

CERTIFIED PRACTISING ACCOUNTANT ENGAGEMENT LETTER

Client Name: _____ Client ID: _____

Firm Information:

Firm Name: _____

Contact Person: _____

Address: _____

Phone / Email: _____

Scope of Engagement:

The firm will provide accounting and tax services as agreed with the client, including the preparation of financial statements, tax returns, and related advisory services. This engagement does not include audit or review services unless specifically agreed in writing.

Responsibilities of the Firm:

The firm will perform the services with due professional care and in accordance with applicable professional standards, laws, and regulations of Australia. The firm will maintain confidentiality of client information unless disclosure is required by law or with client consent.

Responsibilities of the Client:

The client agrees to provide accurate, complete, and timely information necessary for the performance of the engagement. The client is responsible for maintaining adequate records and for compliance with all applicable laws and regulations.

Fees and Payment Terms:

Fees will be based on agreed hourly rates or fixed fees as set out in the attached schedule or proposal. Invoices are payable within the agreed terms. Late payment may incur interest or suspension of services.

Limitation of Liability:

The firm's liability for any loss or damage arising from this engagement is limited to the extent permitted by Australian law, including any applicable professional indemnity insurance arrangements.

Termination:

Either party may terminate this engagement by providing written notice. Upon termination, fees for services rendered to the date of termination become immediately payable.

Confidentiality:

Both parties agree to maintain confidentiality of all information obtained during the engagement except as required by law or with mutual consent.

Dispute Resolution:

Any disputes arising from this engagement shall first be attempted to resolve through mediation or other alternative dispute resolution methods before resorting to litigation.

Governing Law:

This engagement letter and any dispute relating to it shall be governed by and construed in accordance with the laws of the Commonwealth of Australia and the applicable state or territory laws.

Entire Agreement:

This engagement letter constitutes the entire agreement between the parties regarding the subject matter herein and supersedes all prior agreements or understandings.

CLIENT SIGNATURE

CPA FIRM SIGNATURE

Signature: _____

Signature: _____

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