

Vas Solicitors Limited

Introduction to Price Transparency at Vas Solicitors

Here at Vas Solicitors we have always prided ourselves on our jargon-free and transparent approach to our work.

We feel it's really important, in addition to providing you with an excellent service, that you know what you will pay for the service you expect to receive.

Below you'll find some of our prices for certain aspects of the work that we do, namely

- Conveyancing charges for buying, selling and re-mortgaging property
- Immigration applications (excluding asylum applications)
- Uncontested probate work with all assets in the UK
- Licensing applications (business premises)
- Undisputed Debt Recovery up to £100,000
- Claims for wrongful dismissal
- Claims for unfair dismissal

Please be aware that we have shown a broad range of possible costs to give you the very best idea of the minimum & maximum fees.

However all work that Vas Solicitors undertakes is based on a number of factors, which include:

- How urgent the matter is and how quickly you would like it dealt with
- Whether the matter is disputed or not
- How complex or simple the matter is
- Whether there is any international aspect
- Any exceptional circumstances
- The particular individual or individuals at Vas Solicitors that you would like to deal with the matter

- The level of seniority of the person who may deal with the matter

Because of this we offer a free initial consultation or quote, to discuss your own individual circumstances so we can provide you with a far more accurate quotation.

So our best advice is to contact us directly on 020 3137 2598 or at admin@vassolicitors.co.uk

Key Terminology

Disbursements

A disbursement is defined as a payment that has to be made to a third party for a service provided or for a statutory required action; for example, local authority searches or land registry fees, Court fees or other payments made to third parties on your behalf. These payments are not part of the solicitor's fee for carrying out your legal work; specifically in conveyancing transactions, disbursements are costs related to your matter that are payable to third parties, such as Land Registry fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

VAT

All of our fees below are stated to be **exclusive of VAT**. VAT is a tax that is added to the price of goods or services. VAT is an abbreviation for 'value added tax' We set out next to our prices or estimates of prices the likely level of VAT to be charged but this is always subject to the rate being changed by law;

Vas Solicitors

The business of Vas Solicitors Limited trading as Vas Solicitors.

Conveyancing Work Fees

Our fees for a typical house purchase range from around £650.00 for a simple transaction to around £3,000.00 for exceptional circumstances, for example for a substantial historic building on unregistered land or a house with a very substantial purchase price, for instance exceeding £1m. That's why at Vas Solicitors, we will always provide you with an individual costs quotation at the start of a transaction, taking into account the actual features of your purchase. We will always advise you immediately about any variance, and discuss the potential impact on price before any additional charges are incurred.

In the sections set out below, we try to give as much information as possible to help you to decide about the solicitor you wish to engage with your matter.

Sale/ Purchase Fees	Fees
Less than £200,000	£750 plus Vat
£200,001 to £300,000	£850 plus Vat
£300,001 to £400,000	£950 plus Vat
£400,001 to £500,000	£1050 plus Vat
£500,001 to £600,000	£1250 plus Vat
£600,001 to £700,000	£1450 plus Vat
£700,001 to £800,000	£1650 plus Vat
£800,001 to £1,000,000	£2000 plus Vat
£1,000,000 to £1,500,000	£2750 plus Vat
More than £1,500,000	Please call to obtain a bespoke quote

SDLT Return fee

An additional fee of £200 plus Vat is charged for the extra work required to complete and submit stamp duty land tax forms in relation to the transaction. Please note this is in addition to the scale fees.

Leasehold Property fee

Our fees in connection with the leasehold property is an additional £150 plus Vat in addition to the scale fees

Re-mortgage fees

Our costs in connection with a re-mortgage is £750 plus Vat and costs of the disbursements up to £400,000 and beyond £400,000 then the scale fee above applies.

Transfer of equity

Our fees in connection with a transfer of equity is £500 plus Vat

Limited Company Purchases

Our costs in connection with a purchase in the Limited company name will be additional £500 plus Vat to the above scale fees

Lender's Solicitors

Please note if our firm is not on a particular panel and if the clients proceed with separate representation then our fees will be charged on the basis our scale fees less lender's solicitor's fees.

Sale or purchase with Share of the freehold

An additional fee of £200 will be charged to the above scale fees for a sale with share of the freehold

Bridging Finance fees

Fees charges for bridging finance is £2000 - £3000 plus Vat in addition to the lender's solicitors costs

Telegraphic Transfer fees / CHAPS fees

Fixed fee of £15 with no Vat payable. This is the exact fee incurred by us to the bank

Lawyer Checker fees

Fixed fee of £12 (£10 plus Vat). This is the exact fee incurred by us to the search provider

LMS fees

Fixed fee of £12 (£10 plus Vat). This is the exact fee incurred by us to LMS

Postage

Special Delivery fee of £6.35

Recorded Delivery fee of £1.81

Land Registry ID Fees

Fixed fee of £150 plus Vat will be charged for each ID1

Occupiers Consent

Our costs for this service will be £225 plus Vat

Second Charges

If the client is buying or selling property with the second charge, we reserve the right to charge an additional fee of £150 plus Vat for dealing with the extra lender

Declaration of Trust

If a Declaration of Trust is required then we will charge £200 plus Vat. This is typically required if the client is purchasing property and one client is contributing higher amount and to protect their interest they into a Declaration of Trust.

