

This brochure is to confirm our understanding of the terms of our engagement and the nature and limitations of the services we will provide. This is an important document as it sets out our responsibilities and duties in lodging your return, as well as what you are required to do to assist us in preparing your return. We aim to be as clear and upfront as possible with all our terms.

Purpose, Scope and Output of the Engagement

This firm will provide tax return preparation and tax advice 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 tax agent legislation. The extent of our procedures will be limited exclusively for this purpose. As a result, no audit or review of your affairs 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.

Our professional services are conducted for the benefit of the individual or entity specified in the report or as agreed. We disclaim any assumption of responsibility for any reliance on our professional services to any party other than as specified or agreed, and for the purpose which it was prepared. Where appropriate, our report will contain a disclaimer to this effect.

For example, your return is not intended to be used for the purposes of obtaining business or personal finance.

Fees

The fee arrangement is based on the complexity of the tax return and the professional skill and experience of our tax consultants. Prices (incl GST) are:

Employee, self funded retiree	from \$150
Property investor	from \$210
Self employed – not GST reg.	from \$330
Self employed –GST registered	from \$440

Fees are based on complexity and the above prices do not include all possible calculations and inputs

required for a tax return. For a full explanation of where additional fees may apply visit the prices page on our website.

Fixed quotes are available upon request.

Payment terms

Fees are payable by one of the following methods:

- Payment on the day of the first appointment
- Direct debit form via Ezidebit. While the debit can be delayed for up to 15 days, the Ezidebit form must be signed on the day of the appointment.

Responsibilities

In conducting this engagement, information acquired by us in the course of the engagement is subject to strict confidentiality requirements. That information will not be disclosed by us to other parties except as required or allowed for by law, or with your express consent.

We wish to advise that our firm's system of quality control 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 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. Should this occur, we will advise you.

Clients are responsible for the reliability, accuracy and completeness of the accounting records, particulars and information provided and disclosure of all material and relevant information.

Clients are required to arrange for reasonable access by us to relevant individuals and

documents, and shall be responsible for both the completeness and accuracy of the information supplied to us.

Any advice given to the Client is only an opinion based on our knowledge of the Client's particular circumstances. Formal, written advice can be provided at your request but this amounts to a separate engagement from the preparation of a tax return or other document.

Your legal obligations as a taxpayer

A taxpayer is responsible under self assessment to keep full and proper records in order to facilitate the preparation of a correct return.

Whilst the Commissioner of Taxation will accept claims made by a taxpayer in an income tax return and issue a notice of assessment, usually without adjustment, the return may be subject to later review.

Under the taxation law such a review may take place within a period of up to two to four years after tax becomes due and payable under the assessment (depending on the class of taxpayer).

Furthermore, where there is fraud or evasion there is no time limit on amending the assessment.

Accordingly, you should check the return before it is signed to ensure that the information in the return is accurate.

Where the application of a taxation law to your particular circumstances is uncertain you also have the right to request a private ruling which will set out the Commissioner's opinion about the way a taxation law applies, or would apply, to you in those circumstances.

You must provide a description of all of the facts (with supporting documentation) that are relevant to your scheme or circumstances in your private ruling application. If there is any material difference between the facts set out in the ruling and what you actually do the private ruling is ineffective.

If you rely on a private ruling you have received, the Commissioner must administer the law in the way set out in the ruling, unless it is found to be incorrect and applying the law correctly would lead to a better outcome for you.

Where you disagree with the decision in the private ruling, or the Commissioner fails to issue such a

ruling, you can lodge an objection against the ruling if it relates to income tax, fuel tax credit or fringe benefits tax.

Your time limits in lodging an objection will depend on whether you are issued an assessment for the matter (or period) covered by the private ruling.

Period of Engagement

This engagement will start upon acceptance of the terms of engagement by the Client in line with this brochure and applies only to the years for which you have asked us to prepare tax returns.

We will not deal with earlier periods unless the Client specifically asks us to do so and we agree. Prior year tax returns can be amended to correct errors or omissions in the original lodgement, subject to time limits set by the ATO.

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: <http://www.professionalstandardscouncil.gov.au>.

Ownership of Documents

All original documents obtained from the client arising from the engagement shall remain the property of the client. However, 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 tax returns and financial statements. Ownership of these documents will vest in you. All other documents produced by us in respect of this engagement will remain the property of the firm.

The firm has a policy of exploring a legal right of lien over any client documents in our possession in the event of a dispute. The firm has also established dispute resolution processes.

Confirmation of Terms

Acceptance of our services in conjunction with this information brochure indicates that you understand and accept the arrangements. This information will be effective for future engagements unless we advise you of any change.