

Schedule B – Our Fees & Rates

This Schedule sets out the fees we charge you directly for our services. We review this Schedule periodically (at least annually) and will give you reasonable written notice of any change, which applies to work done after the effective date.

Unless otherwise specified in this Agreement, all attendances and time reasonably spent in carrying out your instructions and furthering your interests in a matter, without limitation and including consultations, court appearances, perusing and drafting documents and text messages, telephone calls, sorting, printing, scanning, and filing of documents, travel time and costs, inspections, file management etc., are charged at the applicable rate as set out below, exclusive of VAT, recorded in units of 5 minutes, with each part-unit rounded up to the next full unit.

In pursuit of statutory and regulatory compliance, we charge fixed fees to cover our costs in such compliance.

Any discount or reduction granted on an item or an account is granted entirely at the discretion of the Firm and cannot be insisted upon or relied upon by you, unless agreed to in writing.

Where, at your initiative, request or behest, we render services, or where we respond to or otherwise attend to your instructions and/or communications, or where you deem a matter urgent and we attend to it outside our ordinary business hours, the time spent rendering such services will be charged at 1.5 times the applicable hourly rate. For ease of reference, our ordinary business hours are Mon – Fri, 08h00 – 17h00.

As each matter differs, we do not, and cannot, guarantee a final or total amount in respect of the fees and costs for any matter or instruction. Any amount presented for such purposes serves only as an estimate, based on the Firm and its attorneys' previous experience.

B.1. Payment Terms

Invoices are payable within 7 days of the invoice date, unless we agree a different period with you in writing (see clause 12). **Any deductions or reductions made to an invoice, shall only be valid if payment is made on or before due date as indicated on the invoice.**

Interest accrues on any overdue amount, from the due date until payment, at 2% per month (24% per annum). The total interest recoverable on any outstanding capital amount is, in any event, limited to the amount of that outstanding capital, in accordance with the common law *in duplum* rule.

Should an account remain unpaid for 30 days, we may pause further work on the matter. Should it remain unpaid for 60 days without a satisfactory arrangement having been made,

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we may, subject always to our professional conduct obligations and to avoid undue prejudice to you, withdraw from the matter and pursue recovery of the outstanding amount.

On any failure by you to settle an account in accordance with a Statement of Account or Invoice issued by the Firm, the Firm may, at its election, declare the entire outstanding amount immediately due and payable.

You will be liable for the reasonable and necessary costs of recovering any outstanding account, at an attorney-own-client (High Court) / Attorney-Client (Magistrate's Court) scale, including but not limited to correspondence exchanged about the outstanding account, collection commission, necessary and incidental travel costs, Sheriff's fees, storage fees, tracing fees, and other professional services reasonably and necessarily incurred in recovering the outstanding account.

In the event of the Firm taking legal steps to recover any outstanding account, you choose your nominated address (as per the Client Information Sheet) as your *domicilium citandi et executandi* for service of all court process, proceedings and notices arising from this matter and/or instruction, and you confirm that you will remain liable for all costs and fees referred to above.

We kindly remind you, before making any payment, to verify our bank details telephonically, using a number you obtained independently and not from the email / invoice in question.

Banking Details:

Account Holder:	Wentzel Wagener Inc.
Account Number:	As per invoice
Bank:	FNB
Branch Code:	250 655
Reference:	[Your file number, e.g., UW0002 & Your name/Client's Name]

***All payments must be made to the Trust account, unless otherwise specified.**

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B.2. Our Fees

Our rates and fees that will be charged and which may change from time to time:

Item:	Unit:	Amount (excl. VAT)
Director/Principal Attorney Hourly Rate for all attendances	1 hr	R 1 740.00
Associate Attorney Hourly Rate for all attendances	1 hr	R 1 500.00
Candidate Attorney Hourly Rate for all attendances	1 hr	R 1 000.00
Paralegal/Secretarial/Non-Professional Staff Hourly Rate for all attendances	1 hr	R 800.00
Disbursements and Fixed Fees		
Item:	Unit:	Amount (excl. VAT)
File-opening fee, per matter	Once off	R 210.00
FICA compliance and Client onboarding Fee, per person/entity	Once off	R 400.00/R 800.00
Travel costs/petrol	Per Km	R 8.00
Photocopies/Printing	Per Page	R 8.00
Scanning documents	Per Page	R 8.00
Deeds/CIPC/ITC or similar searches	Per Search	R 180.00
Registered mail (Disbursements/expenses excl. letter fees)	Per Item	R 109.85
Emails sent/received (exclusive of drafting/reading time, separately billed)	Per Page	R 8.80
Letters sent (exclusive of drafting/reading time, separately billed)	Per Letter	R 50.00
Telephone calls (in addition to time-based charge for duration of call)	Per Call	R 50.00
Receipt, perusal and payment of an account on your behalf (all-inclusive fee of verifying, processing & updating accounts and files)	Per Transaction	R 300.00
Attending to/receiving payment on your behalf (For all litigious, collection, and/or other process)	Per Transaction	10%
Failure to timeously cancel arranged consultation (24hr notice or more)	Per Consultation	50% of applicable rate
Transcribing WhatsApp audio communications/Audio files (in addition to receipt and perusal of communication)	Per 5 min	R 145.00
File management fee, where applicable (Physical and Electronic file management - in compliance with statutory and regulatory requirements)	Per Month	R 50.00
File or document storage/archiving fee (After matter/instruction ends, compliance with statutory and regulatory requirements)	Per Month	R 50.00
Any Disbursements	Per Cost	At Cost
Follow-ups at the Master's Office, Deed's Office, Western Cape High Court, Magistrate's Court or any other institution/organization within 1km radius (Billed separately from above fees)	Per Follow-up	R 250.00