Dealing with gifts from Parents of others

If the client is buying the property with the assistance of a gift, we will need to carry our indemnity and financial checks including source of funds. An additional fee of £300 plus Vat will be charged in addition to the scale fees.

Dealing with non-standard restriction against title and liaising with the solicitors/lender

Our fees will be £250 plus Vat

Deed of covenant for flying freehold

Our fees will be £250 plus Vat

Drafting additional contract package for a contract race

Our fees will be additional £200 plus Vat

Please note the following

It is only right to advise that our fee assumes that:-

- The matter will be a standard residential conveyancing and no unforeseen matters arise, including but not limited to a defect in the title which requires remedying prior to completion or preparation of additional documents ancillary to the main transaction.
- The transaction is concluded in a timely manner and no unforeseen complication arises.
- All parties to the transaction are cooperative and there is no unreasonable delay in third parties providing documentation or services.
- Once instructed, your instructions to us do not change in a material way. An example of a material change would be that you instruct us that you are buying a property in your sole name but, after we are instructed, you decide to purchase the property jointly with a spouse or some other person.

Exclusions

We do not undertake tax advice, with the exception of reporting and paying the stamp duty on a property transaction.

Our fees are fixed, however there may be factors which would typically increase the cost of the fees estimated above. Where there is likely to be any additional cost, we will make sure you are informed of this at the earliest opportunity and a clear estimate of those extra costs will be provided.

Factors that may lead to an increase in cost include:

- If a legal title is defective or part of the property is unregistered
- If you discover building regulations or planning permission has not been obtained
- If crucial documents, we have previously requested from you have not been provided to us
- If the property is a new build
- If any of the additional items set out above are required

Timescales

On any transaction, the timescales are subject to change depending on many factors such as mortgage offers, searches, parties within the chain and so on. The average transaction takes between eight to ten weeks. It can be slower or quicker, and the following situations may give you an idea of timing scenarios:-

1. For a first time buyer purchasing a brand new property with a mortgage in principle it could take 8 weeks if the property is ready for occupation.
2. If you are buying a leasehold property that requires an extension to the Lease and raising enquiries from the Landlord or another third party, it can take significantly longer and between 10 – 16 weeks.

3. If you are buying and selling a property and there is a chain of say three or four requiring mortgages and searches, this may typically take between 8 – 12 weeks.
4. The average mortgage takes between five and six weeks to be issued from the date of application.
5. Local Authority searches and enquiries on a purchase can take around five weeks.

Abortive fees

Sometimes a sale or purchase does not proceed for a number of reasons. We do charge for work undertaken on your behalf in such a situation together with any disbursements incurred on your behalf as follows:

<u>STAGE</u>	<u>BUYING PROPERTY</u>	<u>SELLING PROPERTY</u>	<u>OUR PROFESSIONAL FEES</u>
1.	File opened, initial letters sent and documents returned, pre-exchange searches requested, received, printed and reported.	File opened, initial letters sent, contract package prepared and sent to buyer's solicitors	£240 Inc. VAT
2.	Mortgage offer received and reported with deed, enquiries raised on contract package provided	Redemption figure requested, enquiries answered	£300 Inc. VAT
3.	Contract Report prepared, all documents sent to client for signing	Contract documents sent to client for signing	£360 Inc. VAT
4.	File ready for exchange of contracts. Completion Statement prepared and finances organised	File ready for exchange of contracts. Completion Statement prepared and finances organised	£420 Inc. VAT

Stamp Duty or Land Tax (on purchase)

This depends on the purchase price of your property. You can calculate the amount you will need to pay by using HMRC's website or if the property is located in Wales by using the Welsh Revenue Authority's website.

Please note that this is based on many variable factors and the level of disbursements could quite possibly increase depending on your circumstances. It is therefore vital that you obtain a matter-specific quote from us before proceeding to ensure that you can afford your purchase.

