



Wakili Mtandao
Come to me, I'll give the rest

WAKILI MTANDAO ADVOCATES REMUNERATION CONSOLIDATED SCHEDULES OF WORK AND AMOUNTS TO BE TAXED

Schedule I - Scale of Charges on Sales, Purchases and Mortgages

Work	Amount to be Taxed														
Sale of immovable property by private contract – vendor's advocate: negotiating sale.	3% of subject matter														
Purchase/conveyance of immovable property – purchaser's advocate	15%, 10%, 8%, 5% or 3% depending on value; above TZS 400m: 3% <table> <tr> <th>Amount/Value</th><th>Fee</th></tr> <tr> <td>Up to TZS 20,000,000</td><td>15%</td></tr> <tr> <td>TZS 20,000,001 – 40,000,000</td><td>10%</td></tr> <tr> <td>TZS 40,000,001 – 60,000,000</td><td>8%</td></tr> <tr> <td>TZS 60,000,001 – 100,000,000</td><td>5%</td></tr> <tr> <td>TZS 100,000,001 – 400,000,000</td><td>3%</td></tr> <tr> <td>Above TZS 400,000,000</td><td>3%, calculated as if TZS 400m</td></tr> </table>	Amount/Value	Fee	Up to TZS 20,000,000	15%	TZS 20,000,001 – 40,000,000	10%	TZS 40,000,001 – 60,000,000	8%	TZS 60,000,001 – 100,000,000	5%	TZS 100,000,001 – 400,000,000	3%	Above TZS 400,000,000	3%, calculated as if TZS 400m
Amount/Value	Fee														
Up to TZS 20,000,000	15%														
TZS 20,000,001 – 40,000,000	10%														
TZS 40,000,001 – 60,000,000	8%														
TZS 60,000,001 – 100,000,000	5%														
TZS 100,000,001 – 400,000,000	3%														
Above TZS 400,000,000	3%, calculated as if TZS 400m														
Discharge of mortgage	1/5 of applicable mortgage fee														
Assignment of mortgage	Same fee as mortgage														
Equitable mortgage	Same fee as mortgage														
Discharge of equitable mortgage	1/5 of applicable mortgage fee														

Schedule II - Scale of Fees for Leases or Agreements for Leases

Work	Amount to be Taxed																						
Preparation/completion of leases or agreements for leases	30%, 25%, 20%, 15%, 12%, 10%, 8%, 5% or 3% depending on value. <table> <tr> <th>Amount/Value of the lease</th><th>Advocate's fee</th></tr> <tr> <td>Up to TZS 2,000,000</td><td>30%</td></tr> <tr> <td>TZS 2,000,001 – 6,000,100</td><td>25%</td></tr> <tr> <td>TZS 6,000,101 – 13,000,000</td><td>20%</td></tr> <tr> <td>TZS 13,000,001 – 26,000,000</td><td>15%</td></tr> <tr> <td>TZS 26,000,001 – 40,000,000</td><td>12%</td></tr> <tr> <td>TZS 40,000,001 – 60,000,000</td><td>10%</td></tr> <tr> <td>TZS 60,000,001 – 130,000,000</td><td>8%</td></tr> <tr> <td>TZS 130,000,001 – 400,000,000</td><td>5%</td></tr> <tr> <td>Above TZS 400,000,000</td><td>3%</td></tr> <tr> <td>Lease for 5 years or more</td><td>Applicable Schedule II fee + 1/3</td></tr> </table>	Amount/Value of the lease	Advocate's fee	Up to TZS 2,000,000	30%	TZS 2,000,001 – 6,000,100	25%	TZS 6,000,101 – 13,000,000	20%	TZS 13,000,001 – 26,000,000	15%	TZS 26,000,001 – 40,000,000	12%	TZS 40,000,001 – 60,000,000	10%	TZS 60,000,001 – 130,000,000	8%	TZS 130,000,001 – 400,000,000	5%	Above TZS 400,000,000	3%	Lease for 5 years or more	Applicable Schedule II fee + 1/3
Amount/Value of the lease	Advocate's fee																						
Up to TZS 2,000,000	30%																						
TZS 2,000,001 – 6,000,100	25%																						
TZS 6,000,101 – 13,000,000	20%																						
TZS 13,000,001 – 26,000,000	15%																						
TZS 26,000,001 – 40,000,000	12%																						
TZS 40,000,001 – 60,000,000	10%																						
TZS 60,000,001 – 130,000,000	8%																						
TZS 130,000,001 – 400,000,000	5%																						
Above TZS 400,000,000	3%																						
Lease for 5 years or more	Applicable Schedule II fee + 1/3																						

Schedule III - Conveyances Reserving a Rent

Work	Amount to be Taxed
Conveyance/lease reserving rent	1/2 of the fee prescribed under Schedule II

Schedule IV- Scale of Fees for Debentures

Work	Amount to be Taxed														
Debenture	7.5%, 5%, 4%, 2.5% or 1.5% depending on amount <table> <tr> <th>Debenture Amount</th><th>Fee</th></tr> <tr> <td>Up to TZS 26,000,000</td><td>7.5%</td></tr> <tr> <td>TZS 26,000,001 – 40,000,000</td><td>5%</td></tr> <tr> <td>TZS 40,000,001 – 60,000,000</td><td>4%</td></tr> <tr> <td>TZS 60,000,001 – 150,000,000</td><td>2.5%</td></tr> <tr> <td>TZS 150,000,001 – 400,000,000</td><td>1.5%</td></tr> <tr> <td>Above TZS 400,000,000</td><td>1.5%, calculated as if TZS 400m</td></tr> </table>	Debenture Amount	Fee	Up to TZS 26,000,000	7.5%	TZS 26,000,001 – 40,000,000	5%	TZS 40,000,001 – 60,000,000	4%	TZS 60,000,001 – 150,000,000	2.5%	TZS 150,000,001 – 400,000,000	1.5%	Above TZS 400,000,000	1.5%, calculated as if TZS 400m
Debenture Amount	Fee														
Up to TZS 26,000,000	7.5%														
TZS 26,000,001 – 40,000,000	5%														
TZS 40,000,001 – 60,000,000	4%														
TZS 60,000,001 – 150,000,000	2.5%														
TZS 150,000,001 – 400,000,000	1.5%														
Above TZS 400,000,000	1.5%, calculated as if TZS 400m														

Schedule V- Formation of Companies

Work	Amount to be Taxed				
Formation/incorporation of company	Minimum TZS 1,500,000; TZS 2,000,000; or 2% depending on share capital <table> <tr> <th>Share capital</th><th>Fee</th></tr> <tr> <td>Up to TZS 15,000,000</td><td>Min. TZS 1,500,000</td></tr> </table>	Share capital	Fee	Up to TZS 15,000,000	Min. TZS 1,500,000
Share capital	Fee				
Up to TZS 15,000,000	Min. TZS 1,500,000				



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	TZS 15,000,000 – 150,000,000	TZS 2,000,000
	TZS 150,000,000 – 1,500,000,000	2%
	Above TZS 1.5 billion	Charged as if TZS 1.5 billion

Schedule VI - Trade Marks

Work	Amount to be Taxed
Registration of one trademark/class	TZS 200,000
Second/subsequent trademark registered simultaneously	TZS 450,000 each
Registered user – first/single trademark	TZS 350,000
Registered user – second/subsequent	TZS 150,000 each
Statement of case/statutory declaration/application	Minimum TZS 300,000
Registered-user agreement	Minimum TZS 500,000
Cancellation of registered user – first mark	TZS 250,000
Cancellation – subsequent mark	TZS 150,000
Assignment – first trademark	TZS 200,000
Assignment – second/subsequent	TZS 150,000 each
Directions for advertisement of assignment	TZS 200,000
Extension of time	TZS 150,000
Renewal of one trademark/class	TZS 200,000
Restoration of trademark	TZS 300,000
Change of name – first trademark	TZS 200,000
Change of name – additional trademark	TZS 100,000 each
Change of address – first trademark	TZS 200,000
Change of address – additional trademark	TZS 100,000 each
Alteration/amendment – one trademark	TZS 250,000
Alteration/amendment – additional trademark	TZS 100,000 each
Trademark registry search by advocate	TZS 100,000 per 15 minutes
Trademark registry search by unqualified employee	TZS 80,000 per 15 minutes
Registrar's preliminary advice	TZS 150,000
Certified copy – first	TZS 150,000
Certified copy – additional	TZS 50,000 each
Opposition/rectification – instructions	Taxing Officer determines; minimum TZS 200,000
Opposition/rectification – whole day attendance	TZS 400,000
Opposition/rectification – half day/part thereof	TZS 200,000
Interlocutory matter/judgment	TZS 100,000 per 15 minutes
Advice on registrability/point of law	Minimum TZS 40,000
Attendance before Registrar for argument	TZS 40,000 per 15 minutes
Filing papers	TZS 40,000 per 15 minutes
Sending correspondence	TZS 30,000 per letter or TZS 10,000/folio
Receiving/perusing correspondence	TZS 50,000 per letter or TZS 10,000/folio
Drawing necessary documents	TZS 50,000 per folio
Perusing documents	TZS 50,000
Other necessary attendance	TZS 100,000 per 15 minutes
Varying term of appointment of registered user	TZS 350,000
Renewal of second and subsequent trademark	TZS 200,000 each
Drawing application for cancellation and statement of grounds	Depending on work; not less than TZS 150,000
Each subsequent trademark in the same cancellation application where the ground for cancellation is the same	TZS 50,000
Renewal of second and further trademark in the same proprietor's name simultaneously	TZS 200,000 each
Additional work caused by objections/queries by Registrar or third parties, complications or unusual delay	Charged separately

Schedule VII- Patents — Registration, Assignment, Extension etc.

Work	Amount to be Taxed
Patent registration	TZS 250,000
Patent assignment	TZS 200,000
Patent extension	TZS 200,000
Patent registry search by advocate	TZS 100,000 per 15 minutes
Patent registry search by unqualified employee	TZS 50,000 per 15 minutes



Schedule VIII- Business where remuneration is not otherwise prescribed

Work	Amount to be Taxed
Drawing	TZS 30,000 per folio
Engrossing	TZS 10,000 per folio
Fair copy	TZS 20,000 per folio
Perusing	TZS 10,000 per folio
Ordinary attendance	TZS 50,000 per 15 minutes
Routine telephone call within Tanzania	TZS 20,000 per 3 minutes
Time engaged	TZS 300,000 per hour
Correspondence	TZS 20,000
Receiving/perusing letters	TZS 10,000
Formal written legal opinion	Reasonable fee according to circumstances, not minimum 200,000
Journey from home – day of not less than 7 hours	TZS 20,000 per day, subject to Taxing Officer
Instructions – assessment factors: care and labour; number/length of papers; nature/importance; amount/value; interests; complexity; all circumstances	Fair and reasonable fee, with due allowance for other Schedule VIII charges
Receiving and perusing letters – per folio	TZS 10,000 per folio
Journey from home – day of not less than 7 hours	TZS 50,000 per day; Taxing Officer may increase or reduce for special reason

Schedule IX- Contentious Proceedings — Liquidated Sum

Work	Amount to be Taxed																		
Contentious proceedings – liquidated claim	25–30%, 20–25%, 15–20%, 12–15%, 8–10%, 5–8%, 3–7% or 3% depending on amount <table> <tr> <th>Amount claimed</th><th>Fee</th></tr> <tr> <td>Up to TZS 2,500,000</td><td>25–30%</td></tr> <tr> <td>TZS 2,500,000–7,000,000</td><td>20–25%</td></tr> <tr> <td>TZS 7,000,000–15,000,000</td><td>15–20%</td></tr> <tr> <td>TZS 15,000,000–30,000,000</td><td>12–15%</td></tr> <tr> <td>TZS 30,000,000–70,000,000</td><td>8–10%</td></tr> <tr> <td>TZS 70,000,000–150,000,000</td><td>5–8%</td></tr> <tr> <td>TZS 150,000,000–400,000,000</td><td>3–7%</td></tr> <tr> <td>Above TZS 400,000,000</td><td>3%</td></tr> </table>	Amount claimed	Fee	Up to TZS 2,500,000	25–30%	TZS 2,500,000–7,000,000	20–25%	TZS 7,000,000–15,000,000	15–20%	TZS 15,000,000–30,000,000	12–15%	TZS 30,000,000–70,000,000	8–10%	TZS 70,000,000–150,000,000	5–8%	TZS 150,000,000–400,000,000	3–7%	Above TZS 400,000,000	3%
Amount claimed	Fee																		
Up to TZS 2,500,000	25–30%																		
TZS 2,500,000–7,000,000	20–25%																		
TZS 7,000,000–15,000,000	15–20%																		
TZS 15,000,000–30,000,000	12–15%																		
TZS 30,000,000–70,000,000	8–10%																		
TZS 70,000,000–150,000,000	5–8%																		
TZS 150,000,000–400,000,000	3–7%																		
Above TZS 400,000,000	3%																		
Undefended liquidated claim	2/3 of applicable Schedule IX scale																		
Where defendant does not dispute claim and does not file a defense	Two-thirds of the applicable scale																		

Schedule X- Probate and Administration

Work	Amount to be Taxed												
Uncontested grant of probate/letters of administration	TZS 300,000, TZS 500,000, TZS 1,000,000 or 2% depending on estate value <table> <tr> <th>Gross capital value</th><th>Fee</th></tr> <tr> <td>Up to TZS 2,500,000</td><td>See prescribed minimum in Schedule</td></tr> <tr> <td>TZS 2,500,000–15,000,000</td><td>TZS 300,000</td></tr> <tr> <td>TZS 15,000,000–30,000,000</td><td>TZS 500,000</td></tr> <tr> <td>TZS 30,000,000–100,000,000</td><td>TZS 1,000,000</td></tr> <tr> <td>Above TZS 100,000,000</td><td>2%</td></tr> </table>	Gross capital value	Fee	Up to TZS 2,500,000	See prescribed minimum in Schedule	TZS 2,500,000–15,000,000	TZS 300,000	TZS 15,000,000–30,000,000	TZS 500,000	TZS 30,000,000–100,000,000	TZS 1,000,000	Above TZS 100,000,000	2%
Gross capital value	Fee												
Up to TZS 2,500,000	See prescribed minimum in Schedule												
TZS 2,500,000–15,000,000	TZS 300,000												
TZS 15,000,000–30,000,000	TZS 500,000												
TZS 30,000,000–100,000,000	TZS 1,000,000												
Above TZS 100,000,000	2%												
Re-sealing grant	4/5 of applicable grant fee												
Caveat/renunciation	TZS 250,000												
Objection/citation/other unprovided application	Reasonable fee; minimum TZS 250,000												
Inventory/account including estate-duty affidavits	1% of net estate												
Prescribed probate document/form	TZS 20,000												
Copies	TZS 10,000 per folio												
Perusing	TZS 10,000 per folio												
Letter sent	TZS 20,000												
Letter received/perused	TZS 10,000												
Ordinary attendance	TZS 50,000 per 15 minutes												
Routine telephone call	TZS 20,000 per 3 minutes												



Estate administration – annual/semi-annual fee	Reasonable fee, considering work/value/complexity, or by agreement
Estate administration – commission on net capital value	Maximum 1.5%
Estate administration – income	Maximum 2%
Estate administration – capital realised/invested	Maximum 3%
Letters dispatched – per folio alternative	TZS 15,000 per folio
Letters received and perused – per folio alternative	TZS 10,000 per folio
Actual estate/trust administration – fee based on Schedule VIII	As provided by Schedule VIII; subject to Schedule X conditions
Actual administration – annual/semi-annual fee assessment factors	Reasonable in the circumstances, considering care/labour, papers, estate value/complexity, parties' interests and other circumstances; or by agreement
Annual commission – estimated net capital value of estate	Maximum 1½% per annum
Annual commission – income of estate	Maximum 2% per annum
Annual commission – capital realised or invested	Maximum 3% per annum, or by agreement
Additional inventories/accounts, formal documents or proceedings not included in annual/semi-annual administration fee	Charged separately under the appropriate Schedule X provision

Schedule XI- Costs of Proceedings in High Court, Subordinate Courts and Tribunals

Work	Amount to be Taxed
Winding-up petition	TZS 2,500,000
Supporting winding-up petition	TZS 500,000
Uncontested matrimonial dissolution/nullity/separation	TZS 300,000
Defended matrimonial proceedings	Reasonable amount; not less than prescribed minimum
Defending defended matrimonial proceedings	Not less than TZS 1,000,000
Ancillary relief heard with petition/answer	TZS 500,000
Ancillary relief heard separately	TZS 600,000
Custody/access	TZS 500,000
Law of Marriage/Law of the Child applications	TZS 500,000
Garnishee proceedings	Reasonable amount; not more than TZS 5,000,000
Prerogative order – leave application	Reasonable amount; not more than TZS 500,000
Prerogative-order application	Reasonable amount; not more than TZS 1,000,000
Unopposed application/chamber application/notice of motion	TZS 500,000
Opposed application	TZS 1,000,000
Copying	TZS 10,000 per folio
Service within 3 km of court	TZS 50,000
Service beyond 3 km	Up to TZS 30,000 per additional kilometre
Service by post	TZS 15,000
Translation	Minimum TZS 30,000 per folio
Unopposed execution – instructions/drawing application	TZS 500,000
Execution – attendance to file application	TZS 50,000
Execution – attendance to peruse order	TZS 100,000
Perusing pleadings, memorandum of appeal, interrogatories/answers, notice to admit/produce, winding-up petition, bankruptcy petition, notice of motion, originating summons or other necessary document	TZS 10,000 per folio
Perusing affidavits	25 cents per folio; minimum TZS 500
Perusing notices and other formal documents	TZS 10,000
Perusing necessary letter	TZS 10,000
Reading and correcting proofs of printed matter	TZS 10,000 per folio
Costs of suit for debt/liquidated demand paid before first attendance – one defendant	TZS 200,000
Each defendant after the first in such debt/liquidated-demand suit	TZS 20,000 each
Substituted service in such debt/liquidated-demand suit	Additional TZS 50,000
Plans, charts, photographs or models for use by Judge at trial	Such sum as may be reasonable
Translation of necessary documents or accounts	TZS 30,000 per folio
Witness allowance – public employees	According to official-duty allowance
Witness allowance – other persons	According to income
Witness allowance – professional men in practice	TZS 200,000 per day
Instruction fee – to sue or defend any case not otherwise provided for	As shown in the applicable scale
Instruction fee – to present or oppose an appeal not otherwise provided for	As shown in the applicable scale
Taxing Officer's factors for instruction fee	Consider other fees/allowances, nature and importance, amount involved, interests of parties, conduct of proceedings and all relevant



	circumstances
Instruction fee where Judge certifies more than one advocate	Instruction fee increased by one-third; other charges doubled where requisite
Instruction fee in possession-of-premises suit – value of subject matter	One year's rent, or where no rent is shown, mesne profits, together with arrears of rent/mesne profits found due
Actual cost of copies of Judge's notes bespoken day-to-day and certified by trial Judge	Actual cost
Printing	Actual cost supported by vouchers
Special-case preparation/making copies of account or other trial document	TZS 10,000
Additional special trial copies for Judge/advocate's use	Reasonable sum, not exceeding the prescribed per-folio limit
Other copies	TZS 10,000 per folio

Schedule XII- Bankruptcy Proceedings

Work	Amount to be Taxed
Debtor's bankruptcy petition	Instruction fee follows Schedule IX contentious scale
Petitioning creditor – bankruptcy petition	Schedule IX contentious scale
Application for interim receiver	TZS 1,000,000
Further instruction where debtor disputes petition	TZS 2,000,000
Debtor's opposition where costs awarded	TZS 2,500,000
Concise statement/plaint/defence/interlocutory application/ any other application, etc. under 2 folios/pages	TZS 300,000
Additional folios for listed documents	TZS 50,000 per additional folio
Bankruptcy petition	Minimum TZS 75,000 per folio
Notice of objection	Minimum TZS 50,000 per folio
Agreement raising questions of law/fact	TZS 300,000
Bill of costs	TZS 10,000 per folio
Meeting of creditors	TZS 20,000 per 30 minutes
Presentation of bankruptcy petition	TZS 25,000 per 30 minutes
Receiver attendance	TZS 25,000 per 30 minutes
Taxation attendance	TZS 25,000 per 30 minutes
Taking minutes of evidence	TZS 25,000 per 30 minutes
Inspection/production for inspection	TZS 100,000 per 30 minutes
Necessary attendance at court or office	Minimum TZS 50,000
Attendance on client/instructions necessitated by other party	Minimum TZS 50,000
Court/chambers attendance for settlement of issues/orders	TZS 50,000 per 30 minutes
Further attendance specially allowed	TZS 50,000 per 30 minutes
Obtaining court proceedings/draft decree	TZS 25,000 per 30 minutes
Attendance before commissioner	TZS 25,000 per 30 minutes
Attendance before arbitrator	Prescribed court-attendance rate
Deferred judgment	TZS 25,000 per 30 minutes
Judgment where claim is admitted	TZS 25,000 per 30 minutes
Attendance before Taxing Officer	TZS 25,000 per 30 minutes
Special work at Taxing Officer's discretion	TZS 25,000 per 30 minutes
Perusing pleadings and other necessary documents	TZS 10,000 per folio
Perusing affidavits	TZS 10,000
Perusing notices and other formal documents	TZS 10,000
Perusing necessary letter	TZS 10,000
Reading/correcting proofs of printed matter	TZS 10,000 per folio
General consultation in any legal matter	TZS 50,000 per 15 minutes
Petitioning debtor's instruction fee – value basis	TZS 2,000,000
Composition accepted/ confirmed –value of assets for instruction fee	5% of assets' value
All other necessary bankruptcy documents under two folios	TZS 25000
All other necessary bankruptcy documents over two folios	TZS 50,000 per folio
Copies of specified pleadings, affidavits, petitions, interrogatories, agreements, exhibits, bill of costs and other necessary documents	TZS 10,000 per folio
Judge's notes/printing	TZS 200,000
Several deponents / affidavit sworn / agent employed	Reasonable allowance at Taxing Officer's discretion
Inspection/production for inspection pursuant to notice	TZS 100,000 per 30 minutes
Necessary attendance at court office/opposite party's advocate not otherwise provided for	Reasonable fee, not less than TZS 50,000
Attendance to advise/receive client instructions caused by opposite party	Reasonable fee, not less than TZS 50,000
Court/chambers attendance for settlement of issues or	TZS 50,000



