Our Services, Fees and Regulatory Information

Probate Services

Our services include:

- Inheritance Tax Planning advice
- Will preparation advice
- Probate
    - Review the will, codicils and legacies ensuring they are valid;
    - Identify the beneficiaries;
    - Identify the contents of the estate and whether a grant is needed;
    - Value the estate;
    - Prepare the inheritance tax return if needed;
    - Finalise the income tax and capital gains tax position of the deceased at the date of death and prepare the tax return for this period;
    - Prepare the application for a grant of probate / grant of administration;
    - Ensure the appropriate oaths are prepared and taken;
    - Obtain the grant;
    - Finalise the estate tax; and
    - Prepare estate accounts if necessary

Timescales relating to applying for the grant of probate and calculating the relevant tax are generally 6 – 12 months but this can be affected by the complexities of an individual estate such as

- Collating all the relevant information from various sources can take time if detailed records of assets were not kept
- If external advisors are required
- The presence of overseas assets

Fees

Fees in relation to undertaking probates services typically are quoted and charged for on a fixed fee basis to give you clarity of the cost from day 1.

For a simple estate our fees start at £2,000 + VAT and are typically in the region of £2,000 - £10,000 + VAT depending on the number of items and complexity of the estate.

Complaints Procedure

Details of the firm's complaints procedure are included in the Terms and Conditions located on the company website www.leamanmattei.com

In addition to our normal complaint's procedure detailed above, as a probate client you also have additional rights in connection with any complaint relating to our probate services as follows:

If you would like to talk to us about how we can improve our service to you, or if you are unhappy with the service you are receiving, please let us know by contacting Paul Mattei who is the Head of Legal Practice. We will consider carefully any complaint that you make about our probate or estate administration work as soon as we receive it and will do all we can to resolve the issue.

We will acknowledge your letter within five business days of its receipt and endeavour to deal with it within eight weeks. Any complaint should be submitted to us by letter. If we do not deal with it within this timescale or if you are unhappy with our response, you may of course take the matter up with our professional body, The Institute of Chartered Accountants in England and Wales (ICAEW) further information can be found at www.icaew.com/complaints and the Legal Ombudsman.

Complaints to the Legal Ombudsman should be made within six years of the act or omission or within three years of you becoming aware of the issue and in either case within six months of our written response to your complaint to us. The contact details for legal ombudsman are:

Letter:	Legal Ombudsman, PO Box 6167, Slough, SL1 0EH
Email:	enquiries@legalombudsman.org.uk
Telephone:	0300 555 0333.

Probate Compensation Scheme

We are a licensed firm for the reserved legal activity of non-contentious probate. If in the unlikely event we cannot meet out liabilities to you, the ICAEW have a Probate Compensation Scheme for which you may be able to obtain a grant. Generally, applications for a grant must be made to ICAEW within 12 months of the time you become aware, or reasonably ought to have been aware of the loss.

Further information about the scheme and the circumstances in which grants may be made is available on the ICAEW's website www.icaew.com/probate

Professional Indemnity Insurance

We have professional indemnity insurance in place in accordance with the requirements of ICAEW. Our professional insurance cover is up to a maximum of £5,000,000 and is capped at this level. In the event that the expected value of the estate of the deceased is in excess of £10,000,000 we will liaise with you in relation to whether we require additional professional indemnity insurance cover to deal with the value of the estate or whether our liability will be capped at £5,000,000