Stages of the process

The precise stages involved in the purchase of a residential property vary according to the circumstances. However, below we have suggested some key stages that you may wish to include:

- Take your instructions and give you initial advice
- Check finances are in place to fund purchase and contact lender's solicitors if needed
- Receive and advise on contract documents
- Carry out searches
- Obtain further planning documentation if required
- Make any necessary enquiries of seller's solicitor
- Give you advice on all documents and information received
- Go through conditions of mortgage offer with you
- Send final contract to you for signature
- Agree completion date (date from which you own the property)
- Exchange contracts and notify you that this has happened
- Arrange for all monies needed to be received from lender and you
- Complete purchase
- Deal with payment of Stamp Duty/Land Tax
- Deal with application for registration at Land Registry

Purchase of a leasehold residential property

Our fees cover all the work required to complete the purchase of your new home, including dealing with registration at the Land Registry and dealing with the payment of Stamp Duty Land Tax (Stamp Duty) if the property is in England, or Land Transaction Tax (Land Tax) if the property is in Wales.

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as search fees. We handle the payment of the disbursements on your behalf to ensure a smoother process. There are certain disbursements which will be set out in the individual lease relating to the Property. The disbursements

which we anticipate will apply are set out separately below. This list is not exhaustive and other disbursements may apply depending on the term of the lease. We will update you on the specific fees upon receipt and review of the lease from the seller's solicitors.

- HM Land Registry fee
- Search fees
- VAT on search fees
- Electronic money transfer fee
- VAT

Anticipated Disbursements*

- Notice of Transfer fee – This fee if chargeable is set out in the lease. Often the fee is between £125 and £175
- Notice of Charge fee (if the property is to be mortgaged) – This fee is set out in the lease. Often the fee is between £125 and £175
- Deed of Covenant fee – This fee is provided by the management company for the property and can be difficult to estimate.
- Certificate of Compliance fee – To be confirmed upon receipt of the lease.

*These fees vary from property to property and can on occasion be significantly more than the ranges given above. We can give you an accurate figure once we have sight of your specific documents.

You should also be aware that ground rent and service charge are likely to apply throughout your ownership of the property. We will confirm the ground rent and the anticipated service charge as soon as this we receive this information.

Stamp Duty Land Tax

This depends on the purchase price of your property. You can calculate the amount you will need to pay by using HMRC's website or if the property is located in Wales by using the Welsh Revenue Authority's website.

The precise stages involved in the purchase of a residential leasehold property vary according to the circumstances. However, below we have suggested some key stages that you may wish to take into consideration:

- Take your instructions and give you initial advice

- Check finances are in place to fund purchase and contact lender's solicitors if needed
- Receive and advise on contract documents
- Carry out searches
- Obtain further planning documentation if required
- Make any necessary enquiries of seller's solicitor
- Give you advice on all documents and information received
- Go through conditions of mortgage offer
- Send final contract to you for signature
- Draft Transfer
- Advise you on joint ownership
- Obtain pre-completion searches
- Agree completion date (date from which you own the property)
- Exchange contracts and notify you that this has happened
- Arrange for all monies needed to be received from lender and you
- Complete purchase
- Deal with payment of Stamp Duty/Land Tax
- Deal with application for registration at Land Registry

Conveyancing teams and experience

Name	Position at Vas Solicitors	Qualifications	Relevant Experience
Veeravagu Vaaheesan	Solicitor/Director	Solicitor of the senior courts	9+ years of conveyancing experience

Akshya Kumar	Senior Solicitor	Solicitor of the senior courts	17+ years of conveyancing experience
Evanjalín Vivekanandarajah	Solicitor/Director	Solicitor of the senior courts	1+ years of conveyancing experience
Imalka Thusyanthan	Solicitor/Director	Solicitor of the senior courts	5+ years of conveyancing experience
Babita Issur	Trainee Conveyancer	-	10+ years of conveyancing experience
Anjalie Bala	Trainee Solicitor	LLM, LPC	1+ years of conveyancing experience
Sunjay Issur	Trainee Solicitor	LLB	1+ years of conveyancing experience

Immigration Work Fees

Our fees for a typical immigration matter range from £400.00 for a simple immigration application to around £1,500.00 for complex immigration applications. That's why at Vas Solicitors, we will always provide you with an individual costs quotation at the start of a matter, taking into account the actual features of your circumstances. We will always advise you immediately about any variance, and discuss the potential impact on price before any additional charges are incurred.

In the sections set out below, we try to give as much information as possible to help you to decide about the solicitor you wish to engage with your application.

Type of application	Broad range of Vas Solicitors Fees (excluding VAT)
EEA National Permanent Residence Card	£650.00
EEA National Family Member Permanent Residence	£650.00
EEA national applying for Naturalisation as the spouse of a British citizen	£800.00
Permanent Residence Card	£800.00
EEA Family Resident Permits & National registration certificates	£650.00
Spouse Visa	£800.00
Fiancé Visa	£800.00
Student Visa	£800.00
Visit Visa	£600.00

Indefinite Leave to Remain	£600.00
Naturalisation and British Citizenship	£800.00
Adult Dependant Visa In/Out Country	£800.00
Application for Travel Document	£400.00
Sponsor Licence Declaration	£1,500.00
Private Medical Treatment Visit Visa	£1,000.00
Replacement of Biometric Card	£400.00

A typical immigration matter

Our fees cover all of the work required to consider the immigration documents and documents provided by yourself, take your instructions and providing advice, preparing and submitting the application on your behalf, advise the client on timelines and advise you on the outcome of the application.

