



ENGAGEMENT BROCHURE

Providing high quality advice, accounting and
taxation services to taxpayers & businesses.

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

Purpose, Scope and Output of the Engagement

Range Partners will provide taxation services which will be conducted in accordance with the relevant professional standards and ethical requirements of the Accounting Professional & Ethical Standards Board Limited (APESB) and with the Income Tax Assessment Act 1997. The procedures we will perform will be limited exclusively to those related to this purpose. As a result:

- no audit or review will be performed by us (independent Auditor to be appointed) and, accordingly, no assurance will be expressed; and
- our engagement cannot be relied upon to disclose irregularities including fraud, other illegal acts and errors that may exist. However, we will inform you of any such matters that may come to our attention.

The engagement will include the operations and procedures of the Client as agreed in the preparation of Income Tax Returns.

Our professional services are conducted and the Income Tax Return will be prepared for distribution to the relevant specific organisation or party for the purpose specified in the report as agreed. We disclaim any assumption of responsibility for any reliance on our professional services to any person other than as specified or agreed, and for any purpose other than for which it was prepared. Where appropriate our report will contain a disclaimer to this effect.

Relative Responsibilities

The conduct of this engagement in accordance with the professional standards and ethical requirements of the Accounting Professional & Ethical Standards Board Limited (APESB) means that information acquired by us in the course of the engagement is subject to strict confidentiality requirements. That information will not be disclosed by us to 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.

Clients are responsible for the reliability, accuracy and completeness of the accounting records, particulars and information provided and disclosure of all material and relevant information. Clients are required to arrange for reasonable access by us to your staff (if applicable) and relevant documents, and are responsible for both the completeness and accuracy of the information supplied to us. Any advice given to the Client is only an opinion based on our knowledge of the Client's particular circumstances.

A taxpayer is responsible under self-assessment to keep full and proper records in order to facilitate the preparation of a correct return. Whilst the Commissioner of Taxation will accept claims made by a taxpayer in an income tax return and issue a notice of assessment, usually without adjustment, the return may be subject to later review. Under the taxation law, such a review may take place within a period of up to 2 years after tax becomes due and payable under the assessment. Furthermore, where there is fraud or evasion there is no time limit on amending the assessment. Accordingly you should check the return before it is signed to ensure that the information in the return is accurate.

Where the application of a taxation law to your particular circumstances is uncertain you also have the right to request a private ruling which will set out the Commissioner's opinion about the way a taxation law applies, or would apply, to you in those circumstances. You must provide a description of all the facts (with supporting documentation) that are relevant to your scheme or circumstances in your private ruling application. If there is any material difference between the facts set out in the ruling and what you actually do, the private ruling is ineffective.

If you rely on a private ruling you have received, the Commissioner must administer the law in the way set out in the ruling, unless it is found to be incorrect and applying the law correctly would lead to a better outcome for you. Where you disagree with the decision in the private ruling, or the Commissioner fails to issue such a ruling, you can lodge an objection against the ruling if it relates to income tax, fuel credit or fringe benefits tax. Your time limits in lodging an objection will depend on whether you are issued an assessment for the matter (or period) covered by the private ruling.

Period of Engagement

The engagement will start upon acceptance of the terms of engagement by you in line with this brochure. We will not deal with earlier periods unless you specifically ask us to do so and we agree.

Fees

The fee arrangement is based on the expected amount of time and level of staff required to complete the preparation of the reports & returns agreed in the engagement.

Fees will be charged at an hourly rate ranging from \$90/hour plus GST for the services of Administrative Staff to \$220.00/hour plus GST for Senior Accountants to perform the necessary work required.

There are standard fees for basic individual taxation returns. These vary depending on the method of payment & whether an appointment was needed. You are strongly advised to check the up to date standard fees with our reception prior to accepting our engagement.

Individual taxation return fees are required to be paid prior to lodgement unless an authority has been signed electing for our fee to be deducted from a future refund.

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 Councils' website: <http://www.professionalstandardscouncil.gov.au>

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.

Our engagement will result in the production of income tax returns. Ownership of these documents will vest in you. All other documents produced by us in respect of this engagement will remain the property of the firm.

The firm has a policy of exploring a legal right of lien over any client documents in our possession in the event of a dispute. The firm has also established dispute resolution processes.

Confirmation of Terms

Acceptance of our services in conjunction with this information brochure indicates that you understand and accept the arrangements. This information will be effective for future engagements unless we advise you of any change.

How to contact us

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