

* PAW / I *

Our Ref:

«udCorrespondenceReference»

Your Ref:

«ClientRef»

Courtney Smith & Co Solicitors

Mrs Ganeshalingam

Harrow

Middlesex

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Facsimile: 020 8866 2112

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2 Village Way East Rayners Lane
Harrow, Middlesex HA2 7LU

DX: 48010 RAYNERS LANE

20 April 2016

Dear Mrs Ganeshalingam

Purchase of Alric Food Wine Limited

Thank you for instructing us to act for you in connection with your purchase of the above property at the price of £ 60,000.00.

If your purchase has been negotiated through an Estate Agent and you have not done so already please provide my firm's details to the Agents who can then send me the Sales Particulars.

I enclose an Estimate of the legal costs and the disbursements in connection with your purchase. There may be some other additional disbursements of which you will be advised should they become appropriate to your transaction. If any additional work is required that could not be foreseen at the outset of your transaction for which additional costs may be incurred you will be notified in advance and your approval to the additional costs obtained before any additional work is undertaken. If the matter proved to be abortive then we will reserve our rights to charge you £500 plus Vat.

It is my firm's practice to request from clients in relation to purchase transactions a cheque for £500.00 on account money for our chargers and £750.00 on account so that I am able to apply for the searches required on the property you are purchasing as soon as the Contract documentation is received from the Seller's Solicitors. Please therefore let me have a cheque for the sum of £1250.00 payable to Courtney Smith Solicitors as soon as possible.

I enclose a Questionnaire in connection with your purchase. Please complete the Questionnaire as fully as possible as they will assist me in dealing with your transaction more efficiently.

To comply with the very stringent requirements now placed on Solicitors under the Money Laundering Regulations 2003 which came into force on the 1st March 2004, I also need from you some form of identification to hold on file. **A copy of your Passport** (just the photograph page and the one with your signature) would be ideal, or a copy of your Driving Licence. Whichever you choose, it will be necessary for the copy to be certified by a Solicitor. In addition, I also require evidence of your residence at your current address (e.g. a **utility bill or Bank Statement**) and **NI Number**. Please note that we will be carrying out electronic money laundering checks.

Community
Legal Service



Partners : Sumith Dabrera LL B (Hons) , Champika Ratnayake LL.B ,
Solicitors: Sivakalanithy Sivasanthiran, Aruna Nishantha Perera , Vasuki Paranthaban
Authorised and regulated by Solicitors Regulation Authority (408862) VAT NO. 864048220



It may be that you have already made a decision on the question of a survey of the property you are purchasing and if you are taking out a Mortgage, you may be satisfied with the basic Valuation or Homebuyers Report provided by the Mortgage Lender. However, I would be failing in my duty if I did not recommend to you a full survey of the property that you purchasing (except in the case of a new property which is being built with the benefit of NHBC or Zurich cover).

I am obliged by the Law Society's Professional Code of Practice to provide certain information to you, which I now do.

I am a Solicitor in this firm and I will be dealing with your transaction. It is however possible that a colleague may be involved in some aspects of this transaction if need should arise. If I am unavailable at any time to speak with you then you are welcome to leave a message or, alternatively, speak with **my Secretary** who will endeavour to assist or take a message for a return call. Our aim is to give our clients the best possible service but at a competitive price. I am sure you will be pleased with the services we provide. However, if you have a complaint please do not hesitate to contact me.

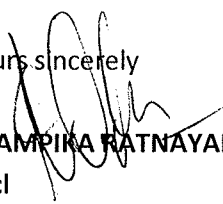
In the unlikely situation that we are unable to resolve the matter with the Senior Partner you have recourse to the Legal Ombudsman whose contact details are in our standard terms and conditions which are attached.

Thank you for **instructing Courtney Smith & Co.** I trust that your transaction will proceed smoothly and look forward to receiving your completed Questionnaire, the necessary identification documentation to satisfy the Money Laundering requirements and your cheque on account of search fees as soon as possible.

If you have any questions at any time regarding your transaction please do not hesitate to telephone me.

I look forward to hearing from you shortly.

Yours sincerely


CHAMPIKA RATNAYAKE

Encl

I confirm that I have read and understood the contents of this letter and that it accurately reflects my instructions to Courtney Smith & Co.

Signed 

Print name Date 20/4/2016