How long will my immigration matter take?

The period of time an immigration matter will take will depend on the type of immigration application. The average process takes between 6 months.

It can be quicker or slower, depending on your personal or any exceptional circumstances.

Stages of the process

The precise stages involved in immigration matter vary according to the application and circumstances. However, below we have suggested some key stages that you may wish to take into consideration:

- Obtaining relevant information from you
- Providing legal advice on the relevant law and merits of your application
- Providing legal advice on completing the form
- Providing legal advice on your eligibility for payment of the health surcharge (if applicable)
- Submitting your application to the Home Office together with any relevant fees

Disbursements

Disbursements are costs related to your matter that are payable to third parties. We handle the payment of the disbursements on your behalf to ensure a smoother process. The disbursements which we anticipate will apply are set out separately below. This list is not exhaustive and other disbursements may apply. We will update you on the specific fees upon receipt.

- Postage

Immigration team and experience

Name	Position at Vas Solicitors	Relevant Experience
Veeravagu Vaaheesan	Shareholder / Director	9+ years of immigration experience
Evanjalin Vivekanandarajah	Director	1+ years of immigration experience
Anjalie Bala	Trainee Solicitor	1+ years of immigration experience

Sunjay Issur	Trainee Solicitor	Approx 1 year of immigration experience
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Motoring (Summary offences) Work Fees

Our fees for a typical motoring summary offence matter range on price depending on the facts of the case and the solicitor dealing with your matter. That's why at Vas Solicitors, we will always provide you with an individual costs quotation at the start of a matter, taking into account the actual features of your circumstances. We will always advise you immediately about any variance, and discuss the potential impact on price before any additional charges are incurred.

In the sections set out below, we try to give as much information as possible to help you to decide about the solicitor you wish to engage with your application.

Type of application	Broad range of Vas Solicitors Fees (excluding VAT)
Totting up (12 points on your licence)	

Drink Driving	
Speeding	
Use of a mobile phone	Mr Veeravagu Vaaheesan - £250.00 per hour Mr Akshya Kumar - £250.00 per hour
Dangerous Driving	Ms Evanjalini Vivekanandarajah - £165.00 per hour
Driving without insurance	Ms Anjalie Bala - £121.00 per hour Mr Sunjay Issur - £121.00 per hour
Failing to stop or report an accident	
Appeals and traffic light offences	
Driving endorsements and notice of prosecution	

A typical motoring matter

Our fees cover all of the work required to consider the documents provided by yourself, take your instructions and providing advice, preparing and submitting the application on your behalf, advise you on timelines and advise you on the outcome of the application.

How long will my motoring matter take?

The period of time a motoring matter will take will depend on the type of application.

It can be quicker or slower, depending on your personal or any exceptional circumstances.

Stages of the process

The precise stages involved in a motoring matter will vary according to the application and circumstances. However, below we have suggested some key stages that you may wish to take into consideration:

- Obtaining relevant information from you
- Providing legal advice on the relevant law and merits of your application

Disbursements

Disbursements are costs related to your matter that are payable to third parties. We handle the payment of the disbursements on your behalf to ensure a smoother process. The disbursements which we anticipate will apply are set out separately below. This list is not exhaustive and other disbursements may apply. We will update you on the specific fees upon receipt.

- Postage

Motoring team and experience

Name	Position at Vas Solicitors	Relevant Experience
Veeravagu Vaaheesan	Shareholder / Director	9+ years Post Qualification Experience
Evanjalin Vivekanandarajah	Director	1+ years Post Qualification Experience
Anjalie Bala	Trainee Solicitor	Dealt with motoring matters under supervision
Sunjay Issur	Trainee Solicitor	-

Probate (Uncontested) Work Fees

Private Client

Fixed fee for applying for the Grant of Representation

Please see below for our fixed fee on obtaining the Grant. This will depend upon the following –

- 1) The size of the estate
- 2) Whether or not there is any Inheritance Tax payable
- 3) Whether or not the Executors or Personal Representatives need to submit a full account to HM Revenue and Customs

In addition you will need to pay the following disbursements which are costs related to your matter that are payable to third parties, such as court fees.

Disbursements

Probate court fee £155 plus £0.50 per copy.

Swearing of the oath £7 per executor (this can vary depending whether or not there is a Will).

