



PUBLIC ACCOUNTANTS - REGISTERED TAX AGENTS

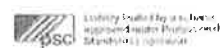
ABN: 84 089 608 088

20 October 2016

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

The Director(s)
David Hampton and Anthony Hampton ATF
Davane & Company Staff Super Fund
11/1-9 Florida Street
SYLVANIA NSW 2224



**DAVID HAMPTON AND ANTHONY HAMPTON ATF DAVANE & COMPANY STAFF
SUPER FUND
Engagement of AMCO Public Accountants Pty Ltd**

Dear David & Anthony,

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:

| | |
|-------------------------|--------------------|
| Principals | \$ 230.00 per hour |
| Associates | \$ 125.00 per hour |
| Accounting /General Tax | \$ 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 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 Mazeveski
Principal
FIPA / FTMA / FTIA Exec. MBA (Un.NSW/Syd). DFS (Planning) JP



Signature – David Hampton

X

Signature – Anthony Hampton

Date: X 27/10/2016