



AIR TRAFFIC AND NAVIGATION SERVICES SOC LTD

GOVERNANCE RISK COMPLIANCE

TARRIFF OF FEES FOR ATTORREYS

APPROVED BY:

Ms Thandeka Mdebuka

CHIEF GOVERNANCE RISK
COMPLIANCE OFFICER

Date: 1 November 2023

A – TARIFF OF FEES FOR NON-LITIGIOUS MATTERS		
Item	Description	MAXIMUM RATE (Per quarter of an hour part thereof, excluding VAT)
1.	<p>Consultations, contract negotiation and contract drafting:</p> <p>(a) By a Director/Partner (20+ years' experience)</p> <p>(b) By a Director/Partner (15-20 years' experience)</p> <p>(c) By a Director/Partner (10-15 years' experience)</p> <p>(d) Senior Associate (5-10 years' experience)</p> <p>(e) Associate (3-5 years' experience)</p> <p>(f) Associate (1-2 years' experience)</p> <p>(g) Candidate Legal Practitioner</p>	<p>R1250.00</p> <p>R1125.00</p> <p>R875.00</p> <p>R875.00</p> <p>R625.00</p> <p>R500.00</p> <p>R250.00</p>
B – TARIFF OF FEES FOR LITIGIOUS MATTERS: CONSULTATIONS CONFERENCES AND INSPECTIONS		
<p>Consultation with a client and witnesses to institute or to defend an action for advice on evidence or advice on commission for obtaining an opinion or an advocate's guidance in preparing pleadings, including exceptions, and to:</p>		
2.	<p>Draft a petition of affidavit, per quarter of an hour or part thereof:</p> <p>(a) By a Director/Partner (20+ years' experience)</p> <p>(b) By a Director/Partner (15-20 years' experience)</p> <p>(c) By a Director/Partner (10-15 years' experience)</p>	<p>R1250.00</p> <p>R1125.00</p> <p>R875.00</p>

	<p>(d) Senior Associate (5-10 years' experience)</p> <p>(e) Associate (3-5 years' experience)</p> <p>(f) Associate (1-2 years' experience)</p> <p>(g) Candidate Legal Practitioner</p>	<p>R875.00</p> <p>R625.00</p> <p>R500.00</p> <p>R250.00</p>
3.	<p>Consultation to note, prosecute or defend an appeal:</p> <p>(a) By a Director/Partner (20+ years' experience)</p> <p>(b) By a Director/Partner (15-20 years' experience)</p> <p>(c) By a Director/Partner (10-15 years' experience)</p> <p>(d) Senior Associate (5-10 years' experience)</p> <p>(e) Associate (3-5 years' experience)</p> <p>(f) Associate (1-2 years' experience)</p> <p>(g) Candidate Legal Practitioner</p>	<p>R1250.00</p> <p>R1125.00</p> <p>R875.00</p> <p>R875.00</p> <p>R625.00</p> <p>R500.00</p> <p>R250.00</p>
4.	<p>Attendance by an Attorney in court at proceedings</p> <p>(a) By a Director/Partner (20+ years' experience)</p> <p>(b) By a Director/Partner (15-20 years' experience)</p> <p>(c) By a Director/Partner (10-15 years' experience)</p> <p>(d) Senior Associate (5-10 years' experience)</p> <p>(e) Associate (3-5 years' experience)</p> <p>(f) Associate (1-2 years' experience)</p> <p>(g) Candidate Attorney</p>	<p>R1250.00</p> <p>R1125.00</p> <p>R875.00</p> <p>R875.00</p> <p>R625.00</p> <p>R500.00</p> <p>R250.00</p>
5.	<p>Attendance by a Candidate Attorney, where necessary, to assist at a contested proceeding.</p>	<p>R250.00</p>

<p>NOTE</p>	<p>ATNS shall pay for only one Candidate Attorney, where the attorney was present at the consultation or in court with more the one Candidate Attorney.</p>	
<p>6.</p>	<p>Any conference with an advocate, with or without witnesses, on pleadings, including exceptions and particulars to pleadings, applications, petitions, affidavits and testimony, and on any other matter which the legal advisor may necessary:</p> <p>(a) By a Director/Partner (20+ years' experience)</p> <p>(b) By a Director/Partner (15-20 years' experience)</p> <p>(c) By a Director/Partner (10-15 years' experience)</p> <p>(d) Senior Associate (5-10 years' experience)</p> <p>(e) Associate (3-5 years' experience)</p> <p>(f) Associate (1-2 years' experience)</p> <p>(g) Candidate Legal Practitioner</p>	<p>R1250.00</p> <p>R1125.00</p> <p>R875.00</p> <p>R875.00</p> <p>R625.00</p> <p>R500.00</p> <p>R250.00</p>
<p>7.</p>	<p>Any other conference which the legal advisor may consider necessary:</p> <p>(a) By a Director/Partner (20+ years' experience)</p> <p>(b) By a Director/Partner (15-20 years' experience)</p> <p>(c) By a Director/Partner (10-15 years' experience)</p> <p>(d) Senior Associate (5-10 years' experience)</p> <p>(e) Associate (3-5 years' experience)</p> <p>(f) Associate (1-2 years' experience)</p> <p>(g) Candidate Legal Practitioner</p>	<p>R1250.00</p> <p>R1125.00</p> <p>R875.00</p> <p>R875.00</p> <p>R625.00</p> <p>R500.00</p> <p>R250.00</p>

<p>8.</p>	<p>Any inspection <i>in situ</i>, or otherwise:</p> <p>(a) By a Director/Partner (20+ years' experience)</p> <p>(b) By a Director/Partner (15-20 years' experience)</p> <p>(c) By a Director/Partner (10-15 years' experience)</p> <p>(d) Senior Associate (5-10 years' experience)</p> <p>(e) Associate (3-5 years' experience)</p> <p>(f) Associate (1-2 years' experience)</p> <p>(g) Candidate Legal Practitioner</p>	<p>R1250.00</p> <p>R1125.00</p> <p>R875.00</p> <p>R875.00</p> <p>R625.00</p> <p>R500.00</p> <p>R250.00</p>
<p>9.</p>	<p>Attending to give or take disclosure:</p> <p>(a) By a Director/Partner (20+ years' experience)</p> <p>(b) By a Director/Partner (15-20 years' experience)</p> <p>(c) By a Director/Partner (10-15 years' experience)</p> <p>(d) Senior Associate (5-10 years' experience)</p> <p>(e) Associate (3-5 years' experience)</p> <p>(f) Associate (1-2 years' experience)</p> <p>(g) Candidate Legal Practitioner</p>	<p>R1250.00</p> <p>R1125.00</p> <p>R875.00</p> <p>R875.00</p> <p>R625.00</p> <p>R500.00</p> <p>R250.00</p>
<p>10.</p>	<p>Inclusive fee for necessary consultants and discussions with client, witness, other party or advocate not otherwise provided for:</p> <p>(a) By a Director/Partner (20+ years' experience)</p> <p>(b) By a Director/Partner (15-20 years' experience)</p> <p>(c) By a Director/Partner (10-15 years' experience)</p> <p>(d) Senior Associate (5-10 years' experience)</p>	<p>R1250.00</p> <p>R1125.00</p> <p>R875.00</p>

	(e) Associate (3-5 years' experience) (f) Associate (1-2 years' experience) (g) Candidate Legal Practitioner	R875.00 R625.00 R500.00 R250.00
11.	Appearance by attorney in the High Court or the performance by an attorney of any other function of an advocate, in terms of the Right of Appearance in Courts Act No. 62 of 1995, as amended from time to time, or Legal Practice Act No. 28 of 2014, per quarter of an hour or part thereof.	R1000.00
NOTE	<i>The rates of remuneration in items 1 to 11 do not include time spent travelling or waiting .. ATNS shall not be liable for travelling expenses for less than 15 km radius away from court or venue. The travelling fees per km shall be determined in terms of the AA tariffs shall be attached to the statement of account.</i>	R6.64
C – TARIFF OF FEES FOR LITIGIOUS MATTERS: DRAFTING AND DRAWING		
12.	The drawing up of a formal statement in any litigation matter, verifying affidavits, affidavits of service or other formal affidavits, index to brief, short brief, statements of witnesses, powers of attorney to sue or defend, as well as other formal documents and summonses, including all documents such as the prescribed forms in the First Schedule to the High Court Rules, but not the particulars of claim in an annexure to the summons; and inclusive tariff – drawing up, checking, typing, printing, copies, delivery and filing thereof, per page of the original only.	R400.00

<p>13.</p>	<p>The drawing up of other necessary documents, including:</p> <p>(a) Instructions for an opinion, for an advocate's guidance in preparing pleadings, including further particulars and requests for same, including exceptions;</p> <p>(b) Instructions to advocate in respect of all classes of pleadings;</p> <p>(c) A petitions, exception or affidavit, any notice (except a formal notice), particulars of claim or an annexure to the summons, opinion by an attorney or any other important document not otherwise provided for, an inclusive tariff – drawing up, checking, typing, printing, copies, delivery and filing thereof, per page of the original only.</p>	<p>R400.00</p>
<p>14.</p>	<p>Letters, telegrams and facsimiles: inclusive tariff for drawing up checking, typing, printing, delivery, copies, postage, posting thereof, per page.</p>	<p>R200.00</p>
<p>15.</p>	<p>Inclusive tariff for drawing up, checking, sending and printing of the email, per page.</p>	<p>R120.00</p>
<p><u>NOTE 1</u></p>	<p><i>Particulars of dispatched letters, telegrams and facsimiles need not be specified in a bill of costs. The number of letters written must be specified, as well as the total amount charged. The legal advisor may inspect the papers should the correctness of the item be disputed.</i></p>	

NOTE 2	Whenever an attorney performs any of the work which should have been performed by an advocate, in terms of the Right of Appearance in Courts Act No. 62 of 1995, as amended from time to time, or Legal Practice Act No. 28 of 2014, the tariff in paragraph 11 above shall apply.	
D – TARIFF OF FEES FOR LITIGIOUS MATTERS: ATTENDANCE AND PERUSAL		
16.	<p>Attending the receipt, entry, perusing, considering and filing of:</p> <p>(a) Any summons, petition, affidavit, pleading, advocate’s advice and drafts, report, important letter, notice or document;</p> <p>(b) Any formal letter, record stock sheets in voluntary surrenders, judgments or any other material document not elsewhere specified;</p> <p>(c) Any plan or exhibit or other material document which was necessary for the conduct of the action, per page.</p>	R100.00
17.	<p>Sorting, arranging and paginating papers for pleadings, advice on evidence or brief on trial or appeal:</p> <p>(a) By a Director/Partner (20+ years’ experience)</p> <p>(b) By a Director/Partner (15-20 years’ experience)</p> <p>(c) By a Director/Partner (10-15 years’ experience)</p> <p>(d) Senior Associate (5-10 years’ experience)</p> <p>(e) Associate (3-5 years’ experience)</p>	<p>R1250.00</p> <p>R1125.00</p> <p>R875.00</p> <p>R875.00</p> <p>R625.00</p>

	(f) Associate (1-2 years' experience) (g) Candidate Legal Practitioner	R500.00 R250.00
NOTE	<i>Particulars of received papers need not be specified in the statement of account. The number of papers and pages received, as well as the total amount charged therefore, must be specified. The legal advisor or any relevant person within ATNS may inspect the papers received if the correctness of the item is disputed.</i>	
E – MISCELLANEOUS		
18.	For making necessary copies, including photocopies, of any document or papers not already provided for in this tariff, per A4 size page.	R7.00
19.	Attending to arrange translation and thereafter to procure same: (a) By a Director/Partner (20+ years' experience) (b) By a Director/Partner (15-20 years' experience) (c) By a Director/Partner (10-15 years' experience) (d) Senior Associate (5-10 years' experience) (e) Associate (3-5 years' experience) (f) Associate (1-2 years' experience) (g) Candidate Legal Practitioner	R1250.00 R1125.00 R875.00 R875.00 R625.00 R500.00 R250.00
20.	Necessary telephone calls per quarter of an hour.	R200
21.	Sending email letters, in addition to the fee allowed for the drawing thereof of item C.14 above.	R7.00

22.	Testimony: Fair and reasonable charges and expenses which in the opinion of the legal advisor were duly incurred in the procurement of the evidence and the attendance of witnesses whose fees have been agreed upon prior to engaging such witness.	
F – STATEMENT OF ACCOUNT		
23.	In connection with the statement of account for services rendered by an attorney, the attorney shall not be entitled to charge a fee for drawing the statement of account to ATNS.	
G – BILL OF COSTS		
24.	Legal Costs Consultant will be entitled to charge a fee equal to 10% plus VAT, of the savings of the bill as drawn and settled.	
25.	No travelling fees or disbursement will be allowed for legal Cost Consultants when travelling to court, unless the court is more the 100 kilometers from the office of the Cost Consultant. Travelling fees will be charged at R6.64 per kilometer. The Cost Consultant must, through the instructing attorney, obtain pre-authorization from ATNS in respect of any travelling to be undertaken. Proof of the travelling must be provided.	
26.	Where a bill of cost is drawn and finalized on behalf of ATNS, an amount will be allowed equal to 11% plus VAT, if applicable, on the amount of the fees on the bill of cost as settled or taxed as well as the actual attendance fee (R310.00 per quarter of an hour to a maximum of R1240.00) as allowed.	

27.	Where there is a correspondence attorney's bill and main bill, the % mentioned above shall be charged as per bill separately.	
H – BILL OF COSTS		
28.	Drafting, issue and execution of a Warrant/Writ of Execution and attendances in connection therewith, excluding sheriff's fees.	R850.00
29.	Reissue of Writ of Execution	R350.00
COUNSEL'S FEES (Hourly rate, excluding VAT)		
30.	Senior Counsel (20+ years' experience)	R4810.00
31.	Junior / Senior Counsel (15-20 years' experience)	R3770.00
32.	Junior Counsel (10-15 years' experience)	R2990.00
33.	Junior Counsel (5-10 years' experience)	R2340.00
34.	Junior Counsel (3-5 years' experience)	R1820.00
35.	Junior Counsel (0-3 years' experience)	R1430.00
<u>NOTE 1</u>	<i>In the event that the firm requires engaging the services of the Counsel, then the firm shall make a written request to ATNS. The firm shall engage Counsel only after it has received written consent from the legal advisor of ATNS to the use of such Counsel, save in respect of matters where the urgent assistance of Counsel is required.</i>	
<u>NOTE 2</u>	<i>When a firm requires the services of an advocate, the firm shall endeavour to make use of the services of advocates who were willing to perform work for ATNS in the terms and conditions set herein.</i>	
<u>NOTE 3</u>	<i>Where the firm is unable to obtain the services of an advocate whose fees fall within these tariffs, the written consent of the Head: Legal</i>	

	& Compliance shall be obtained prior to briefing the advocate.	
NOTE 4	ATNS shall not be liable for the Counsel's collapse fees, save in respect if day in which the matter was postponed in Court.	
FEEES IN RESPECT OF COMPLEX INSTRUCTIONS		
36.	Based on the complexity, importance, expertise and significant of the matter, ATNS and the firm shall negotiate and agree on the hourly rates to be charged by the attorney(s) allocated by the firm to the matter at the time of instruction; however, such fees shall not be more that 15% of the standard prescribed hourly rate herein.	
ATTORNEYS AND COUNSELS DAY FEES		
37.	ATNS shall only be liable for the expressly stated day fee, in respect of attorneys, which shall be equivalent to 8 hours, unless the matter runs beyond normal working hours.	
COMMENCEMENT DATE		
This Tarriff of Fees of Attorneys shall be effective from [Effective Date of signed Service Level Agreement] .		