order/application	
Second/further day on such application or motion, if specially allowed	TZS 50,000
Attendance where case cannot be taken on a fixed hearing date and notice was given previous day	TZS 25,000 per 30 minutes
Attendance on order day when summons unserved	TZS 25,000 per 30 minutes
Court to ask for judgment where claim admitted before hearing	TZS 25,000 per 30 minutes
Court for orders where defendant served and plaintiff proves case or defendant admits claim	TZS 25,000 per 30 minutes
Court/Registrar to bespeak or receive proceedings or approve draft decree	TZS 25,000 per 30 minutes
View with Judge or Judge and assessors out of court	TZS 50,000 per 30 minutes
Attendance before commissioner for adjustment of accounts	TZS 25,000 per 30 minutes
Attendance before arbitrator	Same fees as conducting a case in court
Deferred judgment / judgment on undisputed arbitrator's award or commissioner's report	TZS 25,000 per 30 minutes
Examining/taking minutes of evidence of each witness subsequently allowed on taxation	TZS 25,000 per 30 minutes
Special preparation/copies of account or other trial document	Reasonable sum, not exceeding TZS 50,000 per 30 minutes
Service within three kilometres of court	TZS 20,000
Service beyond three kilometres	Reasonable amount
Service by post if authorized	TZS 50,000
Plans, charts, photographs or models for Judge at trial	Reasonable sum but not less than 200,000 per service
Translation of necessary documents/accounts	TZS 30,000 per folio/page
Witness allowance – public employees	According to official-duty allowance
Witness allowance – others	According to income but not minimum than 100,000
Witness allowance – professional men in practice	TZS 200,000 per day

