Thames Chambers

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Date: 16/04/2025

Dear Mr Sheakh Emon

**Re: Application to the home office for further leave to remain as a skilled worker.**

Further to our telephone conversations I would be pleased to accept instructions from you on the terms set out in this letter. If you agree with the proposed arrangement, please sign and date the enclosed copies and return one copy to me.

I will carry out all work under this arrangement. There may be times when my professional commitments clash, or there may be another reason why I cannot carry out all the work you are instructing me to do. In those circumstances, I will endeavour to warn you as soon as possible and discuss with you how you would prefer to continue. My clerk or I may suggest the name of another barrister within my Chambers (of a suitable level of seniority and expertise) willing to accept your case under the same terms as this agreement or help you find a barrister from another Chambers. However, another barrister will not carry out work for you unless and until you have agreed to this.

**Instructions**

**You have instructed me on a direct access basis to apply for further leave to remain as a skilled worker. As you are currently on skilled worker visa with no adverse changes of circumstances I believe there is strong ground for your application to be successful.**

**Fee**

**I have agreed to charge you a fixed fee of £700, which will cover all work until the decision of the home office is given on the application. This fee needs to be paid upfront. Once you have signed this letter, I will send you an invoice. Upon receipt of the payment, I will send you a list of documents, and I should be provided with them promptly, as the application has to be made before the expiry of your leave to remain.**

If the application is refused with right of administrative review (which is unlikely, I believe, due to the applicant’s circumstances), then if I am instructed to lodge AR, that will incur extra fees to be determined.

**Documents**

The agreement between you and us would be that:

Thames Chambers is the practice name of Mohammad J Islam who is regulated by the Bar Standards Board

(1) I am entitled to keep copies of any documents you give for my own professional records; and

(2) I will return all your original documents to you when I have carried out the work I have instructed me to do. I would prefer that you give me copies of documents rather than originals.

**General obligations**

The information which you give me will be received in professional confidence. The only exception is that statutory and other legal requirements may cause me to disclose information which I have received from you to governmental or other regulatory authorities and to do so without first obtaining your consent to such disclosure or telling you that I have made it. The contract we are making between us will be governed by English law, and any dispute will be subject to the jurisdiction of the English courts.

**Termination**

You may terminate your instructions in writing at any time, but I will be entitled to keep all your papers and documents until you have paid all charges and expenses against the work done in your matter.

**Withdrawal of Instructions**

I may stop acting for you, provided I have a good reason. As a barrister, I must follow the Bar Code of Conduct, which we must adhere to and not be in breach of. That code of conduct obligates us to consider many matters to ascertain how to serve our interests best. If there comes a point at which we consider that your interests will not be best served by me acting for you, then I will withdraw the instructions you have given me. Other examples of what may amount to a ‘good reason’ include if you do not make the payment or if it appears that the matter has exceeded our level of competency. If I see the aforementioned situations arising, I will give you reasonable notice before we do so.

**Complaints**

I am confident in providing high-quality service in all aspects of the law. However, if you are unhappy with how your matter is being dealt with or have any queries or concerns about my work, please raise the issue as soon as possible. If you need more time to resolve the problem to your satisfaction, then please write to me**.** If you are not happy with my reply, then you can contact the Legal Ombudsman.

Yours sincerely,

**Mohammad J Islam**

*(Barrister)*

Client’s Signature: **Sheakh Naimur Rahman Emon** Date **16/04/2025**