

PRECISION COMPLIANCE SOLUTIONS PTY LTD

ABN 16 687 527 519

Business Snapshot Terms & Conditions

1. Scope of Service

The "Business Snapshot" is a point-in-time diagnostic review of your current accounting file.

The service includes:

- A review of your file's data integrity and bookkeeping accuracy.
- Identification of potential errors, omissions, or areas of concern.
- A summary report or meeting to discuss findings and recommendations.

2. Exclusions (What this is not)

This service is strictly a review process. Unless explicitly agreed upon in a separate engagement letter, this service **does not** include:

- Rectification or fixing of any errors found.
- Data entry or bank reconciliation.
- Payroll processing.
- Lodgement of BAS, IAS, STP or Income Tax Returns.
- Communication with the ATO on your behalf.
- Financial, legal, FairWork, Human Resources or investment advice.

3. No BAS Services or Audit Engagement

You acknowledge that this engagement does not constitute a "BAS Service" or "Tax Agent Service" under the *Tax Agent Services Act 2009*. We are not verifying the underlying source documents for every transaction. Consequently, this review does not constitute an audit or assurance engagement, and we do not express an audit opinion on your financial information.

4. Reliance on Information

Our review is based entirely on the information and access provided by you (the Client). We rely on the accuracy and completeness of the data present in your accounting software at the time of the review. We accept no liability for errors resulting from incomplete or inaccurate data provided to us.

5. Confidentiality

We agree to keep all your business and financial information strictly confidential. We will not disclose your data to any third party unless required by law.

6. Payment & Refunds

Payment for the Business Snapshot is required in full prior to the commencement of the review. Due to the nature of the service (intellectual property and time allocated), fees are non-refundable once the review process has commenced.

7. Limitation of Liability

To the extent permitted by Australian Consumer Law, our liability for any loss or damage arising out of this service is limited to the fee paid for the Business Snapshot. We are not liable for any consequential loss, including loss of profit or opportunity, resulting from reliance on the Snapshot findings.

8. Next Steps

Should you wish to engage us to fix the errors identified or provide ongoing bookkeeping/BAS services, a separate proposal and TPB-compliant Engagement Letter will be provided

9. Force majeure

Neither party will be liable to the other for any delay or failure to fulfill their obligations under this agreement if that delay and/or failure arises from causes beyond their control, including but not limited to fire, floods, acts or regulations of any government or supranational authority, war, riot, terrorist activities, strikes, lockouts and industrial disputes.

10. Electronic Communications

You agree that we will communicate with each other by electronic means such as e-mail and SMS. We and you each recognise that e-mail and the internet are inherently insecure, that emails and data can become corrupted, are not always delivered promptly (or at all) and that other methods of communication may be appropriate. In addition, the internet is prone to viruses. You and we each recognise these hazards, and so each of us will be responsible for protecting our own systems and interests, and neither of you nor we will be responsible to the other on any basis for any loss or damage in any way arising from the use of electronic communication.

11. Privacy Act

We may collect Personal Information about your representatives, your clients and others when we provide services to you. If we do, you agree to work with us to ensure that we both meet the obligations that we each may have under the Privacy Act 1988 (Cth) (as amended) (Privacy Act). The obligations may include notifying the relevant person to whom the personal information relates who we are and how we propose to use their personal information. Where you have collected personal information, you confirm that you have

collected the personal information in accordance with the Privacy Act, that you are entitled to provide this personal information to us and that we may use and disclose the personal information for the purpose/s we provide our services to you. We will handle personal information in accordance with the Privacy Act.