

The purpose of this letter is to set out the basis on which we will provide accountancy and taxation services to the company in respect of the company accounts and the respective areas of responsibility of the company and ourselves.

1. ACCOUNTANCY

1.1 As directors of the company you are responsible for maintaining proper accounting records and preparing financial statements which give a true and fair view and comply with the Companies Act 2006 and any amending legislation. You are also responsible for making available to us, as and when required, all the company's accounting records and all other records and related information, including minutes of all management and shareholders' meetings. You are also responsible for all statutory obligations such as Paye, CIS and Vat registrations requirements as required by statutory law and obligations we exclude any responsibility and liability on us for your failures to do so unless clear written authority and acceptance by us is received to manage such registrations and filing obligations. Such scope of works to be quoted for by us before under taking these tasks. In the absence of any such written instructions any breach of or failure of your statutory duties will exclude any liability or responsibility on our part.

1.2 You are responsible for the prevention and detection of irregularities and fraud. We shall endeavour to plan our work so that we have a reasonable expectation of detecting material mis-statements in the financial statements or accounting records resulting from irregularities or fraud, but our role as accountants should not be relied upon to disclose irregularities and frauds which may exist and ultimate responsibility for correct disclosure lies with the Directors.

2. ACCOUNTING AND OTHER SERVICES

We shall:-

2.1 Prepare the financial statements for your company based on the accounting records provided by yourselves. Undertake monthly accounting services and set up an accounting system for your operations.

And upon written request also provide;

2.2 Payroll on a monthly basis upon request and comply with yearend online annual obligations to HMRC on your behalf.

2.3 If applicable register the company for VAT and prepare the vat summary for submission to HMRC on a quarterly basis on your behalf.

2.4 Any other agreed accountancy related services.

3. TAXATION

3.1 We have agreed to prepare on your behalf forms CT600, your corporation tax return, which is required under the Pay and File legislation for Limited companies. The form CT600, together with our corporation tax computations, will be sent to you for approval and signature before submission to the Inland Revenue.

3.2 We will advise you of the corporation tax payments that are due, and the due date of payment.

3.3 There are strict time limits and penalties relating to the above. In order to avoid these penalties, we will produce statutory accounts within the required period provided that all your records are complete and are presented to us within five months of the year end and all subsequent queries are promptly and satisfactorily answered.

3.4 You can ask us to undertake all correspondence with HM Revenue and Customs on behalf of the Company. To avoid any problems would you please send to us any forms or correspondence received from the Inland Revenue as soon as you receive them. In particular would you please ensure that no payments are made to the Inland Revenue without our approval that the demands are correct?

3.5 We will be pleased to advise on any other taxation matters referred to us.

4. FEES

4.1 Our fees for the work we undertake on your behalf are as follows:

Fees are based on the time spent and the seniority of the staff involved, together with out of pocket expenses including debt recovery for non payment. Our practice is to render bills upon work completed and our fees are due fourteen days after presentation unless you are a new client (see below). If you have any query on our fees you are obliged to notify us immediately, not past 7 days of the invoice date otherwise our fees are deemed to be accepted by yourselves.

You agree that absence of any such notification will render your acceptance of our fees submitted. Our fees are due within fourteen days of invoice.

As a new client our fees on completion of work is to be paid on presentation of our invoice.

As a guide our fees are charged as follows on any consultations, emails and calls:

Senior Partner – Arif Virani £200 per hour

Semi Senior - £90 per hour

Other services – quoted as required and requested

Any other specialist work undertaken will be quoted for you beforehand upon request.

5. CLIENT MONIES

5.1 We may from time to time, hold money on your behalf. Such money will be held in trust in a client bank account which is segregated from the firm's funds. The account will be operated, and all funds dealt with, in accordance with the Clients' Money Regulations of the Institute of Chartered Accountants in England and Wales.

5.2 In order to avoid an excessive amount of administration, interest will only be paid to you where the amount of interest that would be earned on the balances held on your behalf

in any calendar year exceeds £25. Any such interest would be calculated using the prevailing rate applied by Lloyds Bank plc for small deposits subject to the minimum period of notice for withdrawals. Subject to any tax legislation, interest will be paid gross.

5.3 If the total sum of money held on your behalf exceeds £10,000 and the sum is likely to be held for 30 days then the money will be placed in an interest bearing client bank account. All interest earned on such money will be paid to you. Subject to tax legislation, interest will be paid gross.

6. RETENTION OF RECORDS

6.1 During the course of our work, we will collect information from you and others acting on your behalf and will return any original documents to you following the preparation of your accounts.

6.2 Whilst certain documents may legally belong to you, we intend to destroy correspondence and other papers that we store which are more than seven years old, other than documents which we consider to be of continuing significance. If you require retention of any document you must indicate that fact to us.

7. QUALITY OF SERVICE

7.1 If any time you would like to discuss with us how our service to you could be improved or if you are dissatisfied with the service you are receiving please let us know by telephoning Arif Virani.

7.2 We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. If we have given you a less than satisfactory service we undertake to do everything reasonable to put it right.

8. AGREEMENT OF TERMS

8.1 We shall be grateful if you could confirm in writing your agreement to the terms of the letter by signing it and returning it to us. A copy is enclosed for your records. If the terms are not in accordance with your understanding, please let us know.

9. MONEY LAUNDERING OBLIGATIONS

Before we can commence any work on your behalf we require proof of address by way of utility bill and a photo identification this can be in the form of a driver's licence or passport but must contain a photo of yourself. The utility bill must be less than three months old. Mobile phone and credit card statements are not acceptable as proof of address. You must advise us of the beneficial owners owning at least 25% or more of the share capital for whom we require the identification as above.

We have a duty under section 330 of the Proceeds of Crime Act 2002 to report to the National Criminal Intelligence Service (NCIS) if we know, or have reasonable cause to suspect, that you, or anyone connected with your business, are or have been involved in money laundering. Failure on our part to make a report where we have knowledge or reasonable grounds for suspicion would constitute a criminal offence.

The offence of money laundering is defined by section 340(11) of the Proceeds of Crime Act and includes concealing, converting, using or possessing the benefits of any activity that constitutes a criminal offence in the UK. It also includes involvement in any arrangement that facilitates the acquisition, retention, use or control of such a benefit.

We are obliged by law to report any instances of money laundering to NCIS without your knowledge or consent. In fact, we may commit the criminal offence of tipping off under section 333 of the Proceeds of Crime Act if we were to inform you that a report had been made. In consequence, neither the firms' principals nor staff may enter into any correspondence or discussions with you regarding such matters.

We are not required to undertake work for the sole purpose of identifying suspicions of money laundering. We shall fulfil our obligations under the Proceeds of Crime Act 2002 in accordance with the guidance published by ICAEW

Yours faithfully



Signed in agreement by Accountlets Ltd

Director

Signed in agreement by

On behalf of