As part of our fixed fee we will:

- Identify the legally appointed executors or administrators
- Accurately identify the type of Probate application you will require
- Obtain the relevant documents required to make the application
- Complete the Probate Application and the relevant HMRC forms
- Draft a legal oath for you to swear
- Make the application to the Probate Court on your behalf
- Obtain the Probate and requested number of copies

Typically, obtaining the grant of probate takes between 4 to 16 weeks, but can be considerably longer if Inheritance tax is payable.

Probate and Administration of Estates

This service will involve us applying for the grant, collecting and distributing the assets. We will handle the full process for you. This guide is for estates where:

- There is a valid will
- There is no more than one property
- There are no more than 4 bank or building society accounts
- There are no other intangible assets
- There are no more than 4 legatees (people or institutions that receive a cash sum)
- There are between 1 and 4 residuary beneficiaries (people who share what is left after all legacies, costs and debts have been discharged)
- There are no disputes between beneficiaries on the division of assets. If disputes arise this is likely to lead to an increase in costs
- There is no inheritance tax payable and the executors do not need to submit a full account to HMRC
- There are no claims made against the estate

Likely disbursements in addition to our fees:

- Probate application fee of £157 (including 4 copies of the Grant)
- £7 Swearing of the oath (per executor) – this can vary slightly
- £3 HM Land Registry office copy entry fee in relation to the property
- Between £200 and £300 – Advertise the death in The London Gazette and a local newspaper – this protects against unexpected claims from unknown creditors.

These disbursements are not normally subject to VAT.

Our fees are split into two parts; time costs and the value element.

Time costs

We anticipate an estate like this will take between 10 and 25 hours work at £190 per hour. The total time costs are therefore estimated to be between £1900 and £4500 (plus VAT).

The exact cost will depend on the individual circumstances of the matter. For example, if there is one beneficiary and no property, time costs will be at the lower end of the range. If there are multiple beneficiaries, 4 legatees, a property and multiple bank accounts, time costs will be at the higher end.

Potential additional costs

- If there is no will or the estate consists of any share holdings (stocks and bonds) there is likely to be additional costs that could range significantly depending on the estate and how it is to be dealt with. We can give you a more accurate quote once we have more information.
- If any additional copies of the grant are required, they will cost 50p each (1 per asset usually).
- Dealing with the sale or transfer of any property in the estate is not included.
- Any income tax returns that need to be prepared are not included.
- If the estate is larger than first thought, there are foreign assets or if any lifetime gifts in the seven years prior to death have been made, then this will mean a full Inheritance Tax account will need to be prepared for HM Revenue & Customs and the costs could increase significantly.

Disbursements are costs related to your matter that are payable to third parties, such as court fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

Value element

This is a small percentage of the value of the estate as declared for Probate purposes and is 50% of any real estate and 1% of everything else (plus VAT).

Therefore, if an estate has a house worth £250,000 and there is £50,000 of other liquid assets, then the value element will be –

Real estate – $£250,000 \times 0.05\% = £1250$

Other assets $£50,000 \times 1\% = £500$.

Total value element costs £1750 plus VAT.

The full costs involve adding the time fees, value element and disbursements together.

How long will this take?

On average, estates that fall within this range are dealt with within 6-9 months. Typically, obtaining the grant of probate takes 10-16 weeks. Collecting assets then follows, which can take between 3-10 weeks. Once this has been done, we can distribute the assets, which normally takes 2-3 weeks, although we do recommend that Personal Representatives adhere to the statutory period of waiting 6 months after the date of the Grant of Probate to make sure that there are no claims against the estate.

Type of application	Broad range of Vas Solicitors Fees (excluding VAT)
Personal Estate Professional	3% - 4% of Gross Price
Personal Residence	3% - 4% of Gross Price
Individual Will – Standard	£250.00

Individual Will – With more complex background	£400.00
Lasting Power of Attorney	£82.00
Assistance with Estate Administration	Mr Veeravagu Vaaheesan - £250.00 per hour Mr Akshya Kumar - £250.00 per hour
Assistance obtaining a Grant of Probate	Ms Evanjalini Vivekanandarajah - £165.00 per hour Ms Anjalie Bala - £121.00 per hour Mr Sunjay Issur - £121.00 per hour

Probate team and experience

Name	Position at Vas Solicitors	Relevant Experience
Veeravagu Vaaheesan	Shareholder / Director	9+ years Post Qualification Experience
Evanjalini Vivekanandarajah	Director	1+ years Post Qualification Experience
Anjalie Bala	Trainee Solicitor	-
Sunjay Issur	Trainee Solicitor	-

Licensing (Business Premises) Work Fees

Our fees for a typical licensing application range on price depending on the facts of the case, the licencing authority and the type of application. That's why at Vas Solicitors, we will always provide you with an individual costs quotation at the start of a matter, taking into account the actual features of your circumstances. We will always advise you immediately about any variance, and discuss the potential impact on price before any additional charges are incurred.

