

5 February 2026

Mr & Mrs Client  
Client's address

Dear Client ,

*\*The Tax Practitioners Board required that we send a new engagement letter to existing clients.*

## **ENGAGEMENT LETTER**

Thank you for the opportunity to provide our professional services to you.

This letter explains our understanding of the terms of the engagement, and we ask you to sign and return the attached copy of this letter to confirm that it is in accordance with your understanding of the agreed arrangements. Please note that we are unable to perform any work for you until the signed copy is returned to us. Please refer to our Terms and Conditions which are attached.

This letter will be effective for future years unless we advise you of any change to our arrangements or there is a significant change in your circumstances, in which case a new letter of engagement will be prepared.

We are acting for XYZ group only. Where you would like us to act for anyone else, we will issue a separate engagement letter to them.

**Our mission is “To help our clients to increase their wealth” and our aim is to provide our clients with the expert advice and range of services to succeed in this mission.**

### **Period of Engagement**

This engagement starts on the date of this letter. The first period for which we will be responsible is 2025 financial year. Previous tax years/accounting periods are not included as part of this engagement unless specifically agreed by us.

The terms of this engagement letter will continue to apply for future engagements unless otherwise agreed.

### **Scope of services**

We will conduct the services listed below in accordance with the relevant professional and ethical standards issued by the Accounting Professional and Ethical Standards Board (APESB), Tax Agent Services Act 2009. (TASA) and APES 110 Code of Ethics for Professional Accountants.

We will prepare the following documents for distribution for the purposes agreed to in this engagement. Our services are limited for this purpose only, we will not perform any audit or review and accordingly, no assurance will be expressed, unless otherwise stated.

- **Audit and Assurance Services**
- **Preparation of Financial Statements**
  - Data entry & Bookkeeping
  - Bank Reconciliations
  - Reconciliation of Accounts Payable & Receivable
  - Maintenance of Fixed Asset Register & Depreciation Schedule
  - Preparation of Hire Purchase and or Loan Schedule
  - Director's loan Interest Calculations Under Div7A
- **Taxation Returns**
  - Preparation of Income Tax Returns
  - Taxation Advice
  - Review of Fringe Benefit Tax and Preparation of Return
  - Checking Land Tax Assessment
  - Rental Summary Assessment
  - Investments and/or Capital Gains
  - Trust Distribution
- **Goods and Services Tax and Activity Statements**
  - Preparation of GST Reconciliation Reports
  - Preparation and lodgement of Business Activity Statements
  - Preparation and lodgement of Instalment Activity Statements
- **Company Requirements**
  - Checking of ASIC Annual Statement and Preparation of Minutes
  - Preparation of Company Minutes and Resolutions
  - Provision of Company Registered Office
  - Maintenance of Company Registers on CAS360
- **Payroll Services**
  - Preparation of Payroll
  - Reconciliation of Payroll
  - Annual PAYG Withholdings Reconciliation
  - Preparation of PAYG Payment Summaries for Employees
  - Preparation and lodgement of PAYG Summary Statement
  - Review of Employee Personnel Files
  - Preparation of Monthly Super
  - Preparation and lodgement of Single Touch Payroll Finalisation
  - Review of Superannuation Guarantee Payments

- Review of Superannuation Guarantee Obligations
- Review and Preparation of WorkCover Obligations
- Review of Payroll Tax Obligations
- Preparation of Long Service Leave
- Preparation and lodgement of Taxable Payment Annual Report
- Management Accounting
  - Preparation of Management Reports
  - Review of In-House Management Accounts
  - Preparation of Periodic Review of Budgets
  - Tax Planning Advice
- Other business Services
  - Strategic Business Planning
  - Structure Diagram/Organisation Chart
  - Asset Protection Advice
  - Capital Gains Tax Structure Advice
  - Risk Management Review
  - Record Keeping Review
- Information Technology
  - Assistance with Accounting System
  - Assistance with software upgrades
- Personal Advice under our AFSL
  - Superannuation Planning
  - Personal Goal Setting
  - Succession Planning
- Disbursements
  - ASIC compliance subscription annual
  - SMSF BGL annual subscription
  - Bankfeed subscription for SMSF
  - Xero Subscription
  - MYOB Subscription
  - MYOB Bankfeed
  - Reckon Subscription
  - Land title search
- Other items, if required, will be charged based on time spent as per our “Fees” section.

The above services will only be performed if deemed applicable to the specific project requirements.

We will prepare the financial statements in accordance with APES 315 Compilation of Financial Information.

The disclosure of irregularities, including fraud or other illegal acts or errors that may exist, cannot be relied upon by this engagement. Any such matters that come to our attention in this regard will be communicated to you.

We make no assumption of responsibility for reliance on the documents listed above by any person or entity other than yourself and parties indicated in the list above. The documents shall not be used for any purpose other than the purpose for which they are prepared, where necessary they will include a disclaimer to this effect.

We will prepare income tax returns for the following individuals and entities. The lodgement deadlines for your returns are:

[Company/Individuals Name]

[Lodgement Due Date]

To ensure that your returns are prepared in time to meet these deadlines, please provide us with all of the information required for the completion of your returns two months before the lodgement due date. Subject to receiving all information requested by this date, we anticipate that these services will be completed within one month after receiving the client's file.

If we agree to provide additional services to you, we may provide you with a new or amended engagement letter. If we do not, those additional services will be provided under this engagement letter based on time spent as per our "Fees" section.

### **Fees**

Our fees, which will be billed as work progresses, are based on the time required by the individuals assigned to the engagement plus out-of-pocket expenses. Individual hourly rates vary according to the degree of responsibility involved and the experience and skill required. We review our hourly rates on a bi-annual basis.

Our fees are payable within 7 days of issue of the invoice and interest will be charged after one month at ANZ Visa Card rates.

The fees for any audit work performed by Peter Vickers, registered company auditor, or other staff members qualified to audit Self-Managed Superannuation Funds will be invoiced by us.

For your information, the GST inclusive hourly charge rates of the team members working on this assignment could include the following:

<u>Level</u>	<u>Hourly Rate</u>
Bookkeeping/Payroll	\$104.50 - \$115.50
Accountant	\$198 - \$350
Senior Accountant	\$360 - \$450
Manager	\$450 - \$495
Principal	\$492

### **Your Agreement**

Please confirm your agreement to the terms of this engagement letter by signing and returning this letter to us. You will also be deemed to have accepted the terms of this engagement by providing instructions to us to provide services to you, but you must still provide a signed copy of this letter as soon as possible.

If you have any queries, please do not hesitate to contact me.

Yours sincerely,

Client Relationship Manager

**Acceptance**

I/We have reviewed the terms offered by Peter Vickers & Associates Pty Ltd in this letter, including the attached terms and conditions, and agree to be bound by it.

Name \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Liability limited by a scheme approved under Professional Standards Legislation*

Appendix 1: Terms and Conditions