

## CLIENT DUE DILIGENCE & REGULATORY COMPLIANCE CHARGES

ATTLEBOROUGH | AYLHAM | DEREHAM | DISS | NORWICH | WATTON | WYMONDHAM

As part of our ongoing commitment to regulatory compliance and in accordance with the Solicitors Regulation Authority (SRA) pricing transparency requirements, we have separated our client due diligence and compliance fees from our normal hourly or fixed-fee rates to make it clearer about what you are paying. These charges reflect the administrative and legal obligations we must fulfil to ensure compliance with anti-money laundering (AML) regulations and client identity verification procedures.

There may be expenses that we incur directly on your behalf which are called disbursements. For example, we may make payments to third parties (e.g. electronic ID checks) and we may ask you for payment to enable us to pay these third parties.

### Standard Regulatory Compliance Charges

#### New Clients

- Private Individual Clients: £35.00 + VAT
- Corporate Clients: £100.00 + VAT
- Additional New Matter (per matter): £15.00 + VAT

#### Existing Clients

- Valid Original ID on File: No charge
- Expired ID – New ID Provided: £35.00 + VAT (Private Individual rate applies)

### Third-Party Payers & Specialist Due Diligence

Where a matter involves third-party payers or requires enhanced due diligence, additional work is undertaken by our staff and the following may apply:

- Third-Party Payer ID Checks: £35.00 + VAT per individual (if not undertaken by the fee earner)
- Specialist Client Due Diligence (CDD): £250.00 per hour (undertaken by our Compliance Team)
- Complex AML/Source of Funds (SoF) Investigations:
  - Compliance Team: £250.00 per hour
  - COLP Involvement: Charged at the COLP's hourly rate
  - Outsourced Work: Charged as a disbursement

**Please note:** No work will be undertaken on matters requiring specialist due diligence until a fee estimate has been provided and accepted by the client.

### Client Due Diligence (Disbursements)

#### Comprehensive Client Due Diligence (CDD) Reports - Cost per report

- In-person CDD (No ID Document Verification): £12.96 + VAT
- CDD Standard: £12.96 + VAT

#### Company Due Diligence (KYB) Reports - Cost per report

- Domestic (UK) Reports: £10.82 + VAT
- Domestic (UK) Reports - Refresh: £4.40 + VAT
- International Reports: £40.40 + VAT
- International Reports - Refresh: £16.50 + VAT