In the sections set out below, we try to give as much information as possible to help you to decide about the solicitor you wish to engage with your application.

In addition you will need to pay the following disbursements which are costs related to your matter that are payable to third parties, such as court fees.

Disbursements

Fees for newspaper advert is likely to be £350.00 - £650.00, and the application fee is likely to be £190.00, but this may be higher or lower if the local authority states this. We will let you know from the outset of such fees for you to come to a decision before you instruct us.

Postage will depend on the application as a few licencing authorities may wish for electronic application to be submitted or paper applications. While electronic applications may require less paper usage, we will let you know if postage fees will apply.

As part of our fixed fee we will:

- Identify the local authority
- Accurately identify the type of application you will require
- Obtain the relevant documents required to make the application
- Complete the electronic or paper based application to the local authority
- Correspond and negotiate with the local authorities your goals to be reflected in the licence

- Await receipt of the licence application

Typically, obtaining the licence takes between 4 to 16 weeks, but can be considerably longer if there are issues the local authority wish to raise an objection towards.

Licencing team and experience

Name	Position at Vas Solicitors	Qualifications	Relevant Experience
Veeravagu Vaaheesan	Shareholder / Director	Solicitor of the senior courts	9+ years Post Qualification Experience
Evanjalin Vivekanandarajah	Director	Solicitor of the senior courts	1+ years Post Qualification Experience
Anjalie Balasubramaniam	Trainee Solicitor	LLM, LPC	1+ years in licensing applications
Sunjay Issur	Trainee Solicitor	LLB	1+ years in licencing applications

Debt Recovery (Undisputed) Work Fees

These costs apply where your claim is in relation to an unpaid invoice which is not disputed and enforcement action is not needed. If the other party disputes your claim at any point, we will discuss any further work required and provide you with revised advice about costs if necessary, which could be on a fixed fee (e.g. if a one off letter is required), or an hourly rate if more extensive work is needed.

Debt Value	Court Fee	Broad range of Vas Solicitors Fees (excluding VAT)
Up to £5,000	Between £35-£205	Mr Veeravagu Vaaheesan - £250.00 per hour
£5,001 – £10,000	£455	Mr Akshya Kumar - £250.00 per hour Ms Evanjalini Vivekanandarajah - £165.00 per hour
£10,001 – £50,000	5% value of the claim	Ms Anjalie Balasubramaniam - £121.00 per hour Mr Sunjay Issur - £121.00 per hour
£50,001 – £100,000	5% value of the claim	

Anyone wishing to proceed with a claim should note that:

- The VAT element of our fee cannot be reclaimed from your debtor (unless you are not VAT registered).
- Interest and compensation may take the debt into a higher banding, with a higher cost.
- The costs quoted above are not for matters where enforcement action, such as the bailiff, is needed to collect your debt.

Our fee includes:

- Taking your instructions and reviewing documentation
- Undertaking appropriate searches but does not include disbursements if chargeable which are usually in the region of £100 plus VAT for a basic credit or financial search
- Sending a letter before action
- Receiving payment and sending onto you, or if the debt is not paid, drafting and issuing claim
- Where no Acknowledgment of Service or Defence is received, applying to the court to enter Judgement in default
- When Judgment in default is received, write to the other side to request payment
- If payment is not received within 21 days, providing you with advice on next steps and likely costs

Matters usually take 3-5 weeks from receipt of instructions from you to receipt of payment from the other side, depending on whether or not it is necessary to issue a claim. This is on the basis that the other side pays promptly on receipt of Judgement in default. If enforcement action is needed, the matter will take longer to resolve and if the matter is disputed it could be 9-12 months before a Judgment may be obtained.

Litigation team and experience

Name	Position at Vas Solicitors	Qualifications	Relevant Experience
Veeravagu Vaaheesan	Shareholder / Director	Solicitor of the senior courts	9+ years Post Qualification Experience
Evanjalin Vivekanandarajah	Director	Solicitor of the senior courts	1+ years Post Qualification Experience
Anjalie Balasubramaniam	Trainee Solicitor	LLM, LPC	1+ years in licensing applications
Sunjay Issur	Trainee Solicitor	LLB	1+ years in licencing applications

Claim for Wrongful Dismissal Work Fees

Type of Application	Broad range of Vas Solicitors Fees (excluding VAT)
Wrongful Dismissal	Mr Veeravagu Vaaheesan - £250.00 per hour Mr Akshya Kumar - £250.00 per hour Ms Evanjalini Vivekanandarajah - £165.00 per hour Ms Anjalie Balasubramaniam - £121.00 per hour Mr Sunjay Issur - £121.00 per hour

Factors that could make a case more complex:

- If it is necessary to make or defend applications to amend claims or to provide further information about an existing claim
- Defending claims that are brought by litigants in person
- Making or defending a costs application
- Complex preliminary issues such as whether the claimant is disabled (if this is not agreed by the parties)
- If a preliminary hearing is required
- Making an application for a provisional decision given during the course of a legal action.
- The number of witnesses and documents
- If there are also allegations of unfair dismissal or discrimination
- If there is more than one potential Respondent e.g. in the case of a dismissal resulting from a transfer of the business or a part of it.

