

[NAME]

Budapest
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Budapest, 2026

Dear,

Engagement letter on legal services

The purpose of this letter is to set out the terms of an assignment for legal services, to be rendered by dr. Dénes Dávid (“**Lawyer**”) to you in connection with the application for residence permit, which I describe more fully below.

Further to our discussions and correspondence, I understand that you are willing to apply for residence permit in Hungary. You may be in need of legal services. Therefore, the scope of the assignment shall be the following:

1. SCOPE OF ASSIGNMENT

1.1 Lawyer shall:

- (a) arrange the application for residence permit, which consists of collecting and drafting of the documents in bilingual English - Hungarian, proceeding with the application matters before the National Directorate-General for Aliens Policing or any administrative body or authorities;
- (b) advising and legal assistance on the complete list of the required documents;
- (c) checking documents received and advising if there is any correction/addition needed;
- (d) compiling the application package;
- (e) submitting it on the authority portal;
- (f) arranging an appointment at the authority;
- (g) accompanying the applicant to the Immigration Office in Budapest;
- (h) following up with the authority on the status;
- (i) delivery the issued residence permit card;
- (j) making the appeal in case of necessity.

2. RESPONSIBILITIES FOR THE ASSIGNMENT

2.1 The services performed under this engagement will be provided by the Lawyer.

3. QUALITY OF SERVICE

3.1 I intend to always provide you with a high quality of service to meet your needs. If, at any time, you believe that my services to you could be improved, or if you have any concerns with any aspect of my services, then please raise the matter immediately with me. I will ensure that your concerns are dealt promptly and with due care.

4. FEES

- 4.1 My services will be charged according to the time I spend in providing them, the nature and value of the work performed, and the circumstances under which the work is performed.

My fixed fee for the assistance during the application of the residence permit shall be,-
HUF.

For different types of work or other assignments I am happy to provide you with separate budgets and proposals.

- 4.2 The above fees are not inclusive of VAT (if applicable).
4.3 Please be informed that the additional expenses of the application are:

- application fee HUF 26,000.- (66€);

- 4.4 The fixed fee shall be paid after submission of the documents at the Immigration Office in one amount.
4.5 The fee is not refundable in any case.

5. TERMS OF ENGAGEMENT

- 5.1 This letter constitutes the contract between us. This letter will apply to this assignment with effect from the date of this letter or, if sooner, from the date on which we commenced work on this assignment.
5.2 Please take the time to read this letter and if you wish to discuss any aspect of them or of this letter then please do not hesitate to contact me.

Please indicate your agreement to the terms of this letter by signing the enclosed copy of this letter and returning it to me. Please retain the original for your files. I should be pleased to discuss any points you wish to raise before you do so.

Yours sincerely,

I agree to and accept the terms of the above letter.

Dr. Dénes Dávid
Attorney-at-Law
Dated:

[NAME]
Dated: