

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 your accounting and taxation requirements.

We will be responsible for the following:

- Preparation of Personal Income Tax Return.
If applicable:
- Preparation of Business Schedule.
- Preparation of Rental Property Schedule(s).

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

Registered Tax Agents & Company Auditors

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reasonably be expected to influence your decision to engage us. Should this change, we will notify you promptly.

Responsibilities

You are responsible for:

- The accuracy and completeness of all particulars and information provided.
- Keeping full and proper records to facilitate the preparation of accurate returns (usually for at least 5 years).
- Ensuring timely provision of information so lodgement deadlines can be met.

Any advice given is only an opinion based on our knowledge of your particular circumstances at the time.

Your Rights as a Taxpayer

- The right to seek a private ruling.
 - The right to object to an assessment.
 - The right to appeal against an adverse decision.
Certain time limitations apply — please contact us for details 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 professional review programs (e.g., CPA Australia quality review).

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.

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.

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 verify your identity and obtain additional information before providing certain services.

You agree to provide any information or documentation reasonably requested to satisfy our legal obligations, including proof of identity and information relating to the source of funds or transactions where required.

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

We may also be required to request updated information from time to time as part of our ongoing compliance obligations.

Lodgement Dates & Timeframes

We aim to meet all statutory lodgement dates provided we receive complete information at least 30 days prior to the due date and you respond promptly to our queries.

Involvement of Others

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

Ownership of Documents

Original documents remain your property. Income tax returns we prepare will belong to you, while other working papers remain our property (subject to statutory obligations).

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.

Period of Engagement

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

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.

Acceptance

By signing your income tax return, you acknowledge that you have read, understood, and agree to these Engagement Terms (Version 3 – Effective August 2026).

- **Advise you of your right to make a complaint** to the TPB via:
www.tpb.gov.au/complaints.
- **Disclose any relevant facts** that may reasonably influence your decision to engage us. At the date of this letter, there are none to disclose. If this changes, we will inform you promptly.