



Nolte Smit Building
42 Beaufort Street
P O Box 268
Grahamstown 6140
Tel 046 622 7209
Fax 046 622 7289

CLIENT INFORMATION SHEET

PARTICULARS OF CLIENT / BESONDERHEDE VAN KLIENT													
Surname / Entity Name <i>Van / Naam van Entiteit</i>													
First Name <i>Voornaam</i>								Title <i>Titel</i>					
Other Names <i>Ander Name</i>								Language <i>Taal</i>		ENG		AFR	
Date of Birth <i>Geboortedatum</i>													
Identity / Registration Number <i>Identiteits- / Registrasienommer</i>													
Policy Number <i>Polisnommer</i>													
Citizenship <i>Burgerskap</i>													
Residential / Business Address <i>Woon- / Besigheidsadres</i>													
								Code / Kode					
Postal Address <i>Posadres</i>													
								Code / Kode					
Home Telephone <i>Huistelefoon</i>		Code <i>Kode</i>					Number <i>Nommer</i>						
Cellular Phone <i>Selfoon</i>													
Fax Number <i>Faksnommer</i>		Code <i>Kode</i>					Number <i>Nommer</i>						
E-mail Address <i>E-pos adres</i>													
Vehicle Registration Number <i>Voertuig Registrasienommer</i>													
Marital Status <i>Huwelikstatus</i>		Single <i>Ongetroud</i>			Divorced <i>Geskei</i>			Living with Partner <i>Bly saam met Vennoot</i>					
		Married in Community of Property <i>Getroud Binne Gemeenskap van Goed</i>			Married out of Community of Property <i>Getroud Buite Gemeenskap van Goed</i>			Married out of Community of Property with Accrual <i>Getroud Buite Gemeenskap van Goed met Aanwas</i>					
PARTICULARS OF SPOUSE / PARTNER / BESONDERHEDE VAN GADE / VENNOOT													
First Name <i>Voornaam</i>								Title <i>Titel</i>					
Other Names <i>Ander Name</i>								Language <i>Taal</i>		ENG		AFR	
Surname <i>Van</i>													
Date of Birth <i>Geboortedatum</i>													
Work Telephone <i>Werktelefoon</i>		Code <i>Kode</i>					Number <i>Nommer</i>						
Cellular Phone <i>Selfoon</i>													
E-mail Address <i>E-pos adres</i>													

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PARTICULARS OF DEPENDANTS / BESONDERHEDE VAN AFHANKLIKES				
Name <i>Naam</i>				
Date of Birth <i>Geboortedatum</i>		Gender <i>Geslag</i>	Male <i>Manlik</i>	Female <i>Vroulik</i>
Name <i>Naam</i>				
Date of Birth <i>Geboortedatum</i>		Gender <i>Geslag</i>	Male <i>Manlik</i>	Female <i>Vroulik</i>
Name <i>Naam</i>				
Date of Birth <i>Geboortedatum</i>		Gender <i>Geslag</i>	Male <i>Manlik</i>	Female <i>Vroulik</i>
PARTICULARS OF EMPLOYER / BESONDERHEDE VAN WERKGEWER				
Name <i>Naam</i>				
Section <i>Afdeling</i>				
Job Title <i>Posbeskrywing</i>				
Employee Number <i>Personeelnommer</i>				
Street Address <i>Straatadres</i>				Code / <i>Kode</i>
Postal Address <i>Posadres</i>				Code / <i>Kode</i>
Telephone <i>Telefoon</i>	Code <i>Kode</i>		Number <i>Nommer</i>	
Fax Number <i>Faksnommer</i>	Code <i>Kode</i>		Number <i>Nommer</i>	
E-mail Address <i>E-pos adres</i>				
BANKING DETAILS / BANKBESONDERHEDE				
Account Holder <i>Rekeninghouer</i>				
Bank <i>Bank</i>				
Branch Code <i>Takkode</i>				
Account Number <i>Rekeningnommer</i>				
Type of Account <i>Tipe Rekening</i>				
TERMS OF APPOINTMENT / VOORWAARDES VAN AANSTELLING				

I, the undersigned and abovementioned client of Nolte Smit Attorneys, hereby declares that the particulars stated herein above are to the best of my knowledge and believe both true and correct.

Ek, die ondergetekende en bogemelde kliënt van Nolte Smit Prokureurs, verklaar hiermee dat die besonderhede hierbo uiteengesit na die beste van my wete en kennis beide korrek en waar is.

I further hereby agree with Nolte Smit Attorneys as follows:

Ek kom verder hiermee met Nolte Smit Prokureurs soos volg ooreen:

- That I shall at all times be liable for payment of the attorney's fees and disbursements, including value added tax (VAT), unless otherwise agreed.

Dat ek te alle tye aanspreeklik is vir die betaling van prokureursgelde en uitgawes, insluitende belasting op toegevoegde waarde (BTW), tensy uitdruklik anders ooreengekom word.

- That accounts shall be delivered to me as follows:

Dat rekeninge soos volg aan my gelever word:

- in respect of disbursements as soon as they are incurred;
ten opsigte van uitgawes wanneer dit aangegaan word;
- interim accounts in respect of attorneys' fees from time to time; and
tussentydse rekeninge ten opsigte van prokureursgelde van tyd tot tyd; en
- at the conclusion of the matter a comprehensive account in respect of all attorneys' fees and disbursements.

