
ROBERTSON BIXLEY LIMITED

CHARTERED ACCOUNTANTS

Terms of Engagement

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the preparation of financial statements and income tax returns.

You are not to complete an audit and I do not wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information. You are therefore not asked to provide any assurance on my financial statements.

I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me.

On the basis of information I provide you will prepare special financial statements to meet the requirements of the Income Tax Act. I understand that they may not be suitable for other purposes and are not to be considered as general purpose financial statements prepared under generally accepted accounting principles.

I further understand that the financial statements will be prepared at my request and for my purpose only and that you will not be liable for any losses, claims or demands by any third party.

I will be required to review and approve the financial statements and tax reports for reasonableness and correctness. I need to understand the importance and risks of signing the documents as being true and correct statutory records.

I accept responsibility for all other records and information supplied to you other than those listed above.

I accept responsibility for any failure by me to supply all relevant records and information to you.

I accept responsibility for keeping the minute books of the trust or company.

FEES

Your fees are based on hours worked and charged at rates appropriate to work performed and the levels of expertise required. More complex tasks are performed by more senior accountants at a higher hourly rate. When accounting for a limited liability company I personally guarantee payment of your fee. All fees charged by you are payable within 14 days of receipt of your invoice. You reserve the right to charge interest on overdue accounts.

All expenses and administration fees, including collection costs from obtaining the services of a debt collection company and/or legal fees in relation to any overdue amount will be added to my account.

These terms remain in effect after termination of service until all fees are paid.

I accept the Terms of Engagement detailed above

Signed _____ **Date** _____