

Engagement of Flint Accounting + Business Services for the Engagement of Services

This firm will provide taxation services as agreed, which will be conducted in accordance with the relevant professional and ethical standards issued by the Accounting Professional & Ethical Standards Board Limited (APESB).

The extent of our procedures and services will be limited exclusively for this purpose only. As a result, no audit or review will be performed and, accordingly, no assurance will be expressed. Our engagement cannot be relied upon to disclose irregularities including fraud, other illegal acts and errors that may exist. However, we will inform you of any such matters that come to our attention.

Responsibilities

In conducting this engagement, information acquired by us in the course of the engagement is subject to strict confidentiality requirements. That information will not be disclosed by us to other parties except as required or allowed for by law, or with your express consent.

We wish to draw your attention to our firm's system of quality control which has been established and maintained in accordance with the relevant APESB standard. As a result, our files may be subject to review as part of the quality assurance program operated by the Institute of Public Accountants, which monitors compliance with professional standards by its members. We advise you that by accepting our engagement you acknowledge that, if requested, our files relating to this engagement will be made available under this program. Should this occur, we will advise you.

Fees

The professional fees for our services will be based on the complexity and time required to complete the task. Payment of invoice is required prior to lodgement of your tax return.

Sole Recourse

This contract is between you and Flint Accounting + Business Services. You agree that your relationship is solely with Flint Accounting + Business Services, the entity contracting with you to provide the Services. Certain services under the contract may be carried out by other parties, but you agree that none of these parties will have any liability to you and that you will not bring any claim or proceedings of any nature in connection with this contract against any party that we may use to provide the Services other than Flint Accounting + Business Services. This exclusion will not apply to any liability, claim or proceeding founded on an allegation of fraud or other liability that cannot be excluded under law.

Ownership of documents

All original documents obtained from the client arising from the engagement shall remain the property of the client. 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 output documents, such as financial statements and 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.

Confirmation of Terms

Acceptance of our services in conjunction with this information indicates that you understand and accept the arrangement. This information will be effective for future engagement unless we advise you of any change.

Yours sincerely,
Flint Accounting + Business Services

Please sign to accept the terms of engagement.

Name:

Sign: