

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

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 Return.
- Lodge Single Touch Payroll reports (as required).
- Advice as requested from time to time.

If applicable

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

The scope of our engagement excludes the following matters:

- Advice relating to all 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 the relevant professional and ethical standards issued by the Accounting Professional & Ethical Standards Board Limited (APESB) and with *The Tax Agent Services Act 2009* and accompanying legislation.

We understand that an audit of the Financial Accounts is not required, and therefore we will not be expressing an opinion as to the truth and fairness of those statements. However, we will inform you of any such matters that come to our attention.

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

- Up-to-date and reconciled General Ledger/Cash Book.
- Copies of your Business Activity Statements that were reported to ATO.
- Any loan documentation.
- Copy of Bank Statements.
- Details of new assets purchased (including cars for FBT purposes).
- Other items as requested from time to time.

Single Touch Payroll (STP)

When providing a lodgement service, we make no representations about the accuracy of the information submitted, the due date or whether it is received by the ATO.

Our firm is not being engaged to perform, or check the accuracy of, payroll calculations associated with the STP reports. You and your employees are responsible for correctly preparing and processing each pay event, and for maintaining the necessary supporting documentation.

You and your employees are also responsible for calculating and remitting your PAYG withholding and Superannuation Guarantee liabilities with respect to each employee, for each relevant pay event.

Responsibilities

You or your staff will be responsible for maintaining and regularly balancing all books of accounts, and the maintenance of an adequate accounting and internal control system. You also acknowledge that the reliability, accuracy, and completeness of the accounting records are your responsibility and that you have disclosed to us all material and relevant information.

Our involvement in this type of engagement will not disclose fraud, defalcations or other irregularities which may occur. However, any material weaknesses in the accounting or internal control systems which come to our notice will be drawn to your attention.

Please be aware that:

- you are responsible for the accuracy and completeness of the particulars and information provided in relation to taxation services and this responsibility rests with you;
- any advice given to you is only an opinion based on our knowledge of your particular circumstances; and
- taxpayers have obligations under self-assessment to keep full and proper records in order to facilitate the preparation of accurate returns. It is the taxpayer's responsibility to keep those records for five (5) years.

Any information acquired by us in the course of our engagement, including any information relating to your affairs whether or not it belongs to you or not or is provided by you or not, is subject to strict confidentiality requirements. Information will not be disclosed by us to other parties except as required or allowed for by law or professional standards, or with your express consent. Our files may, however, 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 signing this letter you acknowledge that, if requested, our files relating to this engagement will be made available under this program. The same strict confidentiality requirements apply under this program as apply to us.

We may collect Personal Information about you, your representatives, your clients, and others when we provide services to you. If we do, you agree to work with us to ensure that we both meet the obligations that we each may have under the Privacy Act 1988 (Cth) (as amended) (**Privacy Act**). The obligations may include notifying the relevant person to whom the personal information relates who we are and how we propose to use their personal information. Where you have collected personal information, you confirm that you have collected the personal information in accordance with the Privacy Act, that you are entitled to provide this personal information to us and that we may use and disclose the personal information for the purpose/s we provide our services to you. We will handle personal information in accordance with the Privacy Act.

Non-compliance with Laws and Regulations (NOCLAR)

During the performance of our work under this engagement, we may detect conduct or a transaction that is considered to constitute NOCLAR, which has a material effect on any documents or information that might be required to be provided to a regulatory authority (RA), such as the ATO.

If we detect any NOCLAR, we may have an ethical requirement to make a disclosure to a RA. We will follow a formal process which will include advising you of our concerns, and if necessary, seeking legal advice. If we do seek legal advice, we reserve the right to ask you to pay or reimburse us for our reasonable costs.

If we are required to make a disclosure to a RA, you agree to forever release us from any claim for costs or losses you incur in responding to or dealing with anything that arises from our disclosure.

Your obligations & rights

The *Tax Agents Services Act 2009* requires us to advise you of your rights and obligations where we are acting for you on taxation matters. In relation to the taxation services provided:

- You are subject to the self-assessment system in relation to any of your income tax returns. The Commissioner is entitled to rely on any statements made in your income tax returns. Where those statements are later found to be incorrect, the Commissioner may amend your income tax assessments and, in addition to any tax assessed, you may also be liable for penalties and interest charges.
- You have an obligation to keep proper records that will substantiate the taxation returns prepared and which will satisfy the substantiation requirements of the Income Tax Assessment Act. Failure to keep such records could result in claims being disallowed, additional tax being imposed, and the imposition of penalty or general interest charges.
- You are responsible for the accuracy and completeness of the particulars and information required to comply with the various taxation laws. We will use this information supplied in the preparation of your returns.

Your rights as a taxpayer include:

- The right to seek a private ruling;
- The right to object to an assessment by the Commissioner;
- The right to appeal against an adverse decision by the Commissioner.

Certain time limitations may exist for you to exercise these rights. Should you wish to exercise these rights at any time you should contact us so that we can provide you with the relevant time frames and to discuss any additional requirements that may exist.

Lodgement Dates and Timeframes

To ensure the efficient completion of your work, it is agreed that all information that is reasonably required will be made available in order for us to complete the various engagements agreed.

Some of the agreed work is subject to specific lodgement dates. Our objective is to ensure that all work is completed in time to meet these lodgement dates. Our capacity to complete the work

required relies on us receiving the work within a reasonable time period prior to those due dates (our recommendation is not less than 30 days) and receiving timely answers to any queries raised.

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 upon request.

Ownership of Documents

All original documents obtained from you arising from the engagement shall 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 financial statements and income tax returns. 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, subject to any statutory obligations.

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.

Electronic Communication

We are able to communicate electronically using electronic email or computer media. If we communicate electronically with you, you acknowledge and agree as follows:

- There are some delivery risks in using electronic mail and you accept the risk of interception of the email by third parties or of non-receipt or delays receipt of the message.
- Computer viruses and similar damaging items can be transmitted through email and by introducing computer risks to your system. We use virus scanning software to reduce these risks and ask that you do the same. However, it is not possible to completely eliminate the risk of introducing viruses.
- If we communicate electronically, you release us from any claims, losses, expenses, and liabilities caused by any of the risks referred to above and arising directly or indirectly out of that communication.

Information Technology (IT)

From time to time our firm and our third-party contractors may engage external IT service providers (including in relation to “cloud computing” services) in the performance of services under this engagement. You hereby authorise us and our third-party contractors to disclose information relating to your affairs to all such external IT service providers as we or our third-party contractors may choose to engage.

Fees

The fee arrangement is based on the expected amount of time and the level of staff to complete the taxation returns and/or financial statements and any associated documents as agreed. The hourly rates will vary depending on the level of experience of the staff involved. Hourly rates are reviewed each year. Where due to unforeseen circumstances, the fee is, or likely to be, substantially higher than anticipated or expected, we will discuss this matter with you as soon as possible. Our fees take into account consultations, research or reconciliations and quality of information provided to

our firm and how documents are presented to us. Tax invoices will be issued as work segments are completed under this engagement.

Our trading terms are as follows: -

- Payment in full is required within 14 days from date of invoice.
- Accounts referred to a Collection Agency or Solicitor will have all legal costs and commission added to the amount due and in the event where the overdue account is referred to a Collection Agency which charges commission on an indemnity basis the commission which would be charged if it achieved 100% recovery shall be added to the debt and the total shall be treated as a liquidated debt.
- Where more than one party is liable for payment of this account, they will be liable jointly and severally.
- The client covenants that the information provided in this Engagement letter is true and correct.
- Orders are subject to the terms and conditions notified to the client from time to time.
- Reference to an individual includes reference to heirs and executors and reference to a company shall include its Receivers, Administrator and Liquidator.
- This letter relates only to the abovementioned services and details the basis and terms of this engagement.

Period of Engagement

Unless otherwise agreed, we will prepare the above returns and statements on an ongoing basis, in relation to the period following that for which the return and statements have most recently been finalised, and for each subsequent period.

Outsourced services

As part of our commitment to providing high-quality and efficient services, PRJ Accounting engages the support of skilled offshore team members based in the Philippines. These team members assist with a range of functions including:

- Client onboarding administration
- Bookkeeping and data entry
- Corporate compliance tasks

All offshore team members are employed through a secure and reputable offshore staffing partner, Frontline, and are fully integrated into our internal systems and procedures. They operate under the same confidentiality, privacy, and security standards as our Australian-based team, and access to your information is strictly controlled and monitored.

We ensure our offshore staff receive ongoing training and oversight to maintain technical competence and alignment with PRJ's service standards.