

Provision of Service Regulations

As at 30 April 2018

Lawrence Johns

Name: Lawrence Johns

Firm: Chartered Accountants: Member of Institute of Chartered Accountants England and Wales (ICAEW) - Sole Practice

Principle: Timothy O'Keeffe (ICAEW No: 7567704)

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Regulated by ICAEW firm No: C008438997 www.icaew.com

Fees

Our fees are based on time spent. We will provide an estimate prior to commencement of any specific project or service, if you so wish. Where an estimate has been provided and it subsequently becomes clear that the extent of the work will vary materially from that envisaged in the estimate, we shall notify you as early as possible and agree a basis for continuing. Additional work required will be charged at rates according to the level of expertise and involvement required. These currently range from £30 to £150 per hour. All amounts quoted are in Sterling and exclude VAT.

Our Service

If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, please let us know by contacting Tim O'Keeffe.

We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. If we have given you a less than satisfactory service, we undertake to do everything reasonable to put it right and if you are still not satisfied, you may of course take up matters with the Institute of Chartered Accountants in England and Wales

Insurances

Professional Indemnity Insurance (PII) is covered for £1,500,000 each and every claim via AON UK Limited and is underwritten by syndicates approved by ICAEW. Jurisdiction being Worldwide excluding professional business carried out from an office in the US, US Virgin Islands and Canada and excludes any action for a claim brought in any court in the US, US Virgin Islands and Canada.

Employer and Public Liability Insurance is covered via RSA