

Zad Holding Company Q.P.S.C
Service Memorandum (SM)

Date :	2-Mar-2022	Reference No.	ZAD/SM/2022/001
Nature Of Service	Legal Retainer Fees	Department	Zad Legal Department
Objective Of The Service	Retainer Fees for Law Firm for handing all group legal cases		

COMPETITIVE QUOTES FROM SERVICE PROVIDERS

No.	Service Provider	Nature of Fees	Negotiated Amount	Payment Mode
1.	Qatar International Law Firm	Law Firm Retainer Fees	QR 240,000/- (QR 20,000 p.m.)	Against quarterly billing in 15 days

RECOMMENDED SERVICE PROVIDER

No.	Service Provider	Nature of Fees	Negotiated Amount	Payment Mode
1	Qatar International Law Firm	Law Firm Retainer Fees	QR 240,000/- (QR 20,000 p.m.)	Against quarterly billing in 15 days

Service Provider Selection Criteria.

Better Quality

Lowest Bidder

Reputed Supplier

Others (Specify)- Renewal of existing retainership of Law Firm

- Justification:** - 1. Qatar International Law Firm has been associated with Zad Group for almost a decade and has been rendering the legal services in terms of filing of legal cases for the company and pursue the proceeding at courts and liaisoning with the court appointed experts for favorable judgement and further pursuing the Enforcement cases.
 2. Currently there are almost over 60 cases which are under various stages which need to be handled by the law firm and any new case to be filed will also be pursued through Qatar International Law Firm
 3. There are no other fees paid to law firm for case filing. The court fees, expert fees etc will be additionally paid as per the court norms.
 4. The existing fees was QR 10,000 p.m. which has been fixed over 5 years ago. The law firm has proposed to increase the fees to QR 20,000 p.m. and the same is recommended for approval by Legal Counsel / Legal Department. **New fees effective from Jan 2022.**

BUDGET Vs ACTUAL

Particulars	Amount (QAR)	If not budgeted, please justify
Budgeted value for the requested service/capex	0	
Budget utilized till last purchase	0	
Balance available for this purchase	0	
Proposed as per this service memorandum	0	
Surplus/(deficit)	0	The legal expenses are budgeted by the respective business units. The retainer fees paid by Zad will be debited to the respective business unit based on the number of cases and the value under litigation.

AUTHORIZATION/APPROVAL


 Vice President Finance


 Chief Executive Officer


 Board Member