

1 July 2025

Private & Confidential

SCOPE OF SERVICES

It is agreed that we are able to provide the following services to you and your business, as required:

SERVICES PROVIDED	FEE ESTIMATE
Trust Set up and associated registrations	\$1,500 + GST
Company set up and associated registrations	\$1,500 + GST
Company Tax Returns & Financial Statements	Starting from \$3,000 + GST per year
Trust Tax Returns & Financial Statements	Starting from \$1,500 + GST per year
Partnership Tax Returns & Financial Statements	Starting from \$1,000 + GST per year
Employee Tax Returns	Starting from \$400 + GST per year
Sole Trader Tax Returns	Starting from \$600 + GST per year
ASIC Registered Agent	\$270 + GST per year
Out of scope consulting	Charged on an hourly basis as required

FEES AND PAYMENT TERMS

Tax Invoices will be issued at the completion of the work, noting that it is firm policy to hold off on lodgement of any returns until fees have been paid in full. Invoices are payable within 7 days.

All fees and estimates provided are in Australian dollars and exclusive of GST.

Out of scope work, such as general assistance with issues that you may face from time to time outside of this engagement, tax planning, business or strategic advice, will be billed at an hourly rate.

Our fees assume that your internal accounting systems and controls are of a standard that will produce source accounts and documents that we can rely on to complete the work. Where there is uncertainty regarding the source material, or the tax or accounting treatments used, then these issues will be raised with you as, if this is the case, additional fees may apply. In this event, we will seek your agreement before commencing work, noting that the rectification of these issues is not included in our fee estimates and may incur additional fees.

We look forward to working with you and appreciate the trust you have placed in us by appointing us as your accountants and advisers.

If you have any questions in relation to the above, please do not hesitate to contact us.

Kind regards,



Jacquelyn Cassell CPA
Director

TERMS & CONDITIONS

We apologise for the dry nature of the following terms and conditions but are required to include the following:

TAX AGENT SERVICES

Client engagements will be managed under the Tax Agent No. 25901192. The Tax Practitioners Board maintains a public register of the registration details of registered, suspended and deregistered tax and BAS agents. Only registered practitioners can provide tax agent services. You can access the register here: <https://www.tpb.gov.au/public-register>

LIMITATIONS

This engagement is limited to the scope of work as outlined. However, unless otherwise agreed, it is assumed that this engagement is to cover current and future financial years. This will also include past years where relevant and agreed upon by both parties.

While our engagement does not include the audit of your financial statements or income tax returns, we are required by the *Tax Agents Services Act 2009* to satisfy ourselves as to the reasonableness of the information and claims being made. The legislation provides the basis for this and may require us to make further enquiries of you from time to time. Where possible, we will endeavour to identify the information required in advance.

Our work cannot be relied upon to disclose irregularities, including fraud, other illegal acts and errors that may occur. However, we will inform you of any such matters that come to our attention.

FEES

Tax Invoices will be issued at the completion of the work, noting that it is firm policy to hold off on lodgement of any returns until our fees have been paid in full. Invoices are payable within 7 days.

Our fees assume that your internal accounting systems and controls are of a standard that will produce source accounts and documents that we can rely on to complete the work. Where there is uncertainty regarding the source material, or the tax or accounting treatments used, then these issues will be raised with you. In this event, we will seek your agreement before commencing work, noting that the rectification of these issues is not included in our fee estimates and may incur additional fees.

General assistance with issues that you may face from time to time outside of this engagement will be billed at an hourly rate.

Where you require additional work to be completed beyond this engagement then this will represent a separate engagement. We will agree the nature and fee for this work with you prior to commencement. We reserve the right to suspend work where invoices remain unpaid.

LIMITATION OF LIABILITY

The liability of our firm is limited by a scheme approved under Professional Standards Legislation. You can find more information on the scheme through the Professional Standards Councils: <https://www.psc.gov.au/>

RIGHTS & OBLIGATIONS

The *Tax Agents Services Act 2009* requires us to advise you of your rights and obligations where we are acting for you on taxation matters. In relation to the taxation services provided:

- You are responsible for making all relevant information available to us in a complete and timely manner. Australia's income tax and indirect tax system is based on a self-assessment. The Commissioner is entitled to rely on any statements made. Where those statements are later found to be incorrect, the Commissioner may amend your assessments and, in addition to any tax assessed, you may also be liable for penalties and interest charges. The period of review is up to four years. Where the Commissioner forms an opinion of fraud or evasion, there is no limit for amending assessments.

- You are responsible for the accuracy and completeness of the particulars and information required to comply with the various taxation laws. We will use the information supplied in the preparation of your returns.
- You have an obligation to keep proper records that will substantiate the taxation returns prepared and satisfy the substantiation requirements of the various tax laws for at least 5 years. Failure to keep such records could result in claims being disallowed, additional tax being imposed, and the imposition of penalty or general interest charges.
- Your rights as a taxpayer include:
 - The right to seek a private ruling;
 - The right to object to an assessment by the Commissioner;
 - The right to appeal against an adverse decision by the Commissioner.

