

ATTORNEY AND CLIENT FEES FOR JARVIS JACOBS RAUBENHEIMER INC

| Description | FEE |
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| All fees are charged per page unless specified otherwise, excludes VAT and disbursements | |
| Acknowledgment of Debt | R 600.00 |
| Drafting Affidavit (hourly rate of professional or part thereof) | |
| Application for Emoluments Attachment Order | |
| Attending court at postponement (hourly rate of professional or part thereof) | |
| Attending court during trial/motion (hourly rate of professional or part thereof) | |
| Attendance at Court/Master/CIPRO/CCMA for any administrative reason whatsoever (hourly rate of professional or part thereof) | |
| Attending pre-trial conference (hourly rate of professional or part thereof) | |
| Attending settlement negotiations (hourly rate of professional or part thereof) | |
| Attorney's Certificate | R 350.00 |
| Consultation and telephonic consultation (hourly rate of professional or part thereof) | |
| Consultation and telephonic consultation by secretary or candidate attorney | R 165.00 |
| Copies | R 2.50 |
| Letters/e-mails written | R 165.00 |
| Letters/e-mail received | R 165.00 |
| One liner e-mails written | R 65.00 |
| One liner e-mails received | R 65.00 |
| Attendance to service of pleading, notices, filing with Clerk of the Court and perusal of confirmation service | R 175.00 |
| Drafting of pleadings (hourly rate of professional or part thereof) | |
| Drafting of notices (per page) | R 165.00 |
| Perusal of pleadings and notices (hourly rate of professional or part) | |
| Prepare requisition for payment of sheriff or other expenses | R 30.00 |
| Taking instructions (hourly rate of professional or part thereof) | |
| Opening of file and client on Ghost Practice | R 350.00 |
| Preparing for trial (hourly rate of professional or part thereof) | |
| Instruction to proceed with default judgment | R 350.00 |
| Recording of statement by witness (hourly rate of professional or part thereof) | |
| Summons and particulars of claim (hourly rate of professional or part thereof) | |
| Travelling time (hourly rate of professional or part thereof plus R3.50 per km) | |
| Time spent waiting at court (hourly rate of professional or part thereof) | |
| Searches at the Master of the High Court, CIPRO, Deeds Office (hourly rate of professional or part thereof) | R 165.00 |
| ITC search (per individual) | R 220.00 |
| Company or Close Corporation search (per entity) | R 320.00 |
| Placing of advertisements in Government Gazette, newspaper (excl. expenses) | R 280.00 |
| Deeds of securities | R 400.00 |
| Unopposed divorce (limited to 2 x 1 hour consultation and 2 draft settlement agreements) | R 6 000.00 |
| Commercial contracts (hourly rate of professional or part thereof or as agreed with professional) | |
| <u>COMPANY REGISTRATIONS</u> | |
| Company (private and public with share capital R1,000 and 1-7 directors/shareholders) | R 1 500.00 |
| Basic Company (Pty) Ltd (name reservation - additional CIPC fee to be added) | R 800.00 |
| Non-Profit Company (NPC) | R 1 450.00 |
| Company Incorporated | R 3 700.00 |
| Company | |

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| External Company | R 4 200.00 |
| Drafting of MOI | R 8 500.00 |
| Name reservation | R 670.00 |
| <u>AMENDMENTS TO COMPANIES</u> | |
| Change of name (and principal business if required – includes name reservation) | R 900.00 |
| Increase of share capital (add R5.00 for every R1.000 increase of share capital) | R 1 000.00 |
| Conversion from private to public company (add R50.00 if name changes) | R 2 800.00 |
| Conversion from public to private company (includes advertisement in Government Gazette) | R 3 500.00 |
| Conversion from (Pty) Ltd company to Incorporated company | R 2 500.00 |
| Conversion to Share Block Company | R 3 500.00 |
| Change of directors (1-7) | R 1 200.00 |
| Change of registered address | R 700.00 |
| Change of auditors | R 400.00 |
| Change of year end | R 600.00 |
| Amendment/addition to Memorandum and Articles of Association (hourly rate of professional or part thereof) | |
| Registration of special resolution | R 1 800.00 |
| MOI submission | R 1 200.00 |
| Compilation of Share Register and Certificates (minute book) | R 400.00 |
| Requesting disclosure | R 150.00 |
| Filing of Annual Returns | R 720.00 |
| <u>AMENDMENTS TO CLOSE CORPORATIONS</u> | |
| Member change | R 700.00 |
| Name change (including change of members and principal business, if necessary) | R 700.00 |
| Change of registered address and/or accounting officer | R 700.00 |
| Conversion from CC to Company (name remains the same) | R 1 000.00 |
| Conversion from CC to Company (name changes) | R 1 450.00 |
| <u>SECTIONAL TITLES</u> | |
| Registration of Management or Conduct Rules (includes preparation of section 35 notice) | R1,000 |
| Drafting of Management or Conduct Rules (hourly rate of professional or part thereof) | |
| <u>TRUSTS</u> | |
| Drafting of deed of Trust and all ancillary docs and registration thereof | R 6 000.00 |