

**Our Ref:**

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**CLIENT(S) NAME:**

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**MATTER(S):**

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**RECORD NO(S):**

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Dear Sir / Madam

You have requested that we act as your solicitor in relation to the following:

**Description of your case:**

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The following pages outline our Firm's Terms and Conditions of Business which are applicable whilst we are acting on your behalf. In order to prevent any misunderstandings that may occur at a later stage, it is vital that you know what to expect and understand what our service involves. Please read the following Terms and Conditions carefully and revert to us immediately with any queries you may have regarding same.

**Discussing your expectations:**

We will always discuss your expectations with you and tell you if we think they are realistic. It is important that you always understand what is happening in your case. You must be aware that it may not be possible to achieve everything that you are seeking to achieve, and we may encounter difficulties during the transaction. Should difficulties arise during the transaction, we will always do our utmost to overcome them. We will give you general information and explain any procedures to do with your case as it progresses. Please be aware that our terms and Conditions also apply to any extra work we do for you in relation to this case.

Our Terms and Conditions come into effect when you instruct us, and we will endeavour to notify you in writing of our legal charges in due course. At this juncture, you will already have been provided with an estimation of these charges.

Yours faithfully

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# **1. Information about our firm:**

**Name of Firm:** Barry O'Donnell Solicitors.  
**Firm Address:** No. 37 Baggot Street Lower, Dublin 2.  
**E-Mail Address:** info@bodsolicitors.com  
**Telephone Number:** +353 (0)1 693 0362  
**Website:** www.bodsolicitors.com

## **Our qualifications:**

Each member of staff within our Firm is qualified for the role that they perform and is driven to performing same competently and correctly. All qualified solicitors within our Firm have been admitted to the Roll of Solicitors held by the Law Society of Ireland and currently hold a practicing certificate. Should you require further information on our staff's qualifications, please do not hesitate to contact our Firm with your query.

**Barry O'Donnell Solicitors Firm Number:** F8760  
**Barry O'Donnell Solicitors V.A.T. Number:** 5919443-D

## **How we are regulated:**

The Law Society of Ireland is the regulatory body for solicitors in the Republic of Ireland. It regulates solicitors as detailed in the Solicitors Acts 1954 – 2011 and in the regulations made under those acts. The Law Society's address is Blackhall Place, Arran Quay, Dublin 7. The Law Society's website is accessible at [www.lawsociety.ie](http://www.lawsociety.ie). On this website you can access the Solicitors Acts, the regulations made under those acts and The Law Society's publication 'A Guide to Professional Conduct of Solicitors in Ireland' (3<sup>rd</sup> edition).

## **Multi-disciplinary partnerships:**

Multi-disciplinary partnerships are not currently permitted in this jurisdiction. These are partnerships with non-lawyers such as auctioneers and accountants.

## **Professional insurance:**

We have the appropriate legal level of professional insurance in place. See the section for details at the end of this document.

## **2. Before you become our client:**

### **Money laundering:**

#### **Assets**

Under current anti-money laundering regulations, we need to be certain of your identity and where you have received your assets from before we can assist you with your case.

#### **Identity**

You are required to provide us with evidence that proves your identity. You can do this by providing us with a copy of your passport, driving licence or other recognised form of identification. Please note that you must do this even if you are already known to the Firm or its staff. We also require you to provide us with a formal document evidencing your permanent address, for example an electricity bill or a bank statement that has been sent within the last three months.

#### **Source of assets**

If you ask us to deal with any funds or property, you must have obtained them legally. If we become aware or suspect that any of your claimed assets have come from an illegal source, we are obligated to notify the Gardaí and the Revenue Commissioners without notice to you, except in limited circumstances. We are also obligated to immediately cease acting for you if we are forced to report illegal assets. Even if you have not done anything that we are forced to report to the necessary authorities, we cannot transfer any assets or property funded by the proceeds of crime. This includes funds that have not been declared for tax purposes or that have been obtained by false means. In this situation, you will have to legalise your position before we can act on your behalf.

### **Conflict of interest:**

We may not be able to act for you if there is a conflict of interest, or potential conflict of interest between us, or between you and another client of the Firm. For example, if before we accepted your instructions and subsequently found out that we also acted for a person that you now wanted us to sue, then we will be unable to continue acting for you.

We have internal procedures in place to make sure that we can identify a conflict of interest before we accept your instructions.

We aim to always give you independent advice. If during the course of your case or transaction we become aware of a conflict of interest or potential conflict of interests, we will immediately inform you about it. We will then decide whether or not it would be appropriate for us to continue to act on your behalf in the circumstances.

### **3. Cooling-off period and your right to cancel:**

If our contract with you for the provision of legal services on your behalf was not created with you in the Firm's offices, you have the right to cancel the contract within 14 days of the date of contract. This cooling-off cancellation period will expire 14 days from the date, following your instructions to us, that we agreed to act for you. You must inform us of your decision to cancel within this deadline.

To meet this deadline, it is sufficient for you to send us a clear statement in writing before the cancellation period has expired. This statement can be sent by post or by email.

If you wish to use a cancellation form, see the sample form in the Section for Details at the end of this document. It is not obligatory to use a form.

### **4. Our service to you:**

We agree to undertake the provision of legal services on your behalf with the necessary care and skill, in line with good professional standards.

#### **Confidentiality:**

We always endeavour to respect the confidentiality of our clients' affairs, and we take all necessary and reasonable steps to ensure that our clients' information remains confidential when in storage, whether said storage be electronic or hard copy. We also ensure all client information is stored and accessed in a manner that is GDPR 2018 compliant.

However, in the normal course of running a solicitor's practice, we are obliged to give access to bodies with legal powers. These include:

- the Revenue Commissioners; and
- the Law Society of Ireland.

We also contract with professional and other service providers, some of whom may require access to certain file documentation that contains client information. These bodies include:

- accountants;
- risk assessment auditors;
- quality control companies; and
- IT maintenance contractors.

By contracting with these bodies, we are able to manage our Firm correctly. We always try to ensure that the provider of services to the Firm is reputable and, where appropriate, we will only contract with them where letters of confidentiality have been signed.

### **How to instruct your solicitor:**

It is crucial that you give us clear and accurate instructions from the very outset of our contract for the provision of legal services and it is vital that you give us any new information that may develop as your case progresses. When you instruct us, we will always explain your options to you.

If there is anything that you do not understand, you must inform us of this right away so that we can attempt to correctly answer your questions. We will always agree with you any actions that should be taken, prior to us taking them on your behalf.

### **Updating your instructions:**

We may require you to update your instructions from time to time. Examples of when updated instructions are required include where:

- new issues or information arise;
- events take an unexpected turn;
- we need more information from you; or
- fees or expenses have not been paid.

It is important that you give us instructions when and where they are needed. Please be aware that should you fail to do this, we may not be able to make progress with your case. A lack of instructions may also affect the case's outcome and, in some cases, may mean we are forced to cease acting on your behalf.

### **Timescale for your case:**

We will always attempt to estimate how long your case or transaction is likely to continue. As your case proceeds, we will let you know what stage has been reached and what and when the next steps will be. If any event occurs that may delay your case, we will endeavour to let you know and we will give you our best estimate of a new timescale. Please be aware that any estimates provided to you by the Firm are mere estimates and are not statements of fact. Accordingly, these estimates cannot be relied upon as statements of fact in order to impose liability on the Firm for an estimation being incorrect.

#### **Timescale for litigation cases**

Please note that time limits apply in litigious situations, so please make sure that we have received all required information in good time in order for us to take any necessary action on your behalf. Please note that certain actions must be taken by you or by us, within a particular period, or else your litigation case will fail.

#### **Civil Liability and the Courts Act 2004**

If you are making a claim under this Act, you must write a letter outlining the details of your claim within two months from the date of the accident. If you fail to do this, it may have a negative impact on your case and it may also lead the Court awarding you only part, or none, of your costs.

## **5. Your permissions:**

If we need you to give us specific permission to undertake a specific action, we will ask you to sign a separate document for the particular purpose, be it one of the relevant forms in the section for details at the end of this document or otherwise. Please be aware that at all times when you give our Firm instructions, you are giving us permission to act on your behalf and to take such actions as required in order to undertake same.

### **Our professional promises and / or undertakings:**

If you instruct us to repay any money, or if you instruct us to give a certificate of title to a bank or building society, and we have promised them we will do so, you cannot change these instructions at a later date. Likewise, if you instruct us to do any action on your behalf, and we make a professional promise to a third party that we are going to do same, you cannot change your mind after the fact.

