

We seek to act in the best interests of our clients and to provide the highest level of professional services at all times. We would like to take this opportunity to set out the terms of our engagement, in particular our responsibilities to you and to provide you with an estimate of our fees and our payment terms.

Please read these terms and make sure you understand them. Please contact our office immediately if you do not understand, or wish to discuss any aspect of the following terms.

1. Scope

The scope of our engagement will include the preparation of individual Income Tax Returns.

This work will be conducted in accordance with the relevant professional and ethical standards issued by the Accounting Professional & Ethical Standards Board Limited (APESB) and relevant legislation.

2. Your disclosure and record keeping obligations

You are required by law to keep full and accurate records relating to your tax affairs. It is your obligation to provide us with all information that you reasonably expect will be necessary to allow us to perform work completed under this engagement within a timely manner or as requested. We will not verify the underlying accuracy or completeness of information you provide to us.

3. Your rights and obligations under the taxation laws

You have certain rights under the taxation laws, including the right to seek a private ruling from the Australian Taxation Office (ATO) or to appeal or object against a decision made by the Commissioner.

4. 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 us to act in a manner that may be contrary to your interests.

We also have an obligation to ensure that we manage conflicts of interest as they arise. In this regard, we have arrangements in place to ensure that we manage potential or actual conflicts of interest. The effective operation of this arrangement depends, in part, on you complying with your obligation to disclose any potential conflicts of interest to us. Our advice and/or services will be based on Australian taxation law in force at the date of the provision of the advice and/or services.

It is your responsibility to seek updated advice if you intend to rely on our advice at a later stage. We note that Australian taxation laws are often subject to frequent change and our advice will not be updated unless specifically requested by you at the time of the change in law or announced change in law.

5. Confidentiality

You agree for us to disclose your personal, sensitive and financial information to your spouse/partner unless you withdraw your consent in writing. We will not disclose any information relating to your affairs to any other third party without your written consent, unless required by law. Please notify us in writing should you wish to consent to providing your personal, sensitive and financial information to any other party. Our files may however be subject to review as part of the Chartered Accountants (CA) quality control review program which monitors compliance with professional standards by its members. We advise that, if requested, our files will be made available under this program. If you require, we will advise you of this.

6. Payment Terms

Our fee for this engagement will be rendered at the completion of the job or, if necessary, as the work progresses. Our terms of payment are at time of appointment, if invoice issued, strictly 7 days from date of invoice. We reserve the right to withhold lodgement of your income tax return, pending payment of outstanding fees. Should you have an issue with your invoice you need to advise in writing within 7 days of issue of the invoice. If we incur any costs of collection, such as legal fees and collection agency fees etc, you agree to indemnify us for all such costs.

7. Fees

All professional fees for the services provided to you will be based on the time and degree of skill and acumen required to complete the tasks required, including out of pocket expenses and statutory charges, unless otherwise agreed. Below is a guide to the cost of your engagement. As you may appreciate however, it is difficult to predict our costs given that our estimates depend on the nature and complexity of the matter and any taxation issues that arise. This fee arrangement will be subject to change if your instructions change or other circumstances come to our attention.

Below fees apply from 1 July 2023

Income Tax Return	\$ Incl GST
Salary / Wage only	\$187
Dividend/Interest only	\$132
+ Rental Schedule	\$110 per rental
+ General Business Schedule	From \$110 per business schedule (hourly rate of \$253 if additional time required)
+ Capital Gains Tax Calculation	From \$110 per CGT calculation (hourly rate of \$253 if additional time required)
Amendments to lodged returns	From \$66
Return Not Necessary Form lodged	\$22

8. Additional Services

Additional services may be required from time to time and we would be pleased to provide you with these services. If we are requested to provide any additional services they will be the subject of a separate engagement letter and a separate fee.

9. Ownership of documents

All original documents obtained from you arising from this engagement will remain your property. 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 Income Tax Returns. Ownership of these documents will vest in you. All other documents produced by us in respect of this engagement will remain our property. We have a policy of exploring a legal right of lien over any of your documents in our possession in the event of a dispute between us.

10. Storage of Information

We use Third Party Services ('TPS') to store your information. Acceptance of our services in conjunction with this engagement indicates that you authorise our use of these TPS. The terms and conditions of each TPS are located at the following websites for your information:

Xero -
<https://www.xero.com/au/about/legal/terms/?escape=true>

FYI Docs -
<https://www.fyidocs.com/terms/>

Microsoft -
<https://www.microsoft.com/en/serviceagreement/>

11. Your acceptance of these terms

Herein sets out the basis on which we will act for you. Agreement to these terms is deemed when your supporting information to prepare your income tax return is provided to us. If you wish to discuss any of the terms of this letter please contact our office. We look forward to working with you