



Taxation Services Engagement Letter

In accordance with APES 305, Ethical Standards, this letter sets out our terms of engagement and the scope of the work to be performed. Please read it carefully and if you have any questions or wish to discuss any aspect, please bring it to our attention. We have set out below an overview of our role and conditions relating to the provision of these services which will remove any misunderstanding in respect to the services.

In our overview we have covered what we will be doing for you, how we will go about that, our fees and other general issues.

Services

We will advise on income tax matters as and when, requested to do so. This advice will cover the following tax areas and legislation:

- Income Tax
- Goods & Services Tax
- Capital Gains Tax
- Fringe Benefits Tax
- Taxation Administration
- Taxation Laws & Regulations
- Payroll Tax
- Land Tax

Our staff will provide assistance and services in relation to the following areas:

- Preparation and lodgement of Income Tax Returns.
- Calculation of tax liabilities applicable in respect to those returns.
- Calculation of taxation liabilities &/or refunds applicable, based on situations and circumstances advised by yourselves, to our staff.
- Application of relevant legislation to situations explained to our staff by our clients.
- Taxation Consultancy Services.
- Undertaking special assignments that relate to taxation matters generally when requested to do so.
- The services provided will be overseen by a fully qualified accountant &/or partner of Stewart, Tracy & Mylon who possess the required Public Practice Certificate and Professional Membership.

We understand that as an audit of the returns are not required, we will not express an opinion, as to the truth and fairness of the returns or calculations.

Limitation of Liability

Our firm's liability may be limited by a scheme approved under Professional Standards legislation.

Client Responsibility

As the client bears total responsibility for returns lodged, the client is required to be responsible for the following matters in respect of these taxation services:

- Maintenance and retention of all relevant documentary records used for the engagement. Substantiation rules in tax law require taxpayers to keep receipts, invoices, etc for expenses they incur.
- The checking of returns &/or calculations to ensure that the information provided by themselves has been properly recorded.
- Any advice we provide is only an opinion based on our knowledge of your particular circumstances.
- We cannot provide taxation services if we find that information on which those services are to be based contain false or misleading information, or omit material information, and you are not prepared to appropriately amend that information.

**Approved by the Directors Stewart, Tracy & Mylon
1 July 2019**