Bowling&Co SOLICITORS | 65 Years as trusted advisors

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Ms Muzeyyen Erturk
Yildizlepe mah 491
Sok no 9 a bagcilar
Istanbul
Turkey
34200

Our ref: DB/084358.0001

Date: 27 March 2023

By email only

Dear Ms Erturk

Purchase of Plot A1-13-03 Poplar Riverside (Porter House)
Purchase price: £474,240

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.

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.

Dinesh Raja
Huseyin Huseyin
Huseyin Youssouf
Martin Real

Tony Chauhan
Manal Fouad
Rashida Zakir

Jeremy Lewis*
Ayla Zengin*
Mohammed Akram*

Practice Director:
David Downham
Consultant*

Authorised and regulated by the Solicitors Regulation Authority
SRA Number: 70024
We do not accept service by fax or email

Bowling & Co Team Details

My name is Ms Dhammika Baker 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	Email
Huseyin Huseyin	Senior Partner	0208 221 8074	huseyin.huseyin@bowlinglaw.co.uk
Arisa Khongpirom	Trainee Solicitor	0208 221 8049	Arisa.khongpirom@bowlinglaw.co.uk
Donna Chance	Secretarial Support	020 221 8077	Donna.Chance@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 New Build properties

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	*Purchase of Plot A1-13-03 Poplar Riverside (Porter House)*

conduct for you	*Reviewing of the purchase contract* *Dealing with the agents providing them with updates on your behalf* *Review the title documents* *Reporting to you upon the title and the property* *preparation of your Stamp Duty return* *registration of your ownership with Land Registry*
Time scale	We estimate the above scope of work will take approximately 8 – 10 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.
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	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

setting these out in writing	confirming the variation to our scope. Such variations may be sent by e-mail.

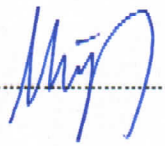
Charges

Our charge for conducting the Scope of Work	Estimated at £1,500 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 £450 • SDLT £34,924 (BTL) • Land Registry £330 • Acting for the Lender £195 plus VAT (if required) • Deed of Covenant £100 plus VAT (if required) • Obtaining an Indemnity Policy £75 plus VAT (if required) • Acting in a gifted deposit £150 plus VAT (if required) • Expedition fee £150 plus VAT (for matters when there is less than 5 working days between exchange and completion) • Leasehold £195 plus VAT • ID Fees £24.95 plus VAT • SDLT return fee £100 plus VAT • 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	We request that all clients pay monies on account of costs and expenses. 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 £750

Yours sincerely

Ms Dhammika Baker
Solicitor
Direct Email. dhammika.baker@bowlinglaw.co.uk
Direct Dial: 020 8221 8033

Client signature..........