



KLINKERT LAW

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Dear Susan

Thank you for your email of 19 June 2019.

In response:

1. Our current Legal Executive serves as our PA at present. He is a competent, systematic user of IT, has typing skills and is answerable only to me and my partner Anja Klinkert. This is in addition to his conveyancing knowledge and experience.  
It is, however, our plan to obtain a PA over the next few months who would also be available for UCOL work.
2. A “back-up” plan you refer to should not be necessary as we are three of us, (two senior Conveyancers and a qualified Legal Executive) dedicated to the UCOL project with said PA
3. It goes without saying we would adhere to deadlines – this is critical to all conveyancers. I fully understand the Units will require UCOL transferring them on the same day (“Settlement date”). Much of the work required will be done well in advance of Settlement date.
4. We repeat, we will be the people who are responsible for the quantum of our fees. I remind you of the many numbers of hours I spent with the UCOL Directors which were shared without cost to the Group.
5. We are hoping the time that may be required to negotiate, prepare and have completed new Agreements for Sale and Purchase, Covenants, Indemnities and related documentation will be absorbed by our previous estimate but again, any overrun would be discussed with the Directors.
6. Our firm, as at 1 July 2019 will be Anja and I, as equal partners, directors and shareholders in Fernhill Lawyers Ltd, trading as Klinkert Law.

With very best regards,

Helen Davidson