

Client Engagement Letter

John Edwards
Concord Mechanical Workshop Pty Ltd.
9 Edward Bennett Drive
Concord NSW 2538

15 July 2022

Re: Engagement of Sydney Tax Agent as your Tax Agent for your Company Tax Return

Dear John

Following our discussions, we are pleased to accept your appointment as your Tax Agent for your 2022 company tax return. We will always act in your best interest and provide the highest level of professional service. This document sets out the terms of the engagement. Any additions will be by the written agreement of both parties.

As your Tax Agent, we will:

- Analyse, discuss and make recommendations regarding your tax return
- Prepare and lodge the business tax return for 2022 for Concord Mechanical Workshop Pty Ltd.

In addition to the financial information required to complete this tax return, all relevant source documents we request are expected to be made available to us. You are responsible for compliance with the substantiation provisions of the Income Tax Assessment Act. We will not be held accountable for any errors resulting from your failure to provide information or documents later found to be material to the tax affairs of Concord Mechanical Workshop Pty Ltd. You are responsible for the timely provision of information. We will not be liable for late lodgment or other fees and penalties resulting from your failure to act promptly.

Please note that any refund is an estimate only. We are not responsible and will not accept liability if the Australian Taxation Office determines an outcome different from that lodged.

Professional Fees and Payments

A set fee of \$2500.00 is applicable to this service.

Terms of Payment

Unless otherwise agreed, payment terms are strictly 14 days from the invoice date.

Client's Disclosure and Record-Keeping Obligations

You are required by law to keep complete and accurate records relating to your tax affairs. You must provide us with all information that would be reasonably expected necessary to allow us to perform work contemplated under the engagement promptly or as requested. This includes providing accurate and complete responses to questions asked of the client by the practitioner. Inaccurate, incomplete, or late information could have a material effect on services and/or conclusions.

Tax Return Checklist

To assist us in preparing your tax return, please complete the attached Tax Return Checklist.

Client's rights and obligations under the taxation laws

Taxpayers have certain rights under Australian taxation laws, including the right to seek a private ruling from the Australian Taxation Office (ATO) or to appeal or object to a decision made by the Commissioner. Taxpayers also have certain obligations under Australian taxation laws, such as keeping proper records and lodging returns by the due date. We must inform you of any specific rights and obligations that may arise under Australian taxation laws.

Ownership of Documents

The final financial statements, tax return and any other documents we are specifically engaged to prepare, together with any other original documents given to us, shall remain your property. Any other documents we brought into existence, including general journals, working papers, the general ledger, draft financial statements and/or tax returns, will remain our property at all times. We will always provide you with copies of any documents that you may require from time to time.

Notification to Relevant Authorities

By signing this engagement letter, you agree to us notifying the ATO and any other statutory authority that we now act on your behalf.

Tax Practitioner's Obligation to Comply with the Law

Sydney Tax Agent must act in our client's best interests. However, the duty to act in our client's best interests is secondary to our obligation to comply with the law, even if that may require us to act in a manner that is contrary to the client's directions. We cannot lodge a tax return that we believe to be false in a material respect.

Tax Practitioners Board (TPB)

Sydney Tax Agent is registered with the TPB. This registration ensures that Sydney Tax Agent:

- has the qualifications and experience required to provide tax agent services
- meet the TPB's fit and proper person requirements
- has appropriate professional indemnity insurance cover to protect our clients.

Acknowledgement and Confirmation

I, John Edwards, hereby acknowledge and accept the terms of this engagement and agree to be liable for all fees for the services performed in accordance with this agreement.

Signed John Edwards

Date 26/07/2022.

Print Name: JOHN EDWARDS

Tax Return Checklist

The following information must to provide to Sydney Tax Agents to enable us to complete your Company Tax Return.

Tax File Number	111 111 111
ABN	28 008 672 179
Business Address	9 Edward Bennett Drive Concord NSW 2538
Business Postal Address	PO Box 234 Five Dock NSW 2046
Bank Account Details	BSB: 311-876 Account Number: 9876543 Account Name: CONCORD MECHANICAL WORKSHOP
Main Business Activity	Automotive Repair & Maintenance
Industry Code	94199
Is the business 100% Australian-owned?	Yes
Company Status	Private, Australian Resident, Not linked to any other entity