**Information about Cancellation Rights**

The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013

**Right to cancel**

You have the right to cancel this contract within 14 days without giving any reason.

The cancellation period will expire after 14 days from the day of the conclusion of the contract.

**Procedure for exercising the right to cancel**

To exercise the right to cancel, you must inform us of your decision to cancel this contract by a clear statement in writing. You may use the attached Cancellation Form, but it is not obligatory (see Annex 1).

Any cancellation notice should be delivered or sent to Kingsley Napley LLP, 20 Bonhill Street, London EC2A 4DN, United Kingdom and/or be faxed to the firm’s fax number 020 7490 2288 and/or be emailed to the lawyer who signed the Engagement Letter using the email address that appears at the end of the letter beneath his or her signature.

To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

**Effects of cancellation**

If you cancel this contract, we will reimburse to you all payments received from you.

We will make the reimbursement without undue delay, and not later than 14 days after the day on which we are informed about your decision to cancel this contract. We will make the reimbursement using the same means of payment as you used for the initial transaction, unless you and we agree otherwise. You will not incur any fees as a result of the reimbursement.

If you requested us to begin the performance of our services during the cancellation period, you shall pay us an amount which is in proportion to what has been performed until you have communicated to us your decision to cancel this contract, in comparison with the full coverage of the contract.

**Instruction to commence work immediately**

If you wish us to commence work on your matter before the 14-day cancellation period has expired, you must in writing confirm receipt of this notice and instruct us to commence work on your matter immediately.

If you instruct us to commence work on your matter before the cancellation period has expired and, subsequently, within the 14-day cancellation period, you decide to exercise your right to cancel this contract, you must pay us for all the work we carried out before your decision to cancel the contract was communicated to us. Our charges will be calculated in the manner described in the Engagement Letter.

**CANCELLATION FORM**

To: Kingsley Napley LLP

20 Bonhill Street

London

EC2A 4DN

United Kingdom

I hereby give notice that I wish to cancel the contract described below.

Details of the contract to be cancelled

Date of Engagement Letter:

Reference / file number:

Description of matter:

Name of lawyer:

Signature of client

Date:

Print name:

Signed: