Sherwill Drake Forbes

PROCEDURE FOR HANDLING CLIENT MONEY

Sherwill Forbes Limited and Sherwill Forbes (RCD) Limited both trading as Sherwill Drake Forbes ("the Company") are RICS regulated with the RICS Client Money Protection Scheme ("the Scheme") and complies with the obligations placed on the Company by the Scheme rules.

In accordance with the Scheme rules:

- All client money is held in the name of the Company but separate to the Company's own money. The Company has exclusive control over the accounts which are designated as 'client' accounts with the Company's bankers.
- Access to the client accounts is restricted to Directors of the Company and senior employees.
- Authorisation of payments from client accounts is restricted to the Directors of the Company.
- Cash and cheques received for payment into the client account will be credited to the account promptly and not later than 5 days from receipt.
- There are no charges made to clients for holding money in client accounts.
- Unless agreed beforehand any interest earned on client money will belong to the client.
- Client money will be returned to the client immediately where there is no longer any reason to retain these monies.
- The client account is reconciled monthly for approval by a principal of the Company.
- Information regarding the money held on a client account will be made available free of charge on request.