GENERAL DUTIES AND PROFESSIONAL WORK OF AN ADVOCATE IN WAKILI MTANDAO

1. Taking instructions from the client and establishing the nature, scope and objectives of the legal matter.
2. Advising the client on the applicable law, legal rights, obligations, risks, remedies and available courses of action.
3. Conducting legal research and analysis relevant to the matter.
4. Investigating and verifying facts, documents, transactions, ownership, title and other matters relevant to the client's instructions.
5. Conducting due diligence and making appropriate searches with courts, registries, governmental authorities and other relevant institutions.
6. Negotiating on behalf of the client and advising on the terms and consequences of any proposed settlement or transaction.
7. Preparing, drafting, reviewing, perusing, approving, amending, adjusting and completing legal documents.
8. Preparing and reviewing contracts, agreements, leases, conveyances, deeds, instruments and related documentation.
9. Preparing, reviewing and completing documents relating to the acquisition, transfer, sale, lease, mortgage, charge or other dealings in property.
10. Investigating title and reporting to the client on the status, validity, encumbrances and risks relating to title or ownership.
11. Obtaining necessary consents, approvals, clearances, certificates and authorisations from relevant persons, institutions or authorities.
12. Preparing and processing documents required for valuation, stamp duty, taxation, withholding tax and other statutory obligations.
13. Attending personally or through authorised representatives before registries, courts, tribunals, governmental authorities, regulatory bodies and other relevant institutions.
14. Lodging, filing, registering and following up documents and instruments with the appropriate authorities.
15. Completing and settling transactions on behalf of the client, including all incidental legal and procedural requirements.
16. Conducting correspondence and communication between the advocate, client, opposing parties, other advocates, institutions and authorities.
17. Preparing and issuing legal notices, demands, responses, opinions, reports, letters and other professional communications.
18. Drafting and filing pleadings, applications, affidavits, witness statements, submissions, notices, replies and other court documents.
19. Preparing cases for hearing, including reviewing evidence, identifying issues, preparing witnesses and developing legal and factual arguments.
20. Representing and appearing for clients before courts, tribunals, arbitrators, mediators, registrars, regulatory bodies and other competent authorities.
21. Negotiating, mediating and facilitating settlement of disputes where appropriate and in the client's best interests.
22. Conducting interlocutory proceedings, hearings, trials, appeals, reviews, applications and other legal proceedings.
23. Preparing, examining, cross-examining and advising on witness evidence and documentary evidence where applicable.
24. Preparing and lodging applications for execution, enforcement, taxation, assessment and recovery of legal claims or awards.
25. Advising and assisting clients in corporate, commercial and business matters.
26. Incorporating and establishing companies, NGOs, societies, partnerships and other legal entities.
27. Preparing incorporation, registration, constitutional, governance and other corporate documentation.
28. Advising on corporate compliance, governance, restructuring, mergers, acquisitions, transfers and other corporate transactions.



29. Preparing and filing documents relating to company, NGO, society, intellectual property, land and other statutory registrations.
30. Advising on and handling trademark registration, renewal, assignment, licensing, registered-user matters, opposition, rectification and cancellation proceedings.
31. Advising on and handling patent, copyright, industrial design and other intellectual property matters, including registration, assignment, licensing and related proceedings.
32. Preparing and filing applications, authorisations, declarations, supporting statements, assignments and other intellectual property documentation.
33. Appearing before Registrars, Boards, tribunals and other regulatory authorities in connection with registration, opposition, rectification and related proceedings.
34. Advising on leases and tenancy matters, including negotiation, preparation, execution, renewal, termination and completion of lease transactions.
35. Advising on property transactions, including sales, purchases, transfers, mortgages, charges, leases, easements and other dealings.
36. Tracing title documents, obtaining official searches and certified copies and verifying information from public and official records.
37. Handling taxation and statutory compliance matters incidental to the client's legal transaction or proceedings.
38. Preparing and obtaining valuations, assessments, certificates, clearances and other documents necessary for completion of a transaction.
39. Undertaking additional work arising from unusual, complex, urgent or special circumstances.
40. Undertaking additional work occasioned by changes in circumstances, including death, insolvency, bankruptcy, incapacity, change of ownership or other intervening events.
41. Preparing translations, copies, certifications and other ancillary documentation where legally or procedurally required.
42. Arranging for witnesses, experts, interpreters, valuers, process servers and other persons whose services may be necessary for the matter.
43. Advising and assisting clients in relation to regulatory, licensing, compliance and statutory requirements.
44. Monitoring deadlines, limitation periods, filing dates, registration requirements and other procedural obligations.
45. Keeping clients informed of material developments and providing appropriate reports, updates and professional advice.
46. Maintaining proper records, files, documents and correspondence relating to the client's matter.
47. Protecting client confidentiality, legal professional privilege and the client's interests in accordance with applicable law and professional standards.
48. Liaising and communicating with opposing advocates, parties, experts, institutions and other professionals where necessary.
49. Undertaking all reasonable incidental and consequential work necessary for the proper completion of the client's matter.
50. Advising the client on costs, fees, disbursements, statutory charges and other financial implications associated with the legal work.
51. Preparing bills, fee notes, statements and documentation relating to professional fees and disbursements.
52. Following up outstanding procedural, administrative, registration or compliance matters until completion, where such follow-up forms part of the advocate's instructions.
53. Providing post-completion or post-judgment legal assistance, including enforcement, implementation, registration, compliance and consequential documentation.
54. Performing any other professional legal work reasonably necessary, incidental or consequential to the advocate's instructions and the proper protection of the client's interests.