Mr.先生/Ms女士 **Karakostas & Associates** **Law Office**

Add地址： Add/地址: 71-73 Alexandras Ave., Athens 11474 Greece

Date日期 ： E-mail:mail@karakostas.eu Tel/电话：+302106410029

ENGAGEMENT LETTER

律师聘用合同

Dear Mr/Ms.

尊敬的 先生/女士:

We refer to the recent email and telephone communication we have had with you.

我们参考了最近与您的电子邮件和电话通讯。

Further to your willingness and agreement to engage our services for the purposes of providing you advice, on the following questions, we hereby set out the terms of our engagement regulating our professional relationship.

鉴于您愿意并同意我们为您提供法律服务，在如下问题上，我们特此拟订规范我们专业关系的聘用条款。

Scope of services

服务范围

We, **Karakostas** & Associates **Law Office** (‘the Office’) are being retained by you to provide advisory services in respect of the following (“the Project”):

我们Karakostas＆Associates律师事务所（以下简称“本所”）现由您聘请，为以下项目提供咨询服务:

Purchase (by Client ) of the property located at XXXXXXX(address),and apply for permanent residence permit in Greece (Golden Visa).

由客户 购买位于 （地址）的财产，并申请在希腊的永久居留许可（黄金签证）。

Our services include：

我们的服务包括：

1. Contact the real estate agent and the seller and the seller ’s lawyer (if required)

与房地产经纪人以及卖方和卖方的律师联系（如果需要）

1. Contact, negotiation of the purchase/ selling terms

联系并洽谈买卖条款

1. Assist in issuing Greek tax ID

协助签发希腊税号

1. Assist in opening a Greek bank account (client need to provide relevant documents as required by the bank) (as applicable)

协助开设希腊银行帐户（客户需要提供银行要求的相关文件）（如客户需要）

1. Review and due diligence on the legal titles of the property at the Greek Cadastre/ Land registry /for mortgage and other land burdens.

在希腊地籍/土地注册处对财产的合法所有权及抵押和债务进行审查和尽职调查。

1. Review of the contract of sale and representation before the Notary for the conclusion of the purchase of the property

在公证处审查并代表买方签署房地产买卖合同。

1. Registration of the Property at the Greek Cadastre/Land rigistry in the name of the client.

以客户的名义在希腊地籍/土地注册处进行房地产注册登记。

1. Make an appointment with the immigration office to submit the biometric information (fingerprints), prepare and submit the residence permit application documents

与移民局预约以提交生物特征信息（指纹），准备并提交居留许可申请文件。

1. Obtain temporary residence certificate and final residence card from the immigration office

从移民局取得临时居留证和最终居留证。

Fees

费用

Our fees for the provision of the said services shall amount to **euros +VAT+ expenses**.

我们提供上述服务的费用为 欧元+增值税+费用。

In case for any reason during the course of providing the services in connection with the Project the Client decides not to proceed with the purchase or if it becomes apparent that the purchase of the property shall not be completed for any reason whatsoever, the fees shall be calculated on a time spent basis at the rate of **80 euros per hour**.

如果在提供与项目有关的服务的过程中出于任何原因，客户决定不进行购买，或者由于任何原因而明显无法完成对房产的购买，则费用应为以花费的时间为基础，每小时80欧元。

The above fees shall be payable as follows:

上述费用应按以下方式支付：

**An upfront down-payment of 2000€ to cover the immediate expenses and part fees.**

预付2000欧元的首付款，用于支付即时费用和部分费用。

**The balance will be settled with the signing of the sale-purchase agreement and in accordance with the present Engagement letter.**

余款将在买卖协议签署后根据本《聘用合同》结清。

If in the course of performing the relevant services on your behalf we become aware that the matter in question is more complex and/or time consuming than is the standard case or as originally expected, we shall bring this to your attention in order for us to be able to review and settle on a revised mutually agreed fee.

如果在代表您提供相关服务的过程中我们意识到所讨论的问题比标准案例或最初预期的要复杂和/或耗时，我们将提请您注意，以便我们能够审查并共同修改费用。

The above fees exclude any VAT charges and any out-of- pocket expenses incurred. Any costs and/ or expenses and/ or charges incurred by the Firm in the course of the provision of the services together with all disbursements and out of pocket expenses shall be fully settled and/ or undertaken by yourselves.

 上述费用不包括任何增值税费用和产生的任何自付费用。公司在提供服务过程中产生的任何成本和/或费用和/或收费，以及所有支出和自付费用，应由您自己完全清算和/或承担。

Further fees may be charged by the Firm for experts and/ or professionals outside our Firm, especially engaged by us in relation to this Engagement Letter.

 本所可能会向本所以外的专家和/或专业人员收取额外费用，特别是本所就本《聘用合同》聘用的专家和/或专业人员。

Any fees incurred shall be payable within 30 (thirty) business days from the date the Firm shall present its invoice to you. Payment shall be made to the bank account indicated by the Firm.

自本所向您出具发票之日起三十（三十）个工作日内应支付任何费用。付款应在本所指定的银行帐户中进行。

# Additional professional assistance

 额外的专业协助

It may be necessary during the course of providing the above services for the Team to instruct one or more experts and/ or professionals outside the Firm, including but not limited to public notaries, civil engineers,accountants, translators and real estate agents. Should the need arise for such an engagement, the Team shall first obtain your consent prior to proceeding with such additional engagement of professionals and agree on their remuneration.

在为团队提供上述服务的过程中，可能有必要寻求本所外部的一名或多名专家和/或专业人员，包括但不限于公证人，土木工程师，会计师，翻译和房地产经纪人。如果需要进行此类聘用，则团队应首先征得您的同意，然后再进行此类专业人员的聘用，并商定其薪酬。

# Staffing and instruction-giving

人员配备和指导

Mr/Ms. , Mr/Ms. and Mr/Ms. , advocates shall be the lawyers responsible for the Project (‘the Team’). The composition of the said team may be changed at the Firm’s discretion at any time during the engagement of our Firm without affecting the provision of the said services and the team shall promptly communicate to you the new composition of the said team.

 先生/女士、 先生/女士 先生/女士为负责本项目的律师（“团队”）。在本所聘用期间，可以随时根据本所的意愿改变上述团队的组成，而不会影响上述服务的提供，并且该团队应立即向您传达该团队的新组成。

The Team may receive instructions in relation to the services from Mr/Ms.

团队可能会从 先生/女士那里收到有关服务的说明。

So far as it is practicable to do so, you will provide us with timely instructions, information and materials necessary for us to act upon your instructions. You will notify us promptly of any changes or additions to instructions, information and materials previously provided by you or on your behalf. You will provide us with your contact information and address and inform us of any changes. You will provide us with all documentation required for identification purposes and to allow us to work on the Project and will ensure that all such information is complete in all material aspects and not misleading.

在可行的范围内，您需向我们提供及时的指示、信息和材料，以便我们根据您的指示采取行动。如果您 之前的指示、信息和资料有任何更改或增加，您需立即通知我们。您需向我们提供您的联系信息和地址，并将任何更改通知我们。您需向我们提供身份识别所需的所有文档，并允许我们从事该项目，并确保所有此类信息在所有实质性方面都是完整的且不会引起误解。

Further, you will provide us with all true information and documents concerning you and/ or your company, which is necessary in order for us to conduct due diligence, electronic verifications and know- your- client (KYC) checks.

此外，您需向我们提供与您和/或您的公司有关的所有真实信息和文件，这对于我们进行尽职调查，电子验证和知识客户（KYC）检查是必不可少的。

Confidentiality

保密

The terms of this Letter of Engagement shall be strictly confidential unless it is required to disclose any part thereof by Law and/ or other regulatory authority and/ or otherwise. No information regarding the terms of this Letter of Engagement or any matters relating to the services to be provided by the Firm shall be notified to any third party without our prior written consent.

除非法律和/或其他监管机构和/或以其他方式要求披露本《聘用合同》的条款，否则应严格保密。未经我们事先书面同意，不得将任何有关本《聘用合同》条款的信息或与本所要提供的服务有关的任何事项通知任何第三方。

We hereby note your consent to us sharing any personal and/ or confidential information divulged to us in the course of this Project with any third party solely for the purposes of carrying out the Project. We further hereby note your consent to us collecting, processing and keeping such confidential information for the purposes of this Project.

我们特此注意到您同意我们仅出于执行项目的目的与任何第三方共享在本项目过程中泄露给我们的任何个人和/或机密信息。在此，我们进一步谨请注意，您同意我们出于本项目的目的收集，处理和保留此类机密信息。

Termination

终止

You are entitled at any time to withdraw your instructions by providing us with a written notice. As soon as we receive your aforementioned notice, we will stop working on the Project and providing any services to you and will raise an invoice for the work carried out until that date.

您有权随时通过向我们提供书面通知来撤回您的指示。收到您的上述通知后，我们将立即停止该项目的工作并向您提供任何服务，并会为截至该日期的工作开具发票。

We retain the right to terminate our engagement by virtue of the present Letter of Engagement by giving two weeks prior written notice, without prejudice however to any fees due to us for the execution of our services under the Project.

我们保留根据本《聘用合同》终止工作的权利，即提前两周发出书面通知，但不影响我们为执行该项目下的服务而应支付的任何费用。

If either you, or we decide to terminate our engagement, you will be responsible to pay our outstanding fees, expenses, disbursements and VAT (including those not yet billed).

如果您或者我们决定终止聘用，则您有责任支付我们的未付费用，花费，支出和增值税（包括尚未开具的费用）。

# Governing Law

适用法律

This Letter of Engagement as well as our relationship shall be governed by the laws of the Hellenic Republic in every particular aspect and the Courts of Athens shall have exclusive jurisdiction to adjudicate any matter whatsoever.

本《聘用合同》以及我们的关系在各个方面均应受希腊共和国法律的管辖，雅典法院具有专属管辖权，可对任何事项进行裁决。

As confirmation that you agree with the above, we would be grateful if you would sign and return the enclosed duplicate of this Letter of Engagement at the address mentioned herein.

 如确认您同意上述内容，请您在下方签署并按照此合同提及的地址寄回本《聘用合同》的副本，我们将不胜感激。

Yours faithfully,

您诚挚的，

………………………………… **Karakostas** **& Associates** **Law Office**

 Karakostas＆Associates律师事务所

I, , hereby acknowledge and agree to each and all of the terms and conditions of this Letter of Engagement.

本人 特此确认并同意本聘用合同的所有条款和条件。

(Sign签名.) ……………………………………

Holder of a (nationality) passport with number XXXXXXXXX

持有 （国籍）编号为 的护照