

LETTER OF ENGAGEMENT

This letter confirms the basis on which we provide services as per our Terms and Conditions to you so as to avoid any misunderstandings of our respective responsibilities. Please note that we must obtain 'satisfactory evidence' to confirm your identity and meet Anti Money Laundering requirements as set out under legislation and, as such, by signing this letter you provide the us the authority to conduct such checks as may be required.

FEES

Our Standard services are charged monthly at £165 excluding VAT, and our Standard *PLUS* services are charged monthly at £225 excluding VAT. Fees due must be paid monthly in order for you to receive a continuing service. Failure to maintain your payments by Standing Order or Direct Debit will result in your account being disabled and our ceasing further service until such time as your outstanding fees are paid as set out in our Terms and Conditions.

FILE DESTRUCTION

Whilst certain documents may legally belong to you, unless you tell us not to, at our sole discretion we may destroy correspondence and other papers that we store that are more than seven years old, other than documents which we think may be of continuing significance. If you require the retention of any document, you must notify us of that fact in writing.

No third party shall acquire any rights pursuant to our agreement to provide professional services.

APPLICABLE LAW

This engagement letter is governed by, and construed in accordance with, Scottish law. We will not be liable for any loss suffered by you or any third party as a result of our compliance with the Anti-Money Laundering Legislation.

AGREEMENT OF TERMS

Once agreed, this letter will remain effective from the date of signature until it is replaced. Either party may vary or terminate our authority to act on your behalf at any time without penalty. Notice of termination must be given in writing.

Please confirm your agreement to the terms set out in this letter as well as our Terms and Conditions by signing and returning the enclosed copy. If anything is unclear to you or you require any further information please let me know.

Yours faithfully

I/We* confirm that I/we* have read and understood the contents of this letter and agree that it accurately reflects the services that I/we* have instructed you to provide.

Signed:

Dated:

Signed:

Dated: