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From : NAME

TO: YAVAR HAMEED

I have asked you and you have agreed, to act for me in the matter described below.

1. ***Nature of Retainer***

I hereby authorize and retain you to act on my behalf with respect to:

Advice and representation relating to the following matters:

- MATTERS

2. ***Duty to Disclose / Confidentiality***

I acknowledge that the best results will be obtained if there is full and candid disclosure between lawyer and client. I agree to disclose all relevant facts and documents to you and to keep all notes and records requested by you and to sign all necessary releases of information requested by you. I understand that you will protect all of my information as confidential except to the extent necessary to advance my interests in this proceeding or as otherwise agreed between us. I understand that you will keep me informed of major developments in the proceeding and seek my instructions on all offers of settlement made, if applicable.

After the completion of this matter, we will keep conserve your physical file for a minimal period of 5 years to which afterwards, we may choose to send the file to you or to destroy it.

3. ***Retainer***

I agree to pay \$#,### as an initial retainer in this matter. This amount shall be made payable to: "Yavar Hameed in trust".

4. ***Expenses and Allocated Charges (disbursements)***

I am also responsible for reimbursing you for disbursements you incur on my behalf and office charges allocated to my file. These include long distance calls, faxes, postage, deliveries, travel expenses, photocopying, filing of documents, search charges and all

other reasonable out of pocket expenses and office charges including charges for request(s) of medical records.

5. ***Current Rates***

It is understood and agreed that your usual rate for professional services is \$250 per hour, and the rate for time billed by Nicholas Pope is \$140 per hour, Nick Valela is \$120 per hour, and any articling student is \$90 per hour. Rates are subject to yearly increases.

6. ***Appointment of Agents***

I have been advised that most of the work will be performed or supervised by yourself and you may appoint, in your discretion, another lawyer or legal representative from your office to act on my behalf from time to time throughout the proceedings if in my judgement that becomes necessary or desirable.

7. ***Withdrawal of Services***

I have the right to terminate your services to myself upon written notice to you.

Subject to your obligation to me to maintain proper standards of professional conduct, you reserve the right to terminate your services to me for good reasons which include, but are not limited to:

- a) If I fail to cooperate with you on any reasonable request;
- b) If your continuing to act would be unethical or impractical;
- c) If your retainer has not been paid; or
- d) If I fail to pay your accounts when rendered.

If I terminate your services or you withdraw, I would only have to pay your fees and expenses up until the time you stopped acting for me.

8. ***Acknowledgements***

I acknowledge having read this Agreement and that I am liable for the obligations and agreements herein. Where this Agreement is made

on behalf of and signed by more than one person, the obligations and agreements herein shall be joint and several.

9. I hereby acknowledge receiving a copy of this Retainer Agreement.

DATED at _____ this _____ day of April, 2021.

NAME

YAVAR HAMEED

SAMPLE