

## TERMS OF ENGAGEMENT

Thank you for your instructions to attend to your taxation requirements.

We are obliged by the Public Practice standards of the Institute of Chartered Accountants Australia and New Zealand and the Tax Practitioners Board of Australia to communicate our terms of engagement via an engagement document, which is set forth in the following pages. This document serves to confirm our understanding of the terms of our engagement and the nature and limitations of the services that we provide under those standards.

Our agreement is constituted by these terms, and any document that we advise you to be part of, or varies this Agreement.

By signing this document, you are declaring the following:

- That you have read and fully understood its contents.
- That you agree to our terms of engagement.
- That you have received the document titled 'Clients' Rights and Obligations under the Taxation Laws.'
- That you agree to the immediate appointment of us as your tax agent.
- That you authorise us to investigate all tax related circumstances to your personal tax affairs including GST, FBT, ABN for current and historical financial years.
- You acknowledge that this engagement document serves also as an engagement of our related entities and fully owned subsidiaries.

If in doubt, please do not hesitate to contact us for clarification.

Before we start any work on your behalf, please sign the document where indicated and return it to our office.

Yours faithfully

*Accsys Business Partners*

**AccSys Business Partners Pty Ltd**

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### Purpose of the Engagement

Accsys Business Partners Pty Ltd agrees to prepare and lodge for you the following document/s:

- Annual Income Tax Return, including an estimate of your taxation position and advice about taxation obligations.
- Additional taxation advice as required.

### Our obligations

In preparing your Income Tax Return, AccSys Business Partners will compile your records as required by the Australian Taxation Office (ATO). Our engagement does not include audit or verifying or validating your records.

### Your obligations

You will be warranting that the information provided to us is accurate and complete. We will rely on the information you provide us. We encourage and can assist you to complete your basic accounting requirements. The completeness and accuracy of the information you supply will affect the relevance and reliability of the documents we prepare. Kindly ensure that you:

1. Provide us with all required information in a timely manner
2. Obtain and retain sufficient records to support all deductions claimed.
3. Retain copies of all relevant records for a period of 5 years.

### Fees for the engagement

1. *Fees Charged at hourly rates.*

Unless otherwise expressly agreed with you in writing, our professional fees are charged at hourly rates. The rates may vary from time to time, and depending on the level of expertise required to complete the job. We will also bill you for any expenses that we incur in completion of the assigned task.

*Our hourly rates can be provided upon request.*

2. *Agreed Fees*

Where our fees are discussed and agreed to in advance. We will charge the fee agreed to. (We will however in many cases provide an indication of the fee only)

In rare cases, due to unforeseen circumstances, the fees could be higher than initially indicated. In such a situation, AccSys Business Partners will discuss the matter with you as soon as possible in order to inform you of the changed circumstances.

The payment terms are no later than 7 days from issue of invoice.

## Other matters

We may, from time to time, use the services of domestic & overseas third party contractors to perform some of the services we are engaged to perform for you. We use cloud based software providers for the provision of professional services. You hereby authorize us to disclose information relating to your affairs to all such third party contractors as we may choose. In such cases, we are nevertheless responsible for the conduct and activities of those contractors and for the delivery of the services as agreed between us.

## Client Acknowledgement

I hereby declare that I have read and understand the contents of the engagement document and have obtained the necessary clarifications if required. I agree to the nature of the engagement and the services provided by AccSys Business Partners. I also agree to the fees and payment terms as set forth in this agreement.

### Signed and acknowledged by:

**Client Signature:**  **Date:**

**Client Name:**