Certain time limitations may exist for you to exercise these rights. Should you wish to exercise these rights at any time you should contact us so that we can provide you with the relevant time frames and to discuss any additional requirements that may exist.

We are bound by the *Tax Agents Services Act* Code of Professional Conduct which includes a duty to act lawfully and in the best interests of our clients, ensure the services we provide are provided competently, maintain our knowledge and skills, take reasonable care in ascertaining the state of your affairs where it is relevant to the work we are completing, and take reasonable care to ensure the tax laws are applied correctly.

PRIVACY & CONFIDENTIALITY

Cassell & Co Business & Taxation Services Pty Ltd is compliant with the Privacy Act 1988 (Privacy Act). A copy of our privacy policy is available on our website.

From time to time, we may be asked to provide copies of the financial statements, income tax returns or other information produced in the course of this engagement. If we are requested to provide this information (including to a third party such as a financial institution), you authorise us to provide this information to the individuals or entities nominated in the Disclosure Authority.

During the course of this engagement, we may collect personal information from you. We will treat as confidential and maintain the confidentiality of all information and records that you provide or disclose to us, and those produced in the course of completing the engagement. This information will only be disclosed to a third party where specific authority has been granted for us to provide this information, or where we are subject to a legal duty or professional obligations under APES 110 to disclose the information.

From time to time, our files are subject to review by *CPA Australia*, which monitors quality control and compliance. By agreeing to the terms of this engagement you agree that files relating to this engagement may be made available under this program if required.

DIGITAL CORRESPONDENCE

We take reasonable steps to protect personal information transmitted electronically from misuse, loss, unauthorised access, modification, or disclosure. This includes:

- Ensuring sensitive information is not sent via email or
- Using secure client portals for document exchange.
- Implementing identity verification procedures for telephone communications involving sensitive information.

CORRECTION OF INCORRECT OR MISLEADING STATEMENTS

The *Tax Agents Services Act 2009* Code of Conduct prohibits us from making a statement to the Tax Commissioner or other government agency that we know, or ought to know, is false, incorrect or misleading, or incorrect or misleading by omission. If we become aware that a statement is materially incorrect, we are

obligated at law to either correct it or advise you that the statement should be corrected. If the statement is not corrected within a reasonable time, we are obligated to report this misstatement to the relevant authority.

NON-COMPLIANCE WITH LAWS OR REGULATIONS

Where we suspect there may be non-compliance with laws or regulations, we are required under APES 110 issued by the Accounting Professional & Ethical Standards Board to consider this matter. This may involve making further enquiries, considering the position, and taking what we consider to be appropriate actions, with the objective being to rectify, remediate or mitigate the consequences of the non-compliance. This extends to a public interest duty as defined by APES 110.

COMPLAINTS

We are committed to providing quality services to our clients. If you have a concern about the services delivered to you, in the first instance, please contact Jacquelyn Cassell or Katherine Abrahams to discuss the matter. If your matter is not resolved, you have the right to make a complaint to the Tax Practitioners Board: <https://www.tpb.gov.au/complaints>.

CONFLICTS OF INTEREST

Should a conflict of interest arise, we assess the circumstances and determine the most appropriate method to manage any conflict that exists. Whilst we are responsible for identifying, assessing, evaluating, deciding and implementing any appropriate response to manage conflicts of interest, we will ensure that you are provided with the information needed to make an informed decision as to whether you wish to progress with the engagement. Where the conflict cannot be managed, as a firm, we will not progress with the engagement.

Please note that we do not receive any referral fees or any other benefits from any third parties we may work with.

RECORDS & WORKING PAPERS

In the course of our engagement, we will prepare various working papers and notes consistent with our internal quality control system to support the outcomes of this engagement. These working papers remain the property of our firm and will be retained by us to support any future queries on work completed. Original source records provided by you to us to assist in the completion of your work will be returned to you at the completion of each engagement. Where appropriate, we may take copies to retain for our client files.

CLOUD COMPUTING

In providing our services to you, we utilise a range of cloud computing software systems. We have assessed these service providers and have taken all reasonable measures to protect your privacy, including reviewing the privacy policy for each provider to ensure it aligns with our business and our obligations to you.

Where we are provided with access to any of your software accounts, this access may be provided to other staff in the firm to enable them the relevant access to fulfill this engagement.

Acceptance of our services in conjunction with this engagement document indicates your acceptance of the use of the cloud computing services outlined above.

TERMINATION OF ENGAGEMENT

Either party is entitled to terminate this engagement at any time with 48 hours written notice. Any work undertaken to date will be charged on an hourly basis.