

Terms of Engagement Letter

RE: Engagement of Accounting & Taxation Services

We are pleased to confirm our appointment as your accountant and registered tax agent. This letter sets forth the scope, terms, and limitations of our engagement, and our respective rights and obligations, in line with:

- The **Institute of Public Accountants (IPA)**
- The **Australian Taxation Office (ATO)**
- The **Tax Practitioners Board (TPB)**
- The **Tax Agent Services Act 2009 (TASA) & TPB Code of Professional Conduct**
- The **Accounting Professional & Ethical Standards Board (APESB)**
- The **Privacy Act 1988 (Cth)**

1. Registered Tax Practitioner Information

- **Firm Name:** RVTA Pty Ltd T/As Williams Tax & Advisory
- **Tax Agent Registration Number:** 260 392 03

TPB Verification:

You may confirm our registration at the [TPB Public Register](#).

Information Fact Sheet for Clients: [TPB Fact Sheet](#)

2. Client Entities Covered

This engagement applies to you and your entities which are included in this engagement letter.

Services are rendered solely for these entities; additional entities require express written inclusion.

3. Purpose, Scope, and Output of Engagement

Services Provided:

- Preparation, drafting, and lodgement (where appropriate) of:
 - Financial statements
 - Tax returns (individual, company, trust, SMSF)
 - Business activity statements (BAS/IAS)
 - Fringe Benefits Tax (FBT) returns
 - Company secretarial and compliance filings
 - Other compliance/statutory documents as required by law or you

Expressly Excluded:

- Financial product advice or services requiring an Australian Financial Services Licence (AFSL)
- Audit/review services unless separately agreed
- Services beyond those detailed above, unless clear written agreement is entered

Limitation of Use

Reports and deliverables are for the exclusive use of the named client entities. Third-party usage is prohibited without prior written approval.

4. Professional Standards & Regulatory Compliance

- Our services comply with all relevant APESB, TASA, TPB Code, IPA, and Australian legal requirements.
- Our firm may be subject to internal and external professional quality reviews, for which you consent by acceptance of this engagement.

5. Responsibilities

Your Responsibilities:

- Provide true, complete, and timely records and information
- Permit reasonable access to documentation and staff
- Retain records for at least five (5) years post-assessment
- Review, confirm, and approve all returns and filings prior to signature/lodgement
- Advise us promptly of changes to ownership, legal structure, or key information
- Understand that the legal and factual responsibility for all submitted information is ultimately yours

Our Responsibilities:

- Act lawfully, honestly, and in your best interests, per TASA and Code
- Perform all services competently and in a timely manner, taking reasonable care to comply with relevant laws
- Maintain strict confidentiality except as required or permitted by law or with your consent
- Not audit records (unless separately engaged) but request clarification if appropriate
- Notify you of any uncertainty in the law or where private ATO rulings may be beneficial

6. Taxation Law, Compliance & Self-Assessment

- All ATO, ASIC, or statutory returns prepared by us will be subject to your review and approval.
- The ATO may review returns for up to four (4) years post-lodgement, or indefinitely in the event of fraud/evasion.
- You have the right to request ATO rulings and to object or appeal administrative decisions.
- If material is prepared or submitted under any ATO ruling, this will be disclosed.

7. Outsourcing and Use of External Service Providers

From time to time, we may outsource certain aspects of our work—including to external service providers located either within Australia or overseas. By engaging our services, you acknowledge and accept that some tasks or information may be provided to third parties, including overseas providers, as part of our operational process.

All external service providers are contractually required to adhere to confidentiality, privacy, and quality standards that are at least equivalent to those required under Australian law. We retain responsibility for the security and integrity of your information and will manage all outsourced activities in line with APESB, TASA, and Privacy Act requirements.

We reserve the right to use offshore service providers where necessary for the efficient delivery of our services.

If the need to outsource or transfer your data outside of Australia arises in the future, you will be notified where practical. We will inform you in writing if sensitive or significant information is to be handled by an external or offshore provider, except where this is routine and forms part of operational processes. Your express written consent will be obtained if required by law or professional standards.

We remain accountable for the quality and timely delivery of all services, whether performed by our team or by approved outsourced service providers.

8. Engagement of Consultants

If a specialised external consultant is required, we will inform you in writing, including reason, expected costs, and obtain your consent before proceeding.

9. Fees and Billing Arrangements

Individuals:

Standard Salary & Wages Individual

- \$250.00 Including GST

Standard Salary & Wages Individual + Per Rental Property Schedule

- \$250.00 + \$90.00 Including GST

Sole Trader

- **Individual Return + Per Business Schedule**
- \$250.00 + \$90.00 Including GST

1. You Supply:

- Profit & Loss
- Balance Sheet

Where fees have not been agreed to upon our engagement, our fees will reflect the time we spend on your matter.