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- by afhandeling van die saak volledige rekeninge ten opsigte van alle prokureursgelde en uitgawes.*
- That I shall be liable upon demand by my attorneys and agents to pay a deposit in respect of attorneys' fees and disbursements.
Dat ek aanspreeklik is om op aanvraag van my prokureurs en agente 'n deposito te betaal ten opsigte van prokureursgelde en uitgawes.
 - All accounts shall be payable upon receipt thereof.
Dat alle rekeninge betaalbaar is teen lewering daarvan.
 - That in the event of any account not being paid within thirty (30) days after receipt thereof interest at the rate of 15.5% (FIFTEEN AND A HALF PERCENT) *per annum* shall be charged as from date of receipt to date of payment.
Dat indien enige rekening nie binne dertig (30) dae na lewering daarvan vereffen word nie, rente teen 15.5% (FYFTIEN EN 'N HALF PERSENT) per jaar vanaf datum van lewering tot datum van betaling daarteen gehef sal word.
 - That notwithstanding the tariffs as prescribed by the Rules of the Supreme Court and of the Magistrate's Court I shall be liable for payment of the attorneys' fees as agreed upon will with my attorneys and agent, a copy of which is attached hereto as annexure "A".
Dat afgesien van die tariewe soos voorgeskryf deur die Reëls van die Hoogeregshof en van die Landdroshof ek aanspreeklik sal wees vir betaling van prokureursgelde soos ooreengekom word met my prokureurs en agente, waarvan 'n afskrif hierby aangeheg word as aanhangsel "A".
 - That in the event of an order of costs being granted in my favour my attorneys and agents shall proceed in order to recover such costs, provided, however, that I shall in any event remain liable for payment of such an account in the event of the costs for any reason not being recovered from my opponent.
Dat indien 'n bevel vir koste in my guns toegestaan word in enige hof my prokureurs en agente alle stappe moet doen om sodanige koste te verhaal: met dien verstande dat indien sodanige koste om een of ander rede nie van die teenparty verhaal kan word nie ek in ieder geval aanspreeklik is om sodanige rekening teen lewering daarvan aan my prokureurs te betaal.
 - That my attorneys and agents shall be entitled not to proceed with my mandate until any interim account is settled.
Dat my prokureurs en agente geregtig is om te weier om voort te gaan met die uitvoering van my opdrag totdat enige tussentydse gelewerde rekening vereffen is.
 - Unless I dispute, in writing, the correctness of any entry on the statement within a period of fourteen (14) days from the date of delivery, the statement shall be deemed to be correct in every respect and shall in any Court of Law or arbitration proceedings constitute conclusive proof that the fees and/or disbursements reflected therein are in fact correct and reasonable and that all debits, credits and other entries on the statement are correct.
Tensy ek op skrif die korrektheid van enige aantekening op 'n staat betwis binne veertien (14) dae na ontvangs, sal die staat geag word korrek te wees in alle opsigte en sal dit as doende bewys dien in enige Hof of arbitrasieverrigtinge dat alle fooie en uitgawes daarop aangedui korrek en redelik is en dat alle debiete, krediete en ander inskrywings daarop korrek is.
 - If legal steps are taken for recovery of any accounts, I shall pay costs on a scale as between Attorney and client.
Indien regstappe geneem word vir die invordering van enige rekeninge, sal ek regskoste betaal soos tussen prokureur en kliënt.

SIGNED at
GETEKEN te

on this day of
op hierdie dag van

2008.
2008.

CLIENT

"A"

Description	Amount
Fees:	
Attendance not otherwise provided for (per hour)	R600.00
Attendance not otherwise provided for (per 15 min)	R150.00
Attending Court (per hour)	R600.00
Attending Court (per 15 minutes)	R150.00
Cell phone call (per 3 minutes)	R30.00
Company / CC / ITC / Deed search	R100.00
Consultation (per hour)	R600.00
Consultation (per 15 minutes)	R150.00
Drafting (per hour)	R600.00
Drafting (per 15 minutes)	R150.00
Drafting (per folio)	R100.00

Description	Amount
Taking Instructions (per 15 minutes)	R150.00
Letter Of Demand (per Folio)	R80.00
Letter received (per folio)	R40.00
Letter written (per folio)	R50.00
Opening file	R25.00
Perusing (per hour)	R600.00
Perusing (per 15 minutes)	R150.00
Perusing (per folio)	R35.00
Photostats (per page)	R2.00
Research (per hour)	R600.00
Research (per 15 minutes)	R150.00
Telephone Call Made (per 3 mins)	R30.00
Telephone Call Received (per 3 mins)	R30.00

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E-mail received	R7.50
E-mail sent	R7.50
Fax received (per page)	R7.50
Fax Sent (per page)	R7.50
Formal Telephone call (per 5 minutes)	R50.00

Travelling (per kilometre)	R3.50
Travelling time (per 15 minutes)	R100.00
Disbursements:	
Actual disbursements incurred on behalf of clients	