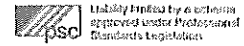




10<sup>th</sup> May 2018  
ourref:dj20180510-1

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

The Director(s)  
1<sup>st</sup> Choice Holdings Pty Ltd  
PO BOX 100  
MACARTHUR SQUARE NSW 2560



**I & A STEWART PTY LTD  
I & A STEWART SUPERANNUATION FUND  
Engagement of AMCO Public Accountants Pty Ltd**

Dear Ian & Annie,

Following our discussions, we are pleased to accept your appointment as your business Tax Agents and Advisers. We seek 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 contact with Australian Securities Investments Commission. Our annual fee is currently \$198.00 (inclusive of GST).
- Prepare and lodge your BAS, PAYG and any other statutory requirements as specifically agreed upon.

**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)            | \$ 230.00 per hour |
| Senior Tax Accountant   | \$ 135.00 per hour |
| Tax Accountant          | \$ 125.00 per hour |
| Accounting /Tax Staff   | \$ 65.00 per hour  |
| Secretarial/other staff | \$ 40.00 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 1<sup>st</sup> July of each year in line with CPI and/or market movements, whichever is the higher index.*

*For work undertaken outside the above matters the rate shall be charged in 15 minute blocks, or part thereof per the below. Please also note that the above hourly rates are revised as at 1<sup>st</sup> 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 itemised 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.

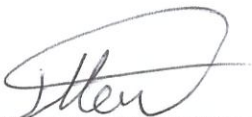
If you are in agreement with above terms of engagement please sign and return the attached duplicate letter to me.

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

Yours faithfully,



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



x .....  
Signature – Ian Stewart

Date: 17/5/18



x .....  
Signature – Annie Stewart

Date: 17/5/18