**PRJ Accounting Pty Ltd**
207 Darling Street, Dubbo NSW 2830
2/226 Union Street, Merewether NSW 2291
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**Registered Tax Agent No. 1703 0006** – Verify our registration on the Tax Practitioners Board Register.

**Scope of Engagement**

Thank you for your instructions to attend to the accounting and taxation requirements for your business entities and family group.

We will be responsible for the following:

- Preparation of the Annual Financial Accounts, including the Profit and Loss Statement and the Balance Sheet.
- Preparation of Income Tax Returns.
- Lodgement of Single Touch Payroll (STP) reports (as required).
- Preparation of the Company's ASIC Annual Statement and Solvency Statement.
- Preparation of Company Minutes to comply with statutory requirements.
- Preparation of Trust Minutes to comply with statutory requirements.
- Preparation and lodgement of superannuation returns for your superannuation fund.
- Advice as requested from time to time.

If applicable:

- Tax planning – review of tax planning strategies prior to each year end.
- Review and assistance in preparation of BAS/GST obligations to the ATO.

The scope of our engagement excludes:

- Advice relating to State-based taxes and duties including (but not limited to) Stamp Duty, Land Tax, and Payroll Tax.

Any additional service(s) not covered in the scope of this engagement will be subject to a separate fee.

This work will be conducted in accordance with:

- Relevant professional and ethical standards issued by the Accounting Professional & Ethical Standards Board Limited (APESB).
- The Tax Agent Services Act 2009 and accompanying legislation.

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**TASA Code of Professional Conduct Compliance**

In line with the Tax Agent Services Act 2009 (TASA) and the Code of Professional Conduct (effective 1 July 2026), we confirm:

1. **Our Registration Status**
   PRJ Accounting Pty Ltd is a *Registered Tax Agent* (No. 1703 0006). Our details can be verified via the Tax Practitioners Board Register.
2. **Your Right to Lodge a Complaint**
   If you are dissatisfied with our services, you have the right to lodge a complaint with the Tax Practitioners Board. Information on how to do this is available at: www.tpb.gov.au/complaints.
3. **Disclosure of Relevant Facts**
   At the date of this engagement, there are no facts or circumstances that might reasonably be expected to influence your decision to engage us. Should this change, we will notify you promptly.

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**Audit Disclaimer**

We understand that an audit of the Financial Accounts is not required. We will not express an opinion on their truth and fairness but will inform you of any matters of concern that come to our attention.

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**Information You Must Provide**

To prepare your Financial Accounts and Income Tax Returns, you will need to provide:

- Up-to-date and reconciled General Ledger/Cash Book.
- Copies of BAS lodged with the ATO.
- Any loan documentation.
- Bank statements.

- Details of new assets purchased (including vehicles for FBT purposes).
- Other items as requested from time to time.

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**Single Touch Payroll (STP)**

When lodging STP reports, we make no representations about the accuracy of the information submitted or the due date. You and your employees are responsible for:

- Correctly preparing and processing each pay event.
- Maintaining supporting documentation.
- Calculating and remitting PAYG withholding and Superannuation Guarantee liabilities.

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**Superannuation Advice**

We are authorised under an AFSL to provide certain financial advice in relation to superannuation:

**Licensee:** SMSF Advisers Network – Licence Number 430062
**Corporate Authorised Representative:** PRJ Accounting Solutions – ASIC Registration Number 001244491
**Associate Authorised Representative:** Daniel Hodges – ASIC Registration Number 001244490

Where Financial Advice is provided, we will:

- Provide you with a Financial Services Guide (FSG) before advice is given.
- Document your personal circumstances as the basis of our advice.
- Provide a written Statement of Advice (SOA).
- Provide a separate Fee Disclosure Statement if required.

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**Responsibilities**

You or your staff will be responsible for:

- Maintaining and regularly balancing all books of accounts.
- Ensuring adequate accounting and internal control systems.
- Providing complete, accurate, and timely information.

We will not detect fraud, defalcations, or irregularities. Any material weaknesses in accounting or controls that come to our notice will be reported to you.

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**Your Obligations & Rights**

In relation to the taxation services provided:

- You are subject to the self-assessment system for income tax returns.
- You must keep proper records to substantiate tax returns for at least 5 years.
- You are responsible for the accuracy and completeness of the information provided to us.

