

## Terms of Engagement

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Ensure this questionnaire is completed and included with your records

Client Name	
Balance Date	31 March 20

To AMSCA Limited

### Terms of Engagement

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Return(s) for the 2019 financial year. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. It is our responsibility to ensure the content or accuracy of any Tax Returns that you prepared on my/our behalf as they will be prepared based on information that I/we provide to you. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however should anything come to light of this nature during this process, you will bring that to my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/we will inform you immediately. You will not accept any responsibility to any person, other than me/us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the original Engagement Letter I/we signed when I/we became a client.

I/We accept that payment for the services provided is required on the 7<sup>th</sup> day after the date of the invoice. I/We also accept that should I/we default on payment AMSCA Limited will charge interest on overdue accounts at the rate of 1.5% per month, and I/we accept that if AMSCA Limited is required to obtain a debt collection agency to recover the costs, any costs incurred by the agency in the course of collection of outstanding monies including commissions will be on charged to me/us.

I/We agree that ownership of the work is retained by AMSCA Limited until payment has been made in full.

I/We authorise the deduction of fees outstanding to AMSCA Limited from any taxation refunds should payment for the services provided not be made in full by the required date. I/We agree to personally indemnify AMSCA Limited for fees outstanding.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

Signature \_\_\_\_\_

Date \_\_\_\_\_