There will be an additional charge for attending a Tribunal Hearing of £1,000 per day (excluding VAT). Generally, we would allow 1 hour to 1 day depending on the complexity of your case.

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as court fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

Counsel's fees estimated between £750 to £3,500 per day (excluding VAT) (depending on experience of the advocate) for attending a Tribunal Hearing (including preparation). If a hearing lasts for more than one day, the fee for preparation and the first day is usually higher than the fee for subsequent days.

Key stages

The fees set out above cover all of the work in relation to the following key stages of a claim:

- Taking your initial instructions, reviewing the papers and advising you on merits and likely compensation (this is likely to be revisited throughout the matter and subject to change). You may have other options available to you for funding a Tribunal claim, e.g. cover under an insurance policy. We will discuss these options at our first meeting to check whether any apply to you.
- Entering into pre-claim conciliation where this is mandatory to explore whether a settlement can be reached;
- Preparing claim or response
- Reviewing and advising on claim or response from other party
- Exploring settlement and negotiating settlement throughout the process
- Preparing or considering a schedule of loss
- Preparing for (and attending) a Preliminary Hearing
- Exchanging documents with the other party and agreeing a bundle of documents
- Taking witness statements, drafting statements and agreeing their content with witnesses
- Preparing bundle of documents
- Reviewing and advising on the other party's witness statements
- Agreeing a list of issues, a chronology and/or cast list

- Preparation and attendance at Final Hearing, including instructions to Counsel

The stages set out above are an indication and if some of stages above are not required, the fee will be reduced. You may wish to handle the claim yourself and only have our advice in relation to some of the stages. This can also be arranged on your individual needs.

How long will my matter take?

The time that it takes from taking your initial instructions to the final resolution of your matter depends largely on the stage at which your case is resolved. If a settlement is reached during pre-claim conciliation, your case is likely to take 1-3 months. If your claim proceeds to a Final Hearing, your case is likely to take 6-12 months. This is just an estimate and we will of course be able to give you a more accurate timescale once we have more information and as the matter progresses.

Claim for Unfair Dismissal Work Fees

Type of Application	Broad range of Vas Solicitors Fees (excluding VAT)
Unfair Dismissal	Mr Veeravagu Vaaheesan - £250.00 per hour Mr Akshya Kumar - £250.00 per hour Ms Evanjalini Vivekanandarajah - £165.00 per hour Ms Anjalie Balasubramaniam - £121.00 per hour Mr Sunjay Issur - £121.00 per hour

Factors that could make a case more complex:

- If it is necessary to make or defend applications to amend claims or to provide further information about an existing claim
- Defending claims that are brought by litigants in person
- Making or defending a costs application
- Allegations of discrimination which are linked to the dismissal

- Complex preliminary issues such as whether the claimant is disabled (if this is not agreed by the parties)
- If a preliminary hearing is required.
- Making an application for a provisional decision given during the course of a legal action (a preliminary application).
- The number of witnesses and documents
- If there are complex allegations about the Claimant's conduct.
- If it is an automatic unfair dismissal claim e.g. if you are dismissed after blowing the whistle on your employer
- If there is more than one potential Respondent e.g. in the case of a dismissal resulting from a transfer of the business or a part of it.

There will be an additional charge for attending a Tribunal Hearing of £1,000 per day (excluding VAT). Generally, we would allow 1-7 days depending on the complexity of your case.

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as court fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

Counsel's fees estimated between £750 to 3,500 per day (excluding VAT) (depending on experience of the advocate) for attending a Tribunal Hearing (including preparation). If a hearing lasts for more than one day, the fee for preparation and the first day is usually higher than the fee for subsequent days.

Key stages

The fees set out above cover all of the work in relation to the following key stages of a claim:

- Taking your initial instructions, reviewing the papers and advising you on merits and likely compensation (this is likely to be revisited throughout the matter and subject to change). You may have other options available to you for funding a Tribunal claim, e.g. cover under an insurance policy. We will discuss these options at our first meeting to check whether any apply to you.
- Entering into pre-claim conciliation where this is mandatory to explore whether a settlement can be reached;
- Preparing claim or response
- Reviewing and advising on claim or response from other party
- Exploring settlement and negotiating settlement throughout the process

- Preparing or considering a schedule of loss
- Preparing for (and attending) a Preliminary Hearing
- Exchanging documents with the other party and agreeing a bundle of documents
- Taking witness statements, drafting statements and agreeing their content with witnesses
- Preparing bundle of documents
- Reviewing and advising on the other party's witness statements
- Agreeing a list of issues, a chronology and/or cast list
- Preparation and attendance at Final Hearing, including instructions to Counsel

The stages set out above are an indication and if some of stages above are not required, the fee will be reduced. You may wish to handle the claim yourself and only have our advice in relation to some of the stages. This can also be arranged on your individual needs.

