

## **New Client Information**

The following information should be read by prospective clients.

## **Our Approach**

We wish to form a longstanding and open relationship with our clients based on mutual trust and respect.

All of our tax advisory services are provided taking into account the prevailing legislation and are properly researched. Wherever possible we will seek to implement our advice and provide ongoing involvement and support to maximise the opportunity for success.

None of our solutions or recommendations relies on secrecy or non-disclosure to the relevant authorities to succeed and we will not participate in nor condone arrangements which seek to do so.

## **Initial Meeting**

Where possible we will seek to meet with you in person.

During the initial meeting we will obtain information from you concerning your personal circumstances and objectives. This will enable us to determine whether we are able to assist you and the basis for which our services will be provided. The scope of our engagement will be documented in a Letter of Engagement which you will be asked to sign in acknowledgement.

Our "TaxFinder" Questionnaire may be used as a basis for obtaining relevant information from you. All information provided by you will, of course, be treated in strict confidence.

We do not charge for the initial meeting which is generally conducted for no longer than 90 minutes.

Whilst we may offer suggestions, ideas and express general views, some of which may not be fully researched, these should not be construed as providing professional advice and, as such, may not be relied on.

Any time spent after the initial meeting will be accounted for and billed accordingly.

## **Our Fees**

We will set out the basis of our fees with you prior to incurring any such fees on your account.

In determining how fees will be charged account will be taken of the following:

- ✓ The amount of time anticipated to complete the work;
  - ✓ The size and complexity of the transaction or circumstances to be advised on;
  - ✓ The level of experience and expertise required to deliver the services;
  - ✓ The risk profile and level of responsibility involved;
  - ✓ Whether we are required to liaise with other professionals;
  - ✓ The value of our services, for example, in terms of tax savings;
  - ✓ The timeframe which we are requested to work to.
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International tax & business consulting

As a guide, our tax advisory hourly rates vary from £120 to £375, depending on the nature of the work undertaken.

Disbursements and “out of pocket” expenses will also be charged to your account.

As a Gibraltar based business our fees are not charged with Value Added Tax.

### **Know Your Client (“KYC”)**

In order to fulfil our statutory obligations, you will be asked to provide the following information:

- ✓ Evidence of your identity (e.g. passport or national identity card); and
- ✓ Evidence of your residential address (e.g. a utility bill or bank statement less than 3 months old).

Please bring these with you to our initial meeting.

We may also request additional information such as a professional reference or letter of introduction and conduct certain background checks using independent agencies.

### **Terms of Engagement**

All of our services are subject to our Terms of Engagement.

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