

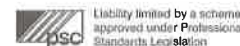


20 March 2020

ourref: jh20200320-3

Income Tax & Financial Reporting
 Superannuation & SMSF Compliance
 Law Society Trust Examiners
 Financial Planning
 Business Structures & Estate Planning
 Business Mentoring / Due Diligence

The Director(s)
 Mase Property Investments Pty Limited
 ATF The S & A Whitaker Superannuation Fund
 1 Wade Close
 LUDDENHAM NSW 2745



**MASE PROPERTY INVESTMENTS PTY LIMITED
 ATF S & A WHITAKER SUPERANNUATION FUND
 Engagement of AMCO Public Accountants Pty Ltd**

Dear Amanda and Shane,

This letter supersedes all previous letters of engagements and now confirms the agreed services and terms upon which we will execute such assignments. We continue to act in your best interest at all times and offer the highest level of professional services.

The scope of the engagement is as set out below and any additions shall be by separate agreement as agreed to from time to time.

As your Tax / ASIC agent we will (*Please indicate acceptance against each assignment*) : -

- Prepare your personal/business income tax return(s)
- Lodge your personal/business income tax return(s)
- Provide general taxation advice, including business tax advice on request
- Act as your contact with Australian Tax Office for matters relating to your taxation affairs
- Act as your ASIC agent / contact with Australian Securities Investments Commission (ASIC) – details provided at the end of this letter.
- Prepare and lodge your BAS, PAYG and any other statutory requirements as specifically agreed upon.
- Reconciliation of Balance Sheet and Trial Balance as appropriate.

Professional Fees and Payments

All professional fees for the services provided to you will be based on the time and degree of skill and acumen required to complete the tasks required, including out of pocket expenses and statutory charges, unless otherwise agreed between the parties.

Fixed fee for service can also be provided if scope of work can be ascertained and agreed upon.

Our current professional fees (inclusive of GST) are:

Principal(s)	\$ 330.00 per hour
Senior Tax Accountant	\$ 170.00 per hour
Assistant / Tax Accountant	\$ 135.00 per hour
Accounting /Tax Staff	\$ 85.00 per hour
Secretarial/other staff	\$ 60.00 per hour

For work undertaken for periods of less than an hour, the rate shall be charged in 15 minute blocks, or part thereof. Please also note that the above hourly rates are revised as at 1st July of each year in line with CPI and/or market movements, whichever is the higher index.

Terms of Payment

Our terms of payment are strictly 14 days from the date of each invoice. We will provide you with an itinerated account of all fees, costs and disbursements upon request. It should also be noted that invoices are raised when matters are completed notwithstanding that minor adjustments may still be work in progress provided that they are not material in nature and will be authorised accordingly.

Responsibility for Accounting and Internal Control Systems

We advise that the responsibility for the maintenance of a business accounting system and internal control systems rests with you, including the protection of and prevention against fraud. You will be responsible for the maintenance and keeping of books of account. If any material weakness in the accounting system or internal control systems comes to our notice, we will advise accordingly.

It is important to remember that you are personally responsible and liable for the information contained in any statutory return. You must retain all necessary supporting documentation to back up any claim. We will not take responsibility for any failure on your behalf to maintain adequate records or for failure to provide all necessary details.

Ownership of Documents

The final financial statements, tax return and any other documents which we are specifically engaged to prepare, together with any other original documents given to us, shall remain your property. Any other documents brought into existence by us including general journals, working papers, the general ledger, draft financial statements and/or tax returns, will remain our property at all times. However, we will always provide you with copies of any documents that you may require from time to time.

Standards

We aim to provide the highest standard of professional service and are focused on the concerns of our clients. If for any reason you feel you have not received the service level expected or have an issue to raise, please, at first instance, contact myself to discuss how the problem may be resolved.

Previous Accountant

As a matter of professional courtesy, and in line with the requirements of the IPA, we will need to inform your previous accountant that we have been engaged by you as your new accountant and to receive from them any outstanding matters and files. You may refuse to provide this information but in doing it may cause problems in the efficient transfer of your files.


Previous Returns

Please note that we are **not** engaged to review the accuracy of any returns lodged by your previous accountant.


If you are in agreement with above terms of engagement please sign and return the attached duplicate letter to me.

Should you have any further queries in relation to the above, please do not hesitate to contact me.

Yours faithfully,


AMCO Public Accountants
Danny Mazeovski
Chartered Tax Advisor
FIPA / FTMA / FTIA Exec. MBA (Un.NSW/Syd), DFS (Planning) JP

x 
.....
Signature – Amanda Whitaker

x 
.....
Signature – Shane Whitaker

Date: 25.3.2020

**Engagement as ASIC Agent / contact with Australian Securities Investments Commission.
The compliance and key responsibilities in this respect are as listed below.**

An annual fee is associated with this attendance, currently \$198.00 (inclusive of GST).

- Acting as registered office for the company. (We are required to maintain register of all companies in our reception for public display – ASIC requirement). – ASIC requires an office to be manned during all business hours so that notices can be served in person. PO BOX or the like are not acceptable. If notice cannot be served for whatever reason then the company incurs a penalty which is calculated based on company size and delay in serving notice.
- Ensuring renewals are executed by the due date to prevent late lodgement penalties – We are linked to ASIC as Registered ASIC Agent to access their system.
- Reviewing annually the company operations and preparing a statement that the company is able to meet its debts as and when due, as you know, director's are personally liable if the company is trading insolvent.

(This review needs to be documented and retained on file as evidence). This is especially important with trustees acting for SMSF's.

- Updating the Company Files and related minutes to ensure officeholders, share capital and any other changes including leases executed etc., and have same properly minuted.
- Lodgement of all changes with ASIC be it business address, officeholders, share capital and the like within the allowed timeframes to prevent late lodgement penalties accruing on the account.
- Correspondence and discussion with officeholders with respect of advice around liabilities of directors and ASIC compliance as far as the company is concerned as and when required throughout the year.