How long will my matter take?

The time that it takes from taking your initial instructions to the final resolution of your matter depends largely on the stage at which your case is resolved. If a settlement is reached during pre-claim conciliation, your case is likely to take 1-3 months. If your claim proceeds to a Final Hearing, your case is likely to take 6-18 months. This is just an estimate and we will of course be able to give you a more accurate timescale once we have more information and as the matter progresses.

Conditional Fee Agreements & Damages Based Agreements

In some circumstances, we may consider entering into a Damages-Based Agreement with you. A Damages-Based Agreement is a type of Conditional Fee Arrangement. This is only applicable to those bringing the claim and not those defending a claim.

If we enter into this type of arrangement with you, our fees are determined as a percentage of the amount that you achieve if you win. A “win” would include any settlement reached or following any Employment Tribunal award. This percentage is usually 35% inclusive of VAT, although it is assessed on the circumstances of each matter.

If you were unsuccessful in your claim, you would not be required to pay our fees. There are exceptions to this which are set out below.

You will always be required to pay any disbursements incurred (whether you are successful or not) and these will usually be required on account prior to the costs being incurred.

The agreement is limited to pursuit of your claims. It does not cover:

- (a) any claims or counterclaims brought against you;
- (b) any appeal that either you or your employer may make including any appeal to the Employment Appeal Tribunal; or
- (c) any reference to the Court of Justice of the European Union.

Disbursements

Disbursements are costs related to your matter that are payable to third parties, such as Counsel’s fees. We handle the payment of the disbursements on your behalf to ensure a smoother process.

Counsel’s fees estimated between £750 to £3,500 per day (excluding VAT) (depending on experience of the advocate) for attending a Tribunal Hearing (including preparation). If a hearing lasts for more than one day, the fee for preparation and the first day is usually higher than the fee for subsequent days.

Breach of the Agreement

If you breach the agreement, you would be required to pay our fees calculated on the basis of the relevant hourly rate. Breaching the agreement can include not acting in accordance with our advice, being untruthful in your representation of your claim to us or failing to provide in advance any payment required in respect of any disbursements which may be incurred. This is not exhaustive and we would provide further information prior to entering into this type of agreement. If you terminate the agreement prior to conclusion of the matter or become incapable of continuing with the matter, you would be required to pay our fees calculated on the basis of the relevant hourly rate.

Employment Law Team and experience

Name	Position at Vas Solicitors	Qualifications	Relevant Experience
Veeravagu Vaaheesan	Shareholder / Director	Solicitors of the senior courts	9+ years Post Qualification Experience
Evanjalin Vivekanandarajah	Director	Solicitor of the senior courts	1+ years Post Qualification Experience
Anjalie Balasubramaniam	Trainee Solicitor	LLM, LPC	-
Sunjay Issur	Trainee Solicitor	LLB	1+ years in employment matters

Complaints Guidance

We want to give you the best possible service. However, if at any point you become unhappy or concerned about the service we have provided then you should inform us immediately, so that we can do our best to resolve the problem.

In the first instance it may be helpful to contact the person who is working on your case to discuss your concerns and we will do our best to resolve any issues at this stage.

Making a complaint will not affect how we handle your case.

The Solicitors Regulation Authority can help you if you are concerned about our behaviour. This could be for things like alleged dishonesty, taking or losing your money or treating you unfairly because of your age, a disability or other characteristic.

You can raise your concerns with the Solicitors Regulation Authority.

What do to if we cannot resolve your complaint

The Legal Ombudsman can help you if we are unable to resolve your complaint ourselves. They will look at your complaint independently and it will not affect how we handle your case.

Before accepting a complaint for investigation, the Legal Ombudsman will check that you have tried to resolve your complaint with us first. If you have, then you must take your complaint to the Legal Ombudsman:

- Within six months of receiving a final response to your complaint; and
- No more than six years from the date of act/omission; or
- No more than three years from when you should reasonably have known there was cause for complaint.

If you would like more information about the Legal Ombudsman, please contact them.

Contact details

Visit: <http://www.legalombudsman.org.uk/>

Call: 0300 555 0333 between 9am to 5pm

Email: enquiries@legalombudsman.org.uk

Address: Legal Ombudsman PO Box 6806, Wolverhampton, WV1 9WJ