### **The Personal Injuries Assessment Board:**

The Personal Injuries Assessment Board (PIAB) is an independent government body that assesses the amount of compensation due to a person who has suffered a personal injury. By instructing us to handle a personal injuries case and deal with PIAB for you, this means that you are giving us permission to do same. Please be aware that you will be responsible for our fees and expenses, even if you are successful.

### **Barristers and experts:**

From time to time, it may be necessary to engage barristers and other experts on your behalf. We will only ever select professionals whom we believe to be competent. They will be directly responsible to you for the quality of their work.

### **Fees of barristers and other experts:**

When you contract with us to handle a litigation matter on your behalf, your case may be settled between the parties prior to hearing before the Court, on the basis that the other side will pay your legal fees and expenses. Another possibility is that your case will proceed hearing in Court and the Court will order the other side to pay your legal fees and expenses. If the case proceeds in either of these ways, you are giving us permission to pay any barrister or expert whom we employ on your behalf from the money received from the other side for their fees.

### **Information from third parties:**

Once you contract with us to handle your case or transaction, you are giving us permission to get information from third parties to help us with your case or transaction, without asking for your permission again.

### **Data Protection:**

When you instruct us to handle your case or transaction, you are giving us permission to hold information for our records. This may include, but is not limited to, 'sensitive data' such as your:

- Personal Public Service (PPS) number; or
- Medical reports and / or records.

We will only employ the use of personal and / or 'sensitive' data in order to help your case, and the data will be stored and used strictly in accordance with GDPR 2018. If you have any queries about how we retain, store or use your data, please contact us and we will give you further information.

### **Storing information in electronic format abroad:**

By instructing us to handle your case or transaction, you are allowing us to store your data and other information abroad. For example, when we employ the services of electronic storage companies who use IT storage, this IT storage may be located abroad. If you have any queries, please contact us and we will provide you with further information.

By asking us to handle your case or transaction, you agree that we are not responsible for any loss of, or corruption of, information by any off-site electronic storage service that we use. We will always endeavour to ensure that any companies we use are highly reputable and provide secure services.

### **Destroying the file:**

As outlined by the Law Society of Ireland's practice regulations, we are required to keep and store a client's litigation file for at least 6 years post case completion and then we are obligated to destroy it. Similarly, for certain files like those involving a conveyancing matter, we are obligated to keep said files for 12 years post case completion and then we are obligated to destroy it. We will never destroy original deeds or wills, or files relating to mentally incapacitated persons.

### **Your money:**

We will hold any money we receive on your behalf strictly in line with the current Solicitors' Accounts Regulations.

By instructing us to handle your legal case, you agree that we may hold any money you give us, or which we receive on your behalf, in any bank, which is a bank approved by the Central Bank of Ireland. Please be aware that we will simply hold your money and we do not have any additional responsibilities around the protection or investment of your money.

You also agree that we are not legally responsible for a loss or reduction in the value of the money because the bank at which the money is held becomes insolvent and does not have the money to pay back the full amount. By asking us to handle your case or transaction, you agree that if we have given a professional promise or undertaking on your behalf, which, because of the insolvency of the bank at which we had placed the money, we cannot carry out, you will refund us in full any loss we suffer if we are forced to carry out our promise at our own expense.

You also agree that we are not legally responsible for a loss or reduction in the value of the money if the government were to legislate, empowering it to take part of deposit funds.

### **Authority to endorse cheques:**

When we receive cheques made out in your name, we will require your authority to sign the back of these cheques so that the bank will accept them for lodgement to our Firm's client account. A form giving us the authority that you have to sign is in the section for details at the end of this document.

### **Appointment and indemnity for payment of taxes:**

If we act for you in the sale of a property and you are not resident in this jurisdiction, as we handle the proceeds of the sale, we are legally responsible for the filing of a Capital Gains Tax (CGT) return. We must discharge this on your behalf and we do this on the basis that you indemnify us. This means that you agree to pay us back in-full for any loss that we may suffer due to something you do, or omit to do, or some wrong-doing on your part.

If we act for you as a non-resident beneficiary of an estate, we are legally responsible for the filing of a Capital Acquisitions Tax (CAT) return and payment of any tax. We must discharge this on your behalf and we do this on the basis that you indemnify us. This means that you agree to pay us back in full for any loss we suffer due to something you do, or omit to do, or some wrong-doing on your part.

