

### APPOINTMENT OF ACCOUNTANT/REGISTERED AGENT

|  |     |   |           |
|--|-----|---|-----------|
| Title: Dr/Mr/Mrs/Ms/Other:                     |     | Surname:                                  |           |
| Given Name:                                    |     | Date of Birth:        /        /          |           |
| Tax File Number (Last 3 DIGITS): XXX XXX _ _ _ |     | ABN:                                      |           |
| Email Address:                                 |     |   |           |
| Home Address:                                  |     |   |           |
|  |     | State:                                    | Postcode: |
| Telephone:                                     | (H) | (W)                                       | (M)       |
| Spouse Name:                                   |     | Spouse's Date of Birth:        /        / |           |
| No. of Dependent Children:                     |     | Occupation:                               |           |
| Bank Account Name (For Refund):                |     |   |           |
| BSB:   |     | Account Number:                           |           |

### APPOINTMENT OF A REGISTERED AGENT

By appointing an agent, you are authorizing ZASH Partners to obtain information, correspondence and details relating to yourself by your agent or nominee. By doing so you also declare that the information you supply to us is true and correct for the preparation of any lodgement and/or correspondence to ATO/ASIC or any other regulatory body, which includes all correspondence to ATO & ASIC and authorise us to disclose information to relevant government bodies on your behalf as and when necessary.

|       |            |
|-------|------------|
| Name: | Signature: |
|-------|------------|

|  |                      |
|--|----------------------|
| <p><b>Golden rules for avoiding trouble with the taxman</b></p> <p><b>To claim a deduction</b></p> <ul style="list-style-type: none"> <li>☀ You must have spent the money yourself</li> <li>☀ The expenses must be directly related to earning your income</li> <li>☀ You must have a record to prove it</li> </ul> <p><b>Remember</b></p> <ul style="list-style-type: none"> <li>☀ You must disclose all your income</li> </ul> | <p><b>Notes:</b></p> |
|--|----------------------|

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| <p><b>Office Use Only:</b></p> <p><b>ZASH Staff</b>                      <b>Date</b></p> |
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| <b>*** Please complete this section if you are a salaried employee ***</b>  |                                |                      |
|---|--------------------------------|----------------------|
| <b>If unsure about any item please speak to the consultant during your tax return interview.</b>  | <b>Please Tick if Relevant</b> |                      |
| • Income statement <b>(we can access this from ATO)</b>   | <input type="radio"/>          |                      |
| • Assets sold during the year <b>(property, shares, cryptos, etc)</b>   | <input type="radio"/>          |                      |
| • Bank statements / Term deposit statements stating interest earned   | <input type="radio"/>          |                      |
| • Trust distribution statement, including copy of the trust's tax return  | <input type="radio"/>          |                      |
| • Managed fund annual tax statement and capital gains tax statement   | <input type="radio"/>          |                      |
| • Partnership distribution statement  | <input type="radio"/>          |                      |
| • Dividend statements   | <input type="radio"/>          |                      |
| • Employee share scheme statements  | <input type="radio"/>          |                      |
| • Lump sum payments (e.g. Employment Termination Payment)   | <input type="radio"/>          |                      |
| • Foreign Income from Foreign Investments/Assets including any regular payment or benefit as gifts or allowance from a source outside Australia | <input type="radio"/>          |                      |
| <b>Work-related Deductions (Must have invoices/logs to substantiate)</b>  | <b>Rate/Amount</b>             | <b>% of Work Use</b> |
| • Do you use your personal car work? (Home to work is not deductible)   |                                |                      |
| • Work related uniform/laundry? (General work wear is not deductible)   |                                |                      |
| • Details of equipment bought during the year (e.g. laptops, tools, etc)  |                                |                      |
| • Mobile Phone Bills & Device - for work use  |                                |                      |
| • Internet - for work use   |                                |                      |
| • Home office Expense – work from home (provide log of hours per week)  |                                |                      |
| • Professional journals/ magazines  |                                |                      |
| • Interstate/overseas travel for work   |                                |                      |
| • Union Fees  |                                |                      |
| • Professional development courses and seminars   |                                |                      |
| • Receipts for self-education expenses  |                                |                      |
| • Receipts for donations of \$2 and over to registered charities  |                                |                      |
| • Expenditure for managing tax affairs (e.g. tax agent's fees)  |                                |                      |
| • Expenditure incurred in earning investment income   |                                |                      |
| • Income protection insurance (not paid by Super fund)  |                                |                      |
| • Other Expenses – please provide details   |                                |                      |
| <b>Sundry Tax Related Matters</b>   | <b>Select Yes/No</b>           |                      |
| • Do you have a Private health insurance statement?   | Yes / No                       |                      |
| • Were you entitled to receive Medicare Benefits as at 1 July 2022?   | Yes / No                       |                      |
| • Did you become/cease to become an Australian resident in 2022/23?   | Yes / No                       |                      |
| • Are you an Australia resident for tax purposes?   | Yes / No                       |                      |
| • Do you have a HECS/HELP Debt?   | Yes / No                       |                      |
|   | Yes / No                       |                      |

**Other Items**

|  |          |
|--|----------|
| • Do you own an investment Property? If yes, please complete a separate Rental Schedule.   | Yes / No |
| • Did you derive income from ABN or operate any business as a sole trader or under a partnership, trust, company or any other structure or derive any other income from any other sources? If yes, please complete a separate Business Schedule. | Yes / No |

**Engagement Letter**

This letter is to confirm our understanding of the APESB standard APES 305 *terms of our engagement* and the nature and limitations of the services that we provide. APES 305 paragraphs 4.1 to 4.10 relate to the general contents of an engagement document.

Purpose, Scope and Output of the Engagement

ZASH Partners will provide Tax Return preparation service only, 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 our procedures and services will be limited exclusively for this purpose only. As a result, no audit or review will be performed and, accordingly, no assurance will be expressed. 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 come to our attention.

Individual Tax Return will be prepared for distribution to ATO and/or other statutory bodies for the agreed purpose. There is no assumption of responsibility for any reliance on our report by any person or entity other than yourself and those parties indicated in the report. The report shall not be inferred or used for any purpose other than for which it was specifically prepared. Accordingly, our report may include a disclaimer to this effect.

Responsibilities

In conducting this engagement, 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 with your express consent.

We wish to draw your attention to our firm's system of quality control which has been established and maintained in accordance with the relevant APESB standard. As a result, our files may be subject to review as part of the quality control review program of ATO which monitors compliance with professional standards by its members. We advise you that by accepting our engagement 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 required to arrange for reasonable access by us to relevant individuals and documents and shall be responsible for both the completeness and accuracy of the information supplied to us. We will advise you and your spouse/partner on the basis that you are a family unit with shared interests. We may deal with either of you and may discuss with either of you the affairs of the other. If you wish to change these arrangements, please let us know.

Fees

The fee arrangement is based on the expected amount of time and the level of staff required to complete the Tax Return Preparation service as agreed. This fee arrangement will be subject to change if there is a significant change or additional amount of work is required. We will agree fees with you upfront where possible.

Limitation of Liability

Our liability may be limited by a scheme approved under Professional Standards Legislation. Further information on schemes 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 Return. 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.

ZASH Partners 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

Please sign and return the attached copy of this letter to indicate that it is in accordance with your understanding of the arrangements. This letter will be effective for future years unless we advise you of any change.

Yours sincerely,

|   |                              |
|---|------------------------------|
| <br>Zubair Dawood – Executive Director | Acknowledged by:             |
| Name & Signature of Company Representative  | Name & Signature of Taxpayer |