



## Client Engagement Letter

This document sets out our terms of our engagement and the scope, nature and limitations of the services that we provide.

### **Purpose, Scope and Output of the Engagement**

This firm will provide accounting and taxation services, which will be conducted in accordance with the relevant professional and ethical standards issued by the Accounting Professional & Ethical Standards Board Limited (APESB), and with other relevant tax legislations. The extent of our procedures and services will be limited exclusively for this purpose only. As a result, no audit or review will be performed and, accordingly, no assurance will be expressed. Our engagement cannot be relied upon to disclose irregularities including fraud, other illegal acts and errors that may exist. However, we will inform you of any such matters that come to our attention.

PNP Tax & Accounting will provide tax compliance services. Services will be provided to you on a fee for service basis. Before we lodge any tax returns, on your behalf, we will present it to you for approval and signing.

This engagement includes attending to preparation of the income tax returns, preparation of financial statements and business activity statements, other ASIC and ATO compliance as required for the individual/s signing the engagement plus any of their associated entities controlled by the individual/s signing the acceptance of engagement.

This fee for service does not cover any inquiries or investigations conducted by the Australian Taxation Office. Substantial penalties apply for an incorrectly prepared income tax return. No audit will be performed and, accordingly, no assurance will be expressed. Our engagement cannot be relied upon to disclose irregularities including fraud, other illegal acts and errors that may exist. However, we will inform you of any such matters that come to our attention.

### **Timeframe**

This engagement will commence at time of signing as dated and will continue until revoked by either party by giving the other party 30 days' notice in writing.

### **Our Obligation to Comply with the Law**

We have a duty to act in your best interests. However, the duty to act in your best interests is subject to an overriding obligation to comply with the law even if that may require me to act in a manner that may be contrary to your interests. For example, PNP Tax & Accounting could not lodge an income tax return for you that we knew to be false in a material respect.

P: [0452 354 200](tel:0452354200)

E: [info@pnptaxaccounting.com.au](mailto:info@pnptaxaccounting.com.au)

Liability limited by a scheme approved under Professional Standards Legislation



Confidentiality Strict confidentiality requirements will be met with no disclosure by us to other parties without your consent, unless otherwise required by law or professional obligation. You may provide us with permission to disclose your confidential information in certain circumstances, or place conditions on the disclosure of certain confidential information. If you do so, PNP Tax & Accounting will have permission to disclose the relevant information accordingly, in the performance of our services, unless you instruct us otherwise in writing.

We wish to draw your attention to our firm's system of quality control which has been established and maintained in accordance with the relevant APESB standard. As a result, our files may be subject to review as part of the quality control review program of CPA Australia and Tax Practitioners Board which monitors compliance with professional standards by its members. We advise you that by accepting our engagement you acknowledge that, if requested, our files relating to this engagement will be made available under this program.

## **Involvement of Others**

Where, as part of our engagement, the services of an external consultant or expert are required, an estimated cost and timeframe and involvement will be provided to you for your approval.

## **Outsourced Services**

Acceptance of our services in conjunction with this engagement document indicates your acceptance of the use of outsourced services as described. Where the outsourced service requires the disclosure of personal information to an overseas recipient a consequence of your consent is that PNP Tax & Accounting will be required to take reasonable steps to ensure that the Australian Privacy Principles are complied with by the overseas recipients of the Personal Information.

## **Record Keeping/Completeness of Information**

You are required by law to keep full and accurate records relating to your tax affairs.

It is your obligation to provide PNP Tax & Accounting with all information that you reasonably expect will be necessary to allow us to perform work contemplated under this engagement within a timely manner or as requested. We are entitled to rely on the accuracy of and completeness of the information (written or oral) provided to, or obtained by us, whether the information is provided by, or obtained from, you, your representatives, or your advisers. We will not verify the accuracy or completeness of such information. You undertake that, if anything occurs after information is provided by you to us, to render such



information untrue, unfair or misleading, you will promptly notify us and, if required by us, take all necessary steps to correct any announcement, communication or document issued which contains, refers to or is based upon, such information. You agree that we may keep your files and documentation in electronic form. We will retain your files and documentation for a period of five years. If you do not tell us otherwise in writing, we may destroy your files and documentation after this time without any further notice to you.

## **Your Responsibilities**

If you are late in providing information, we will do our best to meet the time limits but will not be responsible for any lodgement penalties you may incur.

You are also required to advise us if you become aware of any conflict of interest or potential conflict of interest. Generally, a conflict of interest is any event which may result in us becoming unable to remain objective in the performance of our services to you. Some examples of events which could give rise to a conflict of interest or potential conflict of interest during this engagement are changes to your personal circumstances (E.G. death and/or marriage breakdown) or a legal action commencing against you. By accepting the terms of this letter, you will be taken to have agreed that the performance of our services is dependent on the performance of your obligations relating to disclosure and record keeping.

## **Professional Fees**

The fee arrangement is based on a fixed fee schedule and the expected amount of time required to complete the tax compliance services as agreed. Invoices will be raised either on upon completion of each job or up front for certain engagements. Fees are payable within 7 days from the date of the invoice. If the fee is expected to change during the course of the engagement, you will be notified. After receipt of all tax records, if we determine that the complexity of the job is outside our normal scope, we reserve the right to renegotiate a revised fee to our mutual satisfaction. We reserve the right to charge a fee for collection of any outstanding invoice. The fee will be based on time spent recovering outstanding amounts plus any out-of-pocket expenses. Any time spent recovering debts will be charged in ten-minute increments at \$110 per hour plus GST.

## **Limitation of Liability**

Our liability is limited by a scheme approved under Professional Standards Legislation. Further information on the scheme is available from the Professional Standards Councils' website: [www.psc.gov.au](http://www.psc.gov.au) or CPA Australia's **consumer page**.

## **Ownership of Documents**

P: 0452 354 200

E: [info@pnptaxaccounting.com.au](mailto:info@pnptaxaccounting.com.au)

Liability limited by a scheme approved under Professional Standards Legislation



All original documents remain your property. We reserve the right to make a reasonable number of copies of the original documents for our records. Our engagement will result in the production of an Income Tax Return and ownership of this document will vest in you. All other documents produced by us in respect of this engagement will remain the property of PNP Tax & Accounting.

### **Confirmation of Terms**

Please sign and return the attached copy of this letter to indicate that it is in accordance with your understanding of the arrangements. This letter will be effective for future years unless we advise you of any change.

If you have further queries on any details contained in this letter or on any other matter, please feel free to contact me.

Kind Regards

Prateek Davda MIPA AFA

Accountant | Certified Bookkeeper | Tax Agent

Registered No. 26266860

P: 0452 354 200 | E: [info@pnptaxaccounting.com.au](mailto:info@pnptaxaccounting.com.au)

### **Acceptance of Engagement**

To: PNP Tax & Accounting

Prateek Davda MIPA AFA

Accountant | Certified Bookkeeper | Tax Agent

Registered No. 26266860

P: 0452 354 200 | E: [info@pnptaxaccounting.com.au](mailto:info@pnptaxaccounting.com.au)

Please tick

<input type="checkbox"/>	I/we, hereby accept the terms of the engagement letter and agree to engage PNP Tax & Accounting to undertake accounting and taxation services and to commence work.
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	I understand that PNP Tax & Accounting provides a service to all clients of providing updates about changes in legislation and tax law which may affect me/us.
	I am happy to receive promotional material from time to time of products and service offers. For example, tax audit insurance.

Signature: \_\_\_\_\_

\_\_\_\_\_

Full Name: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature:

Full Name:

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Please fully complete and return this page at your earliest convenience.**