### **Power to sign documents:**

When you instruct us to handle your case or transaction, we may ask you to give us permission to re-sign documents already signed by you. This is simply for convenience purposes and could happen if we needed to make typing or clerical amendments, or other small changes, after you have signed the document. We will never make any changes that change the meaning of the document, without your permission. Should we need your permission, we will ask you to sign the form in the section for details at the end of this document.

## **6. Fees and expenses:**

It is critically important that we explain to you how we calculate our fees and that you fully understand this. Our solicitors and support staff may be required to spend a considerable amount of time providing you with the legal services you have sought. This is a service for which you must pay.

### **Information about charges in your particular case:**

In the section for details at the end of this document, or in separate correspondence, we will endeavour to outline our fees and the other expenses that you may have to pay for your particular case or transaction. If we fail to agree the fees for our services to you, we will not act on your behalf.

If we agree to charge you based on the time spent on your case, remember that we will charge for everything we do for you. This includes consultations, telephone conversations, letter drafting and service, e-mails and so on. We will tell you if we believe that you could appropriately carry out some of these tasks yourself.

If our fee is based on an hourly rate, we will give you a record of the hours spent on your case upon request.

### **Fees and expenses in litigation cases:**

In litigation cases, as with any other case or transaction, when we send you a bill for fees and expenses, you are responsible for paying that bill in a timely manner. This is the position if you are successful and win your case and the judge orders the other side to pay your legal costs, or if there is a settlement of the case in your favour, which includes an agreement that the other side will pay your costs, you will still be responsible in the first instance, or if you lose your case. We will always try to get as much as possible from the other side. Sometimes, however, this may not be enough to cover our bill and you are responsible for paying the rest of the money you owe us.

If we have to do extra work to recover fees from the other side to the litigation, you will incur additional fees.

In litigation cases, there is always a risk that, in addition to paying our fees and expenses, you will also have to pay the fees and expenses of the solicitors for the other party to the litigation. This might happen if, for instance, you lose your case, or it was part of a settlement agreement. It is important that you fully understand this risk.

### **Payment in advance:**

We expect you to pay us a deposit towards our fees when we first start working on your behalf. We will agree this amount with you prior to commencing representation.

### **Payment at intervals:**

We may bill you for costs at random intervals during your case or transaction. We will often do this in situations where cases or transactions are likely to take a long time to finish.

### **Disagreements about bills:**

If there is a disagreement or discrepancy regarding any bill that we send you, we will always attempt to resolve the matter by agreement with you. If the matter cannot be resolved, we may be forced to cease acting on your behalf.

If the matter remains unresolved, you then have the right to refer the bill for review by a court official called a Taxing Master, or to make a complaint to the Law Society about the bill.

### **Fees and expenses for unexpected issues:**

In the course of a case or transaction, an unexpected issue may arise. This unexpected event may cause us to have to do a considerable amount of extra work on your behalf, which is more than expected when we first gave you information about our charges. Should this occur, you must pay extra fees for this work and you may also have to pay more expenses. If this happens, we will give you information in writing about the new fees and expenses for the additional work.

It is a good idea for you to budget for this possibility.

### **Final bill of costs:**

We will always issue our final bill of costs to you without any unnecessary delay.

### **'Solicitor's lien:**

The law allows us to keep your original file and not to provide you with a copy, as security for any costs until we have been paid for our services. This is called a 'Solicitor's lien'.

### **Our credit terms:**

You must pay all bills issued by our Firm within 30 days following the issuance of the bill. We reserve the right to charge interest on overdue accounts at the rate of 8% each year. For litigation cases, even if you win your case or your case is settled, our bill must be paid within our normal credit terms of 30 days.

### **Fees for property transactions:**

In relation to property transactions, you must pay our fees on the date the property changes hands.

### **Fees for dealing with estates of deceased persons:**

If we are dealing with the estate of a deceased person for you, we may be required to send you bills at different stages in the process. It is a good idea for you to expect this and budget for this possibility.

## **7. Dispute resolution and complaints:**

Positive communication between our Firm and our clients guarantees the best possible outcomes. However, if you wish to make a complaint about any aspect of our service, please send it to us in writing at the earliest available opportunity. We have set out our internal complaints' procedure at the end of this section.

Upon receipt of any written complain, we will review your file without delay. We will then endeavour to send you a written reply within 14 days, including replies to any requests for information and advising you of any actions that we will take in relation to your case.

We hope that any complaint made to us will be resolved. If you are not satisfied with our response to your complaint, you can make a complaint to the Complaints and Client Relations Committee of the Law Society. You can get more details about making a complaint from the Law Society website.

### **Limit on liability:**

**Our liability to you is limited to €1,500,000.00**, or the minimum amount of professional insurance cover that solicitors' firms are required to have from time to time.

Please note that we do not claim to have any particular expertise outside of a solicitor's general expertise.

Any advice we provide is confined to Irish Law unless we give details of a broader service in the section for details at the end of this document.

### **Transferring to another solicitor:**

We hope to reach a successful result on your behalf. If you decide for any reason to transfer to another solicitor's firm, you are required to pay us for any work done up to that point, together with any expenses that we have paid on your behalf. This requirement will apply even to litigation cases where we might have agreed to charge a fee only if your case was successful. If you change to another solicitor, this agreement automatically ends, and we will require payment for the work we have actually done. We will issue a bill as soon as possible. Our fees must be discharged prior to the release of the file.

### **The files:**

By instructing us to handle your case or transaction, you are agreeing to accept a photocopy only of the correspondence file should you want it later. By law, we are entitled to keep a copy of the file, or the original, if you have agreed that we may have the original. We will charge a reasonable charge for each page of photocopying. See the section for details at the end of this document for the current rate. If you are transferring to another solicitor, we will give you, or your new solicitor, the originals of all documents. We will charge a reasonable administration fee for the transfer of the file to you or your new solicitor. We are required by law to keep a copy of the file for a certain period.

### **Ending our contract:**

You can end your contract with us at any time, but we must first carry out any professional promises we have made on your behalf to third parties. For instance, if we promised to pay money to a third party, we must do this before the contract can end. You also must pay our legal fees for doing this work.

We are also free to end the contract for a good reason, and on reasonable notice to you. We would usually do so if a client was acting unreasonably, unwilling to accept our advice or had not been truthful about facts relating to their case or transaction.

**Enforcement of overall agreement:**

If the Court decides that any part of this agreement between you and us is invalid, this will not affect the remaining terms of this agreement.

**Our Firm's complaints procedure:**

The following is our Firm's complaints procedure:

- The client must bring any issue or cause for concern to the attention of the solicitor, fee earner or support staff member handling their case or transaction, and that member of staff will then make every effort to attempt to resolve the issue or cause for concern.
- In the unlikely event that the issue or cause for concern cannot be resolved, the client can then avail of our Internal Complaints Procedure.
- In order to avail of this Procedure, the complaint should be submitted in writing to the Firm's Principal, Mr. Barry O'Donnell of No. 37 Baggot Street Lower, Dublin 2.
- The client will be sent out a written acknowledgement of the complaint within 7 days of receipt of the complaint.
- The relevant file will then be reviewed by the appropriate internal party and the client will be sent a full written response within 14 days of the date of the written acknowledgement's service.
- Should the complaint relate to our Firm's Principal, or should our Internal Complaints Procedure provide an inadequate resolution, then the client's complaint can be submitted to the Law Society of Ireland's complaints department. The contact details for the Law Society's on the Law Society's website.

## **8. Section for details and forms:**

- **Professional Indemnity Insurance:**

Our Professional Indemnity Insurance details are as follows:

|                                 |   |
|---------------------------------|---|
| <b>Insurer:</b>                 | CNA Insurance Company Limited T/A CNA Hardy         |
| <b>Insurer contact details:</b> | No. 20 Fenchurch Street, London, EC3M 3BY, England. |
| <b>Countries covered:</b>       | The Republic of Ireland, The United Kingdom         |

# **Cancellation Form**

**To:** Barry O'Donnell Solicitors of No. 37 Baggot Street Lower, Dublin 2.

I / We, \_\_\_\_\_, hereby wish to notify you I / we wish to cancel my / our contract for the provision of legal services to me / us, dated the \_\_\_\_\_ .

**Name of Client(s):** \_\_\_\_\_  
\_\_\_\_\_

**Address of Client(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Client(s):** \_\_\_\_\_  
\_\_\_\_\_

**Date of signature(s):** \_\_\_\_\_

## **Client’s Authority for Solicitor to Endorse Cheques**

I / We, \_\_\_\_\_, hereby appoint **Barry O’Donnell Solicitors** of No. 37 Baggot Street Lower, Dublin 2, as my / our agents under the Cheques Acts and Bills of Exchange Acts 1882 – 1957.

I / We hereby give my / our full permission for you to endorse, by writing on the back of, any cheques received by you while you are my / our appointed solicitor, where the cheques are payable to me / us and are marked “Account Payee Only”, or “Account Payee”, or “A/C Payee Only”, or “Non-Negotiable”, or with any words that mean the same.

I / We note that the words you will use will be as follows: “Barry O’Donnell Solicitors’ Client Account, on the full authority of the Payee(s), as his / her / their agent”. I / We also hereby allow you to lodge the cheque to you Firm client account and to pay out any necessary expenses relating to my / our case or transaction. If lodgements and / or payments due to me / us are to be made in my / our case or transaction, I / We hereby allow you to ask, and to be paid, by electronic transfer to your Firm client account.

I / We \_\_\_\_\_ hereby agree with all that is stated above.

**Signed:** \_\_\_\_\_  
\_\_\_\_\_

**At:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dated:** \_\_\_\_\_

## Capital Gains Tax – Non-Resident Vendor

As you are acting as my / our solicitors with respect to the sale of my / our property located at \_\_\_\_\_, for the sum of \_\_\_\_\_, I / we \_\_\_\_\_ hereby irrevocably appoint you, **Barry O'Donnell Solicitors** of No. 37 Baggot Street Lower, Dublin 2, as my / our agent under the Taxes Consolidation Act 1997.

I / We hereby authorise and direct you to pay to the Revenue Commissioners any Capital Gains Tax (CGT) liability arising out of the sale of this property.

I / We hereby promise to keep you as my / our solicitors until the Revenue Commissioners release you from your obligations under the Taxes Acts.

I / We hereby indemnify **Barry O'Donnell Solicitors** of No. 37 Baggot Street Lower, Dublin 2, and all their partners, executors, administrators and anyone to whom their rights are transferred, from any loss that may arise out of any act or default on my / our part.

**Signed:** \_\_\_\_\_  
\_\_\_\_\_

**Witnessed:** \_\_\_\_\_  
\_\_\_\_\_

**At:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dated:** \_\_\_\_\_

# Capital Acquisitions Tax – Non-Resident Beneficiary

As you are acting as my / our solicitors in relation to the estate of \_\_\_\_\_, I / we hereby irrevocably appoint you, **Barry O'Donnell Solicitors** of No. 37 Baggot Street Lower, Dublin 2, as my / our agent, as beneficiaries non-resident in Ireland, for the Taxes Consolidation Act 1997, The Capital Acquisition Tax Consolidation Act 2003 and the Finance Act 2010.

I / We hereby direct you to pay any liability under the Capital Acquisitions Tax arising out of the inheritance from the estate of \_\_\_\_\_.

I / We hereby promise to keep you as our solicitors until the Revenue Commissioners release you from your legal obligations.

I / We hereby agree to indemnify our solicitors, **Barry O'Donnell Solicitors** of No. 37 Baggot Street Lower, Dublin 2, and all their partners and their executors, administrators and anyone to whom their rights are transferred from any loss arising out of any act or default on my / our part.

**Signed:** \_\_\_\_\_  
\_\_\_\_\_

**Witnessed:** \_\_\_\_\_  
\_\_\_\_\_

**At:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dated:** \_\_\_\_\_

# Power to Sign Documents

By signing this section, you are permitting us to re-sign documents which you may have already signed. This is simply for convenience. This would usually occur where we are required to make typing or clerical amendments or other small changes. We will not make any changes that change the meaning of the document.

I / We appoint this Firm, Barry O'Donnell Solicitors of No. 37 Baggot Street Lower, Dublin 2, as my / our attorney for the purpose of Section 16 of the Powers of Attorney Act 1996, to act on my / our behalf in this matter.

**Signed:** \_\_\_\_\_  
\_\_\_\_\_

**Witnessed:** \_\_\_\_\_  
\_\_\_\_\_

**At:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dated:** \_\_\_\_\_