

## Harwood Chartered Accountants Engagement Information Sheet

This information sheet is to confirm my understanding of the terms of my engagement and the nature and limitations of the services I will provide.

### Purpose, Scope and Output of the Engagement

My firm will provide accounting and taxation services which will be conducted in accordance with the relevant professional and ethical standards issued by the Accounting Professional & Ethical Standards Board Limited (APESB). The extent of my procedures will be limited exclusively for this purpose. As a result, no audit or review will be performed and, accordingly, no assurance will be expressed. My engagement cannot be relied upon to disclose irregularities including fraud, other illegal acts and errors that may exist. However, I will inform you of any such matters that come to my attention.

My professional services are conducted and the requested reports will be prepared for distribution to the relevant specific organisation or party for the purpose specified in the report or as agreed. I disclaim any assumption of responsibility for any reliance on my professional services to any party other than as specified or agreed, and for the purpose which it was prepared. Where appropriate, my report will contain a disclaimer to this effect.

### Responsibilities

In conducting this engagement, information acquired by me in the course of the engagement is subject to strict confidentiality requirements. That information will not be disclosed by me to other parties except as required or allowed for by law, or with your express consent.

I wish to advise that my firm's system of quality control has been established and maintained in accordance with the relevant APESB standard. As a result, my files may be subject to review as part of the quality control review program of the Institute of Chartered Accountants which monitors compliance with professional standards by its members. I advise you that by accepting my engagement you acknowledge that, if requested, my files relating to this engagement will be made available under this program. Should this occur, I will advise you.

Clients are required to arrange for reasonable access by me to relevant individuals and documents, and to be responsible for both the completeness and accuracy of the information supplied to me.

### Fees

My fees are based on the expected amount of time and the level of staff required to complete any services as agreed. You may request a fee agreement or estimate prior to commencement of the services. A specified or estimated fee will exclude any miscellaneous expenses which are incurred to complete the engagement.

### Limitation of Liability

My 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, I reserve the right to make a reasonable number of copies of the original documents for my records.

My engagement will result in the production of documents, which may include income tax returns, financial statements, activity statements, reports, electronic documents and electronic files. Ownership of these documents will vest in you. All other documents produced by me 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 my possession in the event of a dispute. The firm has also established dispute resolution processes.

### Confirmation of Terms

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

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a scheme approved  
under Professional  
Standards Legislation