The actual fees and rates charged by us reflect the complexity, expertise and experience of the persons required to perform work, as well as factors such as the time frame in which this work is to be carried out, the particular nature of the retainer and the complexity and risks of the matter. Our standardised pricing can be found at <https://www.willtax.com.au/pricing>

Our rate card is reviewed annually and should be considered in conjunction with this agreement. Our standard rates for our employees per hour, excluding GST, are as follows:

Director: \$300.00

If a fee estimate is provided, it is given in good faith but is not contractually binding.

This fee arrangement will be subject to change if your instructions change or other circumstances come to our attention which necessitate us contacting you to discuss a revision of these fees.

A monthly fee can be agreed upon after a minimum of 3 months of work has been performed to ensure accuracy of the quote. This will be reviewed annually. This will be invoiced monthly in arrears.

We will/may charge you for any additional costs or disbursements we incur in relation to your matter, may include the following but is not limited to:

- a) Travel costs
- b) Accounting software
- c) Stationery costs, and
- d) Couriers

10. Ownership, Retention & Return of Documents

- Your original documents remain your property and will be returned on request.
- Financial statements, tax returns and other deliverables become yours once paid for.
- Our working papers remain ours, unless statutory rights dictate otherwise.
- We may claim a lien over documents in the event of a fee dispute, as permitted by professional guidelines.

11. Confidentiality, Privacy & Disclosure

- We do not disclose your information outside our firm except as required by law or with your permission.
- We comply with the **Privacy Act 1988 (Cth)** in all processing and storage of client data.
- You warrant that all personal information supplied to us has been lawfully collected and can be shared for the purpose of our engagement.

12. Professional Conduct, Fiduciary Duties & Conflicts

- We are subject to all legal duties under TASA, the Code of Professional Conduct, and related regulations.
- If a legal or statutory duty must override your interests, you will be notified.
- We have systems in place to manage any actual or potential conflict of interest and will inform you of any such situation.

13. Professional Indemnity Insurance

We maintain professional indemnity insurance as required by the TPB for ongoing risk management and your protection.

14. Termination, Dispute Resolution & Complaints

- You or we may terminate this engagement at any time by written notice.
- Outstanding fees remain payable on termination. Documentation and property will be returned.
- Internal complaint/dispute process is available and will be dealt with promptly and fairly.
- Unresolved complaints may be made to the TPB: [TPB Complaints Process](#).

15. Limitation of Liability

Our liability is limited under a scheme approved by Professional Standards Legislation. More information: [Professional Standards Councils Website](#).

16. Duration, Amendment & Confirmation

These engagement terms continue for future years and services unless otherwise amended or terminated in writing.

17. Tax-Related Recommendations and Financial Product Advice Disclosure

In the course of providing services to you, we may from time to time make recommendations or express opinions that touch upon financial products, where those recommendations are made solely by reference to the taxation consequences of a particular course of action. Such recommendations form part of our taxation advisory services and do not constitute holistic financial planning advice. In accordance with our obligations under the Corporations Regulations 2001 (Cth), we are required to make the following written statement to you, and by signing this engagement letter you acknowledge having received and read it:

We are not licensed to provide financial product advice under the Corporations Act 2001 (Cth). Any recommendation we make in relation to a financial product is made purely by reference to its taxation implications and is not a comprehensive assessment of that product's suitability for you. Taxation is only one of the matters that must be considered when making a decision on a financial product. Before making any decision in relation to a financial product referred to in our advice, you should consider obtaining advice from the holder of an Australian Financial Services Licence who can assess your personal financial circumstances in their entirety.

This disclosure applies to all taxation advice provided under this engagement that may also constitute financial product advice, and it should be read in conjunction with the scope of services set out in this letter.

18. Acknowledgement & Acceptance

These terms apply to our relationship with you. You are required to sign this at the end of the document.

If these terms of engagement are inconsistent with any other written agreement we have made with you, whether generally or in respect of a specific instruction, then that other agreement prevails over these terms. If you wish to discuss any of the terms of this engagement please contact our office. Termination of this engagement occurs when either party notifies the other in writing, or vice versa and RVTA Pty Ltd is in receipt of all monies owing to them.

Electronic declarations such as ATO approved forms lodged on your behalf. I, hereby authorise RVTA Pty Ltd to lodge ATO approved forms on my behalf, which will provided to me over the course of the engagement. I declare that the information provided for the preparation of these ATO approved forms is true and correct to the best of my knowledge as per my accounting software or documents provided to RVTA to prepare eg. Activity Statements, unless otherwise advised by me in a timely fashion. In the event of any discrepancies, I will raise them promptly with RVTA Pty Ltd. I am authorised to make this declaration.

By signing these terms, you hereby appoint RVTA Pty Ltd to act as your Tax Agent and deal with the Australian Tax Office on your behalf, and/or on behalf of all your associated entities.

Yours sincerely,

Ben Williams

Director

BBus(Acc), Registered Tax Agent

Date: Wednesday, July 8, 2026

Entity	Details	Date
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Ben Williams Client

(08 Jul 2026 @ 01:12 PM)