

Consumer Legislation

Under EU Regulations, clients who are consumers have the right to cancel 'off premises' contracts for services (such as your contract with us if your contract is not made with us at our offices) within 14 days from when you instruct us to act for you without giving reasons and without incurring costs.

Where you are a consumer for these purposes (i.e. a natural person acting outside of your trade, business or profession) and you want this firm to start working on your behalf before the 14 day cancellation period has expired (in other words if you want us to start working on your behalf right away) then you must formally instruct us in writing to do so.

In such a case you must sign the instruction below specifically in relation to the 14 day cancellation period and return this to us by email first and then post the original to us. Until we receive this written instruction we will not be able to start working on your behalf until the 14 day period has expired.

If you do not sign the instruction below but sign the general terms and you wish to cancel our contract with us during the 14 day period, you must do so in writing else we will be in a position to start work on day 15 onwards and we will charge you for such work.

CONSUMER INSTRUCTION to

KEOGAN Law & Tax

TO BEGIN WORKING ON MY/OUR BEHALF BEFORE 14 DAY CANCELLATION PERIOD HAS EXPIRED (where the contract is an "Off Premises" contract)

I/We, acknowledge that we have received the following information from Keogan Law & Tax in regard to **my/our rights as consumers** to cancel our **Off Premises Contract** with Keogan Law & Tax within 14 days without giving reasons:

- That if my/our contract for legal services is an "Off Premises Contract", I/we have the right to cancel the contract within 14 days without giving any reasons.
- That the cancellation period will expire 14 days from the date following my/our instructions that Keogan Law & Tax agreed to act for me/us.
- That if I/we do wish to cancel my/our Off Premises Contract with Keogan Law & Tax I/we must inform you of my/our decision to cancel within this 14 day period. To meet this deadline, it is sufficient for me/us to send you a clear statement in writing by letter, by post, by fax or by email at your contact details in your letter before the cancellation period has expired.
- That I/we will lose the right to cancel my/our Off Premises Contract with Keogan Law & Tax if the service already has been fully performed where Keogan Law & Tax's performance of the service has begun with my/our express consent (being my/our instruction to Keogan Law & Tax to act for me/us) and with my/our acknowledgement that I/we will lose the right to cancel my/our Off Premises Contract with Keogan Law & Tax once the service has been fully performed.
- That if I/we have expressly instructed Keogan Law & Tax to begin working for me/us during the 14 day cancellation period but afterwards decide to cancel my/our Off Premises Contract with Keogan Law & Tax within that period, I/we will have to pay

Keogan Law & Tax for work done up to the point where I/we cancelled the Off Premises Contract by notifying the firm, Keogan Law & Tax, in writing by hand, by post, by fax or by email at the contact details in the firm's letter to me/us.

I/we now expressly consent to and instruct Keogan Law & Tax to begin working on my/our behalf **before the expiration of the 14 day cancellation period.**

Client to sign and date