



SuperHelp Australia Pty Ltd

SMSF Annual Admin Order Form

Address: PO Box 1906
Macquarie Centre NSW 2113
Email: info@superhelp.com.au
Phone: 1 300 736 453

1 SMSF Name:	J. A. & K Superannuation Fund
2 Current Postal Address:	P.O Box 3076
	Dural NSW 2158
3 Current Street Address (If same as Postal Address, write 'As Above'):	225 Pitt Town Road, Kenthurst, NSW 2156
4 Please tick yes if you would like us to update your new address with the tax office.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> N/A
5 Contact Name:	Alex Cook
6 Contact Phone:	(Work) 02-8007-3909
	(Home) 02-9654-8289
	(Mobile) 0417-255-756
7 Contact Email Address:	sossales@gmail.com



SuperHelp Australia Pty Ltd

Accounting and Reporting Engagement Letter

Address:	PO Box 1906 MACQUARIE CENTRE, NSW 2113
Email:	info@superhelp.com.au
Phone:	1300 736 453

Following our discussions, we are pleased to undertake the engagement as set out below (any changes shall be by agreement of both parties and evidenced in writing):

- Prepare financial and other statements for the SMSF as requested, and
- Prepare and lodge SMSF Income Tax Return

Terms of Engagement

This letter is to confirm our understanding of the terms of our engagement and the nature and limitation of the services that we provide.

Purpose, Scope and Output of the Engagement

The firm will provide taxation and accounting services listed above to the trustees. Such services will be conducted in accordance with the relevant professional and ethical standards issued by the Accounting Professional & Ethical Standards Board Limited (APESB).

These services will be provided to assist trustees and members to meet their reporting obligations to the Australian Taxation Office (ATO) and your other service needs.

The extent of our procedures and services will be limited exclusively for this purpose only unless otherwise agreed to. 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 they may come to our attention; and
- the financial statements and income tax return for your entities will be prepared or distribution to the trustees and members for the purpose noted above. We disclaim any assumption of responsibility for any reliance on our report to any person or entity other than those parties indicated, and for any purpose other than for which it was prepared. Our report will contain a disclaimer to this effect.

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 professional standards, 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 control review program of ICAA, CPA or NPA which monitors compliance with professional standards by its members. We advised you that by accepting our engagement you acknowledge that, if requested, our files relating to this engagement will be made available under this program.

We may collect Personal Information about you 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 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.

You are responsible for the reliability, accuracy and completeness of the accounting records, particulars and information provided and disclosure of all material and relevant information. You are required to arrange for reasonable access by us to relevant individuals and documents, and shall be responsible for both the completeness and accuracy of the information supplied to us. Any advice given to you is only an opinion based on our knowledge of your particular circumstances. You or your staff are responsible for maintaining and regularly balancing all books of

accounts, and the maintenance of an adequate accounting and internal control system. You have obligations under self assessment to keep full and proper records in order to facilitate the preparation of accurate returns.

A taxpayer is responsible under self assessment to keep full and proper records in order to facilitate the preparation of a correct return. Whilst the Commissioner of Taxation will accept claims made by a taxpayer in an income tax return and issue a notice of assessment, usually without adjustment, the return may be subject to later review. Under the taxation law such a review may take place within a period of up to four (4) years after tax becomes due and payable under the assessment. Furthermore, where there is fraud or evasion there is no time limit on amending the assessment. Accordingly, you should check the return before it is signed to ensure that the information in the return is accurate.

Professional fees and payments

Fees for our services are as per the attached quotation / as per our schedule of fees published on our website / as agreed. All our fees must be paid prior to lodgement of tax return or other such documents.

Information relating to your affairs

Our firm may from time to time use the services of third party contractors to perform some of the services we are engage to perform for you. You hereby authorises us to disclose information relating to that client's affairs to all such third party contractors as we may choose to engage to perform such work.

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 those client's affairs to all such external IT service providers as we or our third party contractors may choose to engage.

Documents

Before we lodge any documentation on your behalf, we will contact or forward draft documentation for your approval. We shall endeavour to ensure that documentation is lodged with the relevant departments by the due dates, provided all information and documentation is received in our office at least 20 (twenty) working days earlier to allow us adequate time for preparation and lodgement of the documentation.

Responsibility for Accounting and internal control systems

We advise that the responsibility for the maintenance of an accounting and internal control systems rests with you (the client), including the protection of and prevention against fraud. You will be responsible for the maintenance and keeping of books of account.

You are responsible for the information contained in any statutory return and you must retain all necessary supporting documentation to substantiate your transaction. We shall not take responsibility for any failure on your behalf to maintain adequate records.

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.

Final financial statements, tax returns and any other documents which we are engaged to prepare, together with any other original documents given to us, shall remain your property. Any other document prepared by us or on our behalf including general journals, working papers, the general ledger, draft financial statements and/or tax returns, will remain our property 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.

Limitation of Liability

Our liability is limited by a scheme approved under Professional Standards Legislation.

You (the client) agree that our liability will be limited to the fee rendered for the professional services we have provided to you which has given rise to the event in respect of which you have made a claim.

Privacy

We undertake to take every reasonable precaution to keep your records confidential and safe. We may disclose information provided by you to other accounting and audit professionals to complete your work, in which case we will endeavour to ensure that we obtain similar undertakings from them.

Yours faithfully

For and on behalf of SuperHelp Australia Pty Ltd

Confirmed and accepted by

SMSF Fund name : _____

Trustee 1 Name . . : Alex Cook

Trustee 1 signature : *Alex Cook* Date : 02 Nov 2021

Trustee 2 Name . . : Kotchaphan Nimruang

Trustee 2 signature : *Kotchaphan Nimruang* Date : 02 Nov 2021



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