

BOCSO & ASSOCIATES
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CERTIFIED PRACTISING ACCOUNTANTS
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Letter of Engagement

This letter is to confirm our understanding of the terms of our engagement and the nature and limitations of the services that we provide.

We take this opportunity to inform you of the scope of our engagement for the following individuals/entities for the 2017 and subsequent financial years. This engagement letter will remain in force until otherwise advised. Once you have read the terms of our engagement please sign the attached copy where indicated and return it to our office.

We are pleased to provide ongoing taxation services to the following:

-

Hereafter referred to as 'you'.

The terms of the engagement letter, together with appended standard Terms Of Business, summarises the scope of the services **we** will perform and confirms the responsibilities of Bocso and Associates and **your** responsibilities that you will assume in relation to the services discussed in this letter. We have also enclosed information regarding your rights and obligations ("Clients' rights and obligations under the taxation laws").

Scope

The nature of the services to be provided under this agreement shall be the ongoing tax consulting and compliance services necessary to respond to matters presented to Bocso and Associates by you, or matters Bocso and Associates brings to your attention for which you agree Bocso Associates should provide assistance.

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B.C.L. HOLDINGS PTY.LTD.
ACN 092 084 967
As Trustee for THE BOCSO FAMILY TRUST NO.1
Trading as

For purposes of clarification and without intending to be all inclusive, the following illustrates the nature of the services intended to be covered by this agreement:

- Income Tax Returns for the above mentioned including relevant schedules
- Capital Gains Tax (if applicable)
- Income Tax Assessment Notices
- Pay As You Go Instalment Notices
- Preparation of Financial Statements, which may include various reconciliations (if applicable)
- General overview of GST, which may include lodgement of Business Activity Statements
- Fringe Benefits Tax (if applicable)
- ASIC Requirements (if applicable) including maintaining corporate volume
- PAYG Withholding Summaries & Reconciliation Statements (if applicable)
- Payroll Tax Returns

Verbal advice

From time to time we will give verbal advice in meetings and over the telephone. You will appreciate that the benefit of subsequently obtained relevant information, or more detailed consideration of the matters discussed, may affect the view we expressed. Accordingly, if you wish to rely on any verbal advice, you should seek written confirmation of same.

Bocso and Associates Publications

Dissemination of tax related material (eg. Bocso and Associates publications, specialist newsletters etc).

We will, from time to time distribute tax related material to you in connection with current tax issues which we believe may be of interest to you. It is agreed that such information and comment relate to generic issues and ideas, the appropriateness of which to you will generally require further consideration and advice. These materials should not be used as a substitute for specific advice. Bocso & Associates will have no responsibility to take matters further unless we are specifically instructed by you.

Goods and Services Tax

This assignment also does not constitute a detailed GST review. Nor does it include a review of the Business Activity Statements you prepared or have lodged during the past year.

Tax planning



This particular assignment does not include tax planning or a review of prior returns, although any suggestions arising from the work we perform will be raised with you. However, if your group includes a discretionary trust, we advise that tax planning should be undertaken in May/June each year to determine relevant distributions each year prior to 30 June.

Substantiation

Under the self-assessment provisions of the current tax legislation, the onus is on you to have adequate documentation to support your income tax returns and in particular, with respect to the deductions claimed. Be aware that your tax return may be subject to tax audit and penalties would apply for incorrect returns.

Limitation of Liability

Our liability is limited by a scheme approved under Professional Standards Legislation. Further information on the scheme is available from the Professional Standards Council's website:

<http://www.professionalstandardscouncil.gov.au>

Professional Fees

Our fees, which will be billed as work progresses, are based on the time required by the individuals assigned to the engagement plus direct out-of-pocket expenses.

Accounts for services provided will be forwarded to you as work in progress or upon completion of services provided. Payment of any account is required to be made within 14 days, unless special alternative arrangements are made with us prior to the due date.

It is our requirement that the owner/director of the business personally guarantee the payment of all accounts for professional fees, including out-of-pocket expenses rendered by us from time to time.

Unless otherwise expressly agreed with you in writing (a fixed price agreement), our professional fees are charged at hourly rates, using six minute increments. Those rates are as follows:



Staff Member	Hourly rate (excl GST)
Principal	\$260.00
Accountant	\$180.00
Support Staff	\$131.00

The above rates are reviewed annually at 1st July each year.

Ownership of documents

All original documents obtained from the client arising from the engagement shall remain the property of the client. However, we reserve the right to make a reasonable number of copies of the original documents for our records.

Confidentiality

Any information acquired by us in the course of our engagement is subject to strict confidentiality requirements. Information will NOT be disclosed by us to industry bodies, financial product /service providers, their agents or any other parties except as required or allowed for by law or professional standards, or with your express consent. Our files may, however, be subject to review as part of the quality control review program of CPA Australia which monitors compliance with professional standards by its members. We advise you that by signing this letter you acknowledge that, if requested, our files relating to this engagement will be made available under this program. Should this occur, we will advise you. The same strict confidentiality requirements apply under this program as they apply to us.

From time to time, we may engage a contractor/ tax specialist to assist us in preparing the annual financial statement and annual income tax return. They will comply with the same confidentiality requirements as they apply to us. This letter of engagement serves as consent to provide the information to them.

This letter will be effective in future years, and for other funds, unless we advise you of any change in our arrangement.

Record Keeping

All records relevant to the preparation of an income tax return must be retained by a taxpayer for a period of five years and these must be available for examination by the Commissioner of Taxation upon request.

Taxpayers must satisfy minimum standards of reasonable care and demonstrate "reasonably arguable positions" in relation to contentious issues in order to minimise penalty exposures. While the Australian Taxation Office does not require documents to be lodged with an income tax return, any work papers and research papers prepared to support amounts in the return must be sufficiently documented.

Documents



It is our practice to destroy documents belonging to us after they are more than seven years old. Your acceptance of these terms includes your consent for us to destroy any documents that strictly belong to you which have been filed amongst our own papers.

Bocso & Associates use an electronic document management system. Some documents received from clients are scanned and stored electronically. Your acceptance of these terms includes your consent for Bocso & Associates to destroy any hard copy documents received from you.

Information

You agree to provide in a timely fashion all information and documents reasonably required to enable us to provide the services. Unless otherwise stated in the Letter of Engagement, we will not independently verify the accuracy of such information and documents and we will not be liable for any loss or damage arising from any inaccuracy or other defect in any information or documents supplied by you.

Reporting

We will report to you in accordance with the term set out in the Letter of Engagement. You may make copies of any reports for your own internal use but you must not provide the report or copies of it to a third party without first obtaining our written consent. Such consent will only be granted on the terms we deem appropriate which will include that we accept no duty or responsibility to any other party who may seek to rely on our report. In some cases appropriate releases from third parties may be required.

General

Terms of Business

We will undertake the Services in accordance with the attached "Terms of Business". Please read these carefully.

Acknowledgement and acceptance

You may accept our offer to provide ongoing taxation services on the terms and conditions set out in this letter and by signing the copy letter in the space provided and returning it to our office.

If you require any further information, or wish to discuss the terms of our engagement further before replying, please do not hesitate to contact me.

We look forward to being of continuing service and to working with you.

Yours faithfully



Roland Bocso
Principal
Bocso & Associates

Acknowledgement

I have read the above letter and the attached Terms of Business and accept the terms and conditions set out therein. I warrant that I am authorised to sign this engagement letter for all taxpayers listed above.

Signed _____

Name _____

Date _____

