

MA:LG:ALB04S

12 August 2011

The Trustees
Albrecht Family Superannuation Fund
PO Box 841
HUMPTY DOO NT 0836

Good Morning Barry & Sue

Thank you for allowing us the opportunity to discuss with you your accounting and financial affairs.

We warmly welcome you as a client of our firm and look forward to a long and productive association.

As a new client of our firm it is important that we set out to you our terms and conditions, as well as the procedures that we follow in our office. This is particularly in relation to the time constraints and lodgement deadlines that are placed upon us by the Australian Taxation Office.

We enclose our Engagement Letter, which sets out our terms and conditions. Would you kindly peruse the Engagement Letter, sign where indicated and return to our office.

We also enclose a "Limited Power of Attorney" which we would appreciate you signing. This will allow us to sign and lodge Activity Statements on your behalf, to streamline the lodgement process each quarter. Please refer to Page 4 of the Engagement Letter for further details in this regard.

Also attached is a bound package for you to retain, which includes the following:

- Copy of Professional Services Engagement Letter
- How Else Can We Help You? - Details of Other Services
- Commitment - Basis of Relationship
- Information on 'Minimising Accounting Costs'
- Why Choose a CA? - Brochure

Our experienced team of professionals are happy to help with any queries you may have regarding this package and/or your work. Attached to the Engagement Letter you will find a list of the professionals that are associated with the partner overseeing your work. Please feel free to contact them with any questions.

Again, we warmly welcome you as a client of our firm.

Kind regards



Mari Ashted
Director



POWER OF ATTORNEY

Electronic Lodgement Declaration for Business Activity Statement(s), Instalment Activity Statement(s) or both.

This Power of Attorney is made on the _____ day of _____ 20____.

Appointment of Attorney

1. I, _____ (Full Name)
of _____
_____ (Postcode): _____

in the State of Queensland, (hereinafter referred to as the Principal) appoint the following person as my Attorney:

a) **MARI LEENA ASHTED** (Attorney's Full Name), of

1454 LOGAN ROAD, MT GRAVATT QLD 4122

2. The Attorney(s) may act severally (any one of them may decide).

3. The Attorney(s) power is subject to the following terms:

The Power of Attorney is restricted to signing the electronic lodgement declaration attaching to the Business Activity Statement or Instalment Activity Statement (hereinafter referred to as "The Forms") prepared for and on behalf of the principal or associated entities for which the principal has the authority to sign, in accordance with the provisions of Division 388 of *The Taxation Administration Act 1953* as amended and any other statutory requirements applicable to the electronic lodgement of The Forms with the Australian Taxation Office.

4. The power given to my Attorney(s) begins immediately.

5. This Power of Attorney gives my Attorney(s) power to do, on my behalf, anything that I could lawfully do by an Attorney (other than a personal/health matter) subject to the above terms.

.....(Signature of Principal)

.....(Signature of Witness)

Designation of Witness: Any Adult