

LETTER OF ENGAGEMENT

1. This engagement document will be effective for the duration of this appointment, including for future years, unless terminated or an updated signed document is required.
2. You consent to the appointment of PM Pacific Pty Ltd t/as **ITP Accounting Professionals ACT & Southern NSW** as your tax agent and accountant to collect and use your personal information to provide services directly requested by you including the preparation and lodgment of statutory tax documents through the use of cloud computing and offshore employment including where that entity might be related to, associated with, or a subsidiary of the tax practitioner entity. This engagement covers tax and accounting services, including but not limited to bookkeeping, payroll, financial statements, tax returns (for all entity types), and SMSF preparation and administration.
3. All original documents you provide that arise from this engagement shall remain your property. However, we reserve the right to make and retain copies of the originals for our records. Copies of your original documents and any other documents brought into existence by us, such as draft statutory documents and working papers, will remain our property.
4. In providing this tax service, we have a duty (under the TASA) to act lawfully in your best interests and to always act honestly and with integrity.
5. Our appointment cannot be relied upon to disclose irregularities including fraud, other illegal acts and errors that may exist. However, we will inform you if any such matters come to our attention.
6. We are required to advise if certain prescribed events have occurred within the last five years (but not before 1 July 2022). This will enable you to make a fully informed decision on whether to engage or re-engage ITP to provide tax agent services.
7. We advise there are currently no matters that we are required to report to you. And there are no conditions on our BAS and Tax agent registration.
8. We confirm that our firm maintains adequate professional indemnity insurance cover (currently up to \$2 million) which complies with the requirements of Tax Practitioners Board.
9. Our liability under this appointment is limited by a scheme approved under Professional Standards Legislation. Further information about the scheme is available on the Professional Standards Councils website (www.psc.gov.au).

FEE FOR SERVICE

10. The fee is charged at the completion of a tax document or in advance and payment is required prior to any document being lodged with the appropriate authorities. Our fees are subject to change at regular intervals. Fees are typically payable within 7 days for the service provided and you are liable to pay even if you choose not to lodge the document through our offices. Any rectifying work performed by us because of incorrect or late information is outside the scope of this letter and will be charged to you as an additional service.

CONFIDENTIALITY AND CONSENT

11. We may also use the information we collect to send you newsletters concerning financial matters which we believe would be of interest to you; invitations to seminars or events; details of developments within our practice and of other services that we provide; and marketing products via all available forms of communication including letters, pamphlets, emails, telephone calls and/or SMS text messages and any other form of electronic technology available.
12. The information we collect may also be disclosed to the Australian Taxation Office and other government agencies as regulated; our solicitors; or to any other organisations to which we are legally bound to disclose information of this kind.
13. You consent to the uses and disclosures listed and to other uses and disclosures allowed under the Act and you also consent to the transfer of information, including personal information and tax file numbers to another organisation on the sale, transfer or disposal of the tax and accounting business operated by ITP Accounting Professionals ACT & Southern NSW.
14. We draw your attention to our system of quality control which has been established and maintained to comply with governing professional standards. Under that system, our files may be subject to review as part of the quality control program of the Recognised Professional Association which monitors our compliance with the required professional standards. You consent for our files relating to our appointment to be made available under this program. We will advise you if this should occur.

Client / Entity Name _____ Reference Number _____

Client / Rep Signature _____ Date _____

ITP Representative Signature _____