



Blue Chip Tax

ABN 19 164 168 610

ENGAGEMENT FOR:

2022 PERSONAL INCOME TAX RETURN

Prepared for:

LINDA BELL

Liability limited by a scheme approved under Professional Standards Legislation



Dear Linda

This letter is to confirm the terms of our engagement in relation to preparation of your personal tax return.

Period of Engagement

This engagement will start on 1 July 2022. The first period for which we will be responsible is tax year ending 30 June 2022. We will not deal with earlier periods unless you specifically ask us to do so, and we agree.

This engagement document will be effective for future years unless we issue an amended one to you.

Nature and Scope of Engagement

Our services will be limited to the preparation and lodgment of your personal income tax return. The extent of our services will be limited exclusively to this purpose.

These services will be provided in accordance with the relevant professional and ethical standards issued by the Accounting Professional & Ethical Standards Board Limited (APESB).

Confidentially

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, and in accordance with the *Privacy Act 1988* (Cth) (as amended) (Privacy Act).

We wish to advise that our firm's system of quality control 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 program review of CPA Australia Limited 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 the engagement will be made available under this program. Should this occur, we will advise you.

Your disclosure and record keeping obligations

You are required by law to keep full and accurate records relating to your tax affairs.

It is your obligation to provide us with all information that you reasonably expect will be necessary to allow us to perform work contemplated under this engagement within a timely manner or as requested. This includes providing accurate and complete response to questions asked of you by us within a reasonable timeframe. Inaccurate, incomplete or late information could have a material effect on our services and/or conclusions any may result in additional fees. We will not verify the underlying accuracy or completeness of information you provide to us.

You are also required to advise us on a timely basis if there are any changes to your circumstances that may be relevant to the performance of our services. Specifically, if any subsequent event results in the information you provided to us being inaccurate, incomplete or misleading, then you are obliged to advise us as soon as possible.

We take no responsibility to the extent that our advice is inaccurate, incomplete or misleading because it is based on inaccurate, incomplete or misleading information being provided to us.

By accepting the terms of this engagement, you will be taken to have agreed that the performance of our services is dependent on the performance of your obligations relating to disclosure and record keeping.

The *Taxation Administration Act 1953* contains specific provisions that may provide you with "safe harbours" from administrative penalties for incorrect or late lodgment of returns if, amongst other things, you will give us "all relevant taxation information" in a timely manner (the safe harbor provisions apply from 1 March 2010)). Accordingly, it is to your advantage that all relevant information is disclosed to us as any failure by you to provide this information may affect your ability to rely on the "safe harbor" provisions and will be taken into account in determining the extent to which we have discharged our obligations to you.

You are required to advise us if you become aware of any conflict of interest or potential conflict of interest. Generally, a conflict of interest is any event which may result in us becoming unable to remain objective in the performance of our services to you. e.g. Changes to your business circumstance, events affecting your family (e.g. death and/marriage breakdown) or a legal action commencing against you.

Your rights and obligations under the taxation laws

You have certain rights under the taxation laws, including the right to seek a private ruling from the Australian Taxation Office (ATO) or appeal or object against a decision made by the commissioner. As relevant, we will provide further information to you concerning your rights under the Australian taxation laws during the conduct of the engagement contemplated by this brochure. You also have certain obligations under the Australian taxation laws, such as the obligation to keep proper records and the obligation to lodge returns by the due date.

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. You have obligations under self-assessment to keep full and proper records in order

to facilitate the preparation of accurate returns. It is your responsibility to keep those records for five (5) years. 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.

Our obligation to comply with the Law

We have a duty to act in your best interests. However, the duty to act in your best interests is subject to an overriding obligation to comply with the law even if that may require us to act in a manner that may be contrary to your interests. For example, we could not lodge an income tax return for you that we knew to be false in a material respect. We also have an obligation to ensure that we manage conflicts of interest as they arise. In this regard, we have arrangements in place to ensure that we manage potential or actual conflicts of interest.

The effect operation of the arrangements depends, in part, on you complying with your obligation to disclose any potential conflicts of interest to us.

Our advice and/or services will be based on Australian taxation law in force at the date of the provision of the advice and/or services. It is your responsibility to seek updated advice if you intend to rely on our advice at a later stage. Australian taxation laws are often subject to frequent change and our advice will not be updated unless specifically requested by you at the time of the change in law or announced change in law.

Fees

The fee arrangement is based on the expected amount of time and the level of staff required to complete the engagement.

Fee invoices will be issued upon completion of the engagement and are payable at that time unless other arrangements have been made.

Limitation of Liability

Our liability is limited by a scheme approved under Professional Standards Legislation. Further information on the scheme is available at <https://www.psc.gov.au/>

Ownership of Documents

All original documents obtained from the client arising for 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 a personal income tax return.

Ownership of these documents will best in you. All other documents produced by us in respect of this engagement will remain the property of the firm.

We have a policy of exploring a legal right of lien over any client documents in our possession in the event of a dispute. We have also established resolution process.

Confirmation of Terms

Please sign and return the attached copy of this letter to indicate that it is in accordance with your understanding of the arrangements. This letter will be effective for future years unless we advise you of any change.

Authority

By signing this document you give us authority to access information on your behalf from the Australian Taxation Office both verbally and electronically.

Signature of client	
Linda Bell	Date
Yours sincerely	
Signature of Accountant	
Troy Mojsoski	