**Your rights as a taxpayer include:**

- The right to seek a private ruling.
- The right to object to an assessment.
- The right to appeal an adverse decision.
  Contact us for applicable time limits if you wish to exercise these rights.

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**Confidentiality & Privacy**

We will maintain strict confidentiality over your information, only disclosing it when required by law, with your consent, or as part of CPA Australia quality review programs.

We comply with the Privacy Act 1988 (Cth). By engaging us, you confirm that any personal information you provide has been collected lawfully and may be used for the purposes of providing our services.

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**Artificial Intelligence and Technology**

In providing our Services, we may use approved technology and artificial intelligence (AI) tools, including Microsoft 365 and Microsoft 365 Copilot, to assist with administrative tasks, research, analysis, document preparation, drafting and other activities associated with providing our Services.

These technologies are used to assist our professional staff and do not replace professional judgement or review. We remain responsible for the professional services provided to you.

In using these systems, information relating to you and your affairs may be processed by Microsoft as our technology service provider in accordance with Microsoft's applicable enterprise privacy, security and data protection arrangements.

By accepting this Engagement Letter, you consent to our use of Microsoft 365 and Microsoft 365 Copilot in providing the Services and, where necessary, to your information being processed through these systems for that purpose.

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**Anti-Money Laundering and Counter-Terrorism Financing (AML/CTF)**

In accordance with the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 and associated Rules, we may be required to undertake customer due diligence procedures before providing certain services.

This may include obtaining and verifying information relating to:

- Your identity.
- The identity of directors, trustees, shareholders, officeholders and beneficial owners.
- The source of funds or source of wealth relevant to a transaction.
- The purpose and intended nature of the engagement.

**Entity Structures and Family Groups**

Where the client is a company, trust, partnership, self-managed superannuation fund, or other entity, we may be required to obtain and verify identification information for directors, trustees, shareholders, beneficiaries, members, officeholders and beneficial owners. We may also request documentation relating to the ownership and control structure of the entity or group.

You agree to provide all information and documentation reasonably requested by us to satisfy our AML/CTF obligations.

Where we are unable to obtain sufficient information to complete our verification procedures, we may be unable to commence work, continue acting for you, or complete a transaction or engagement.

We may also be required to conduct ongoing monitoring and request updated information from time to time.

We are prohibited by law from disclosing certain matters relating to AML/CTF reporting obligations where such disclosure is restricted by legislation.

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**Non-Compliance with Laws and Regulations (NOCLAR)**

As members of CPA Australia and Registered Tax Agents, we are required to comply with professional and ethical standards, including obligations relating to Non-Compliance with Laws and Regulations (NOCLAR).

If we become aware of information that indicates actual or suspected non-compliance with laws or regulations, we may be required to take appropriate action in accordance with our professional and legal obligations. This may include discussing the matter with you, seeking legal or professional advice, or, where required or permitted by law, reporting the matter to an appropriate authority.

Any action taken by us in relation to a NOCLAR matter will be undertaken in accordance with applicable professional standards, legal requirements and ethical obligations.

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**Lodgement Dates & Timeframes**

We will aim to meet all statutory lodgement dates, provided we receive complete information at least 30 days before the due date and timely responses to our queries.

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**Involvement of Others**

Where external consultants, experts, or IT/cloud service providers are engaged, they are subject to the same confidentiality and privacy obligations.

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**Ownership of Documents**

Original documents remain your property. Financial statements and income tax returns we prepare belong to you. Working papers remain our property (subject to statutory obligations).

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**Fees**

Our fees are based on the complexity and scope of work, charged either as a fixed fee or at hourly rates depending on staff level. Invoices are payable within 14 days.

If costs are expected to substantially exceed initial estimates, we will discuss with you before proceeding.

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### Period of Engagement

Unless otherwise agreed, we will prepare your returns and statements for the current and subsequent periods until this engagement is terminated or replaced.

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### Offshore Services

Some services may be performed by skilled offshore team members in the Philippines via our partner, Frontline. They operate under the same confidentiality, privacy, and security standards as our Australian team.

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### Acceptance

By signing your financial statements, income tax return, or other related documents, you confirm you have read, understood, and agreed to these Engagement Terms (Version 3 – Effective August 2026).