recent proof of address such as an electricity bill or bank

statement (not more than three months old). Perhaps you would like to call in due course and make an appointment suitable for you.

Below I have set out the scope of the work to be carried out on your matter, information on our money laundering procedures and costs information.

Scope of Work

The work we will conduct for you	**Purchase of 30 Old Road TN14 7AE-Sevenoaks** • Review the title and purchase contract • Deal with the agents and provide them with updates on your behalf • Deal with your loan/mortgage requirements • Conduct property searches and presenting the results • Report to you upon the title and the property • Prepare your stamp duty land tax return and submission on your behalf. • Register your ownership with the Land Registry
Time scale	We estimate the above scope of work will take approximately 8-12 weeks to complete, dependent upon the assumptions below. If the assumptions change or additional work is required then the estimate of costs and the time to complete we have given will also change. We will advise as to the additional costs to be incurred.
Communication with third parties	During the progress of your matter we may need to communicate with Estate Agents or Brokers. If you do not wish to authorise us to do so, please inform us as soon as possible.
Confirmation of identity	In order to satisfy our regulatory requirements I am required to confirm your identity and as such I will require you to either attend the office, with your passport, driving licence (or similar photographic identification) and 2 forms of recent proof of address such as an electricity bill or bank statement (not more than three months old). I will also be required to conduct an electronic verification of identity for which we use a company called Thirdfort. I attach a leaflet explaining this. Alternatively you may wish to make an appointment and bring along the ID.
Key assumptions	Achieving the time scale and the costs estimate is dependent upon on the following assumptions and it is essential you advise us promptly if any of these are, or become, incorrect. Please refer to our Terms for full details of your responsibilities in this context. The assumptions are:

	• That the matter will proceed in a reasonable manner to completion, and that if the matter becomes more protracted we will revisit the costs estimate; • That there will be a reasonable level of communication between us, you and any other parties. However, if this communication becomes more protracted, then costs in relation to the matter will increase. • That you will provide us with any information requested from you in a timely manner. • That our initial estimate of both time and cost is based on the information provided by you at the beginning of this matter. • That there are no delays on behalf of the search providers or Lenders in providing the mortgage. • That there are no delays in obtaining the leasehold information pack
Exclusions	Our service will not include any advice or responsibility on our part in respect of the following areas: • Tax, Tax implications and Tax planning; whether personal, corporate or capital allowances • Capital Allowances; including Joint Elections or Pooling of Fixed Assets • Planning Permission; including any plans or drawing or confirmation of site boundaries in conjunction with planning. Such matters must be dealt with by your architect • Financial services (regulations or products) • Valuation of the properties or any of the assets being acquired • The reasonableness, in the market or otherwise, in relation to the level of rent paid at the properties • Any advice or assistance in relation to Bank or other Finance, other than simple security or charges over Property • We are unable to advise on Environmental or Contaminated Land issues. You must instruct your own surveyor in this regard. We will conduct a search if so instructed on your behalf, but such results must be examined by an environmental surveyor if you have any concerns • We are unable to advise on the commerciality of the transaction or the commerciality of any loans you take for the transaction.
Matter stages	In providing our services on this matter, we would normally expect to advise on the following stages: Stage one, prior to exchange: • Search results / Title investigation

	• Property enquiries • The main terms of the loan Stage two, exchange to completion: • Dealing with reporting to the Lender • Preparation of the Completion statement and/or Statement of Account • Registration documents • SDLT preparation Stage three, completion: • Completing on the agreed day / money transfers • SDLT payment and submission • Land Registry submissions
Changes in scope – notification and setting these out in writing	If the scope of our services is to be (or has been) varied during the course of our engagement then we will notify the principal contact in writing confirming the variation to our scope. Such variations may be sent by e-mail.

Charges

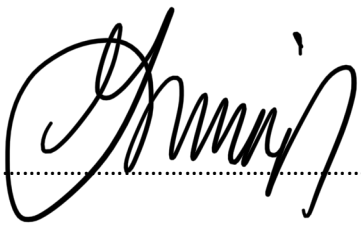
Our charge for conducting the Scope of Work	Estimated at £2500 plus VAT On the basis that the key assumptions, matter stages and reasonable timescales are all kept to.
Expenses / Disbursements	Any expenses (as detailed in our Terms) incurred in the provision of the services will be charged in addition to our fees. At this stage we identify the following as an estimate of expenses for which you can expect to be responsible: • Searches £209 • Thirdfort ID £24.95 plus VAT • SDLT £53,900 • Land Registry £295 • Acting for the Lender £195 plus VAT • SDLT Submission fee £100 plus VAT • Priority Search Fee £3 • Bankruptcy Search Fee £2 • BACS Transfer Fee £15 plus VAT

	• Fastpay Transfer Fee £35 plus VAT • Telegraphic Transfer Fee £35 plus VAT
Hourly rates (exclusive of VAT at the prevailing rate, currently 20%)	Senior Partner £400 Partner £300 Associate Solicitor £250 Solicitor £225 Conveyancing Executive £175 Trainee Solicitor £125 Paralegal £120 Team Assistant £110
	Please note that our Terms provide that: • where our retainer is terminated by either party for whatever reason; or, • in the case where a transaction becomes abortive our fees incurred to date become immediately due and payable. Please see our Terms and conditions for further details.
Payment on Account	In order to obtain the title documents and conduct initial expenses, such as searches and ID checks, we would ask all clients to provide monies on account. We will use these funds to settle any invoice that remains unpaid or to reimburse ourselves for any expenses incurred on your behalf. When monies on account are used by us in this way we may request further monies on account before we continue or act further. In this case we have assessed the figure that we need from you as money on account in the sum of £TBC

Yours sincerely

Mr Ali Onur Ulusakarya
Solicitor
Direct Email: ali.onur@bowlinglaw.co.uk
Direct Dial: 020822108047

Client signature.....



Asim ERMAK
07/08/2023