

Dear Sir/Madam,

**ENGAGEMENT LETTER
APPOINTMENT AS PROFESSIONAL ADVISERS**

The purpose of this letter, along with the attached schedules of professional services and related terms of business, is to set out the basis on which we act and the respective areas of responsibility of ourselves and you.

1. Professional services to be provided

We may provide the following services:

- accounts preparation;
- bookkeeping;
- company secretarial;
- completion of business tax returns;
- payroll – ongoing processing and year end procedures;
- completion of personal tax returns;
- preparation of VAT returns (Appendix 9);
- other (as required);

The scope of these services is set out in the attached schedules of professional services and should be read in conjunction with our most recent terms of business. Any additional services that you ask us to provide will be subject to new or amended schedules of professional services.

2. Limitation of liability

We have specifically drawn your attention to paragraph 2.8 in our terms of business regarding our firm's maximum liability.

3. Data protection

We are committed to ensuring the protection of the privacy and security of any personal data which we process. Your attention is drawn to section 6 of the attached terms of business which details how we treat personal data received by us in the provision of our services during our engagement. By signing this letter you confirm that you have read and understood section 6 and any privacy notice referred to therein.

4. Other services

Periodically, we would like to contact you with details of other services which we can provide. Please note that by signing this letter you consent to us contacting you by post, email and SMS messages for this purpose.

5. Agreement of terms

The terms set out in this letter, which includes the schedule of professional services and terms of business, shall take effect immediately upon you countersigning this letter and returning it to us or upon the commencement of work, whichever is earlier.

Once it has been agreed, this letter will remain effective until it is replaced or we cease to act for you and issue you with a disengagement letter.

We would be grateful if you could confirm in writing your agreement to these terms by signing and returning the enclosed copy of this letter, or let us know if they are not in accordance with your understanding of our terms of engagement.

Yours faithfully,

Adam Bany



Appendix of professional services

PERSONAL TAX

The purpose of this Appendix is to set out the basis on which we act as your accountant in regard to the preparation of your personal tax returns (including supplementary pages).

1. Your responsibilities

1.1 Our appointment does not exonerate you from your legal responsibilities for:

- ensuring that your self-assessment tax returns (including supplementary pages) are correct and complete;
- filing any returns by the due date; and
- making payment of tax on time.

Failure to do this may lead to automatic penalties, surcharges and interest.

The person **approving** returns cannot delegate their legal responsibility to others. You agree to check that returns we have prepared for you are complete before you approve and sign them.

1.2 To enable us to carry out our work you agree:

- that all returns are to be made on the basis of full disclosure;
- that you are responsible for ensuring that the information provided to us is, to the best of your knowledge, accurate and complete;
- to advise whether you or your partner (with whom you cohabit, or have cohabited with during the tax year) are entitled to receive child benefit in respect of a child that lives with you (whether or not you are the parent of that child);
- that we are authorised to approach such third parties as may be appropriate for information that we consider necessary to deal with your tax affairs; and
- to provide us with information in sufficient time for your tax return to be completed and submitted by the 31 January following the end of the tax year. In order that we can do this, we need to receive all relevant information by 31 October.

- 1.3 You will keep us informed of material changes in your circumstances that could affect your tax liability. If you are unsure whether the change is material or not please let us know so that we can assess its significance.
- 1.4 You will forward to us on receipt copies of all HMRC statements of account, PAYE coding notices, notices of assessment, letters and other communications received from the HMRC to enable us to deal with them as may be necessary within the statutory time limits. Although HMRC have the authority to communicate with us when form 64-8 has been signed and submitted it is essential that you let us have copies of any correspondence received because HMRC are not obliged to send us copies of all communications issued to you.

2. Our responsibilities

- 2.1 We will prepare your self-assessment tax returns together with any supplementary pages required from the information and explanations that you provide to us. After obtaining your documented approval we will submit your returns to HMRC in an electronic format over the internet.
- 2.2 We will calculate your income tax, National Insurance contribution (NIC) and any capital gains tax liabilities and tell you how much you should pay and when. We will advise on the interest, penalty and surcharge implications if tax or NIC is paid late. We will also check HMRC's calculation of your tax and NIC liabilities and initiate repayment claims if tax or NIC has been overpaid.
- 2.3 Other than as regards tax credits (see below), we will advise you as to possible tax return-related claims and elections arising from information supplied by you. If instructed by you, we will make such claims and elections in the form and manner required by HMRC.
- 2.4 We will review PAYE notices of coding where such notices are forwarded to us and advise accordingly.
- 2.5 We will deal with all communications relating to your return addressed to us by HMRC or passed to us by you. However, if HMRC choose your return for enquiry this work may need to be the subject of a separate assignment in which case we will seek further instructions from you.
- 2.6 You have not asked us to become involved in your affairs with regard to tax credits.

- 2.7 Where you have instructed us to do so, we will also provide such other taxation advisory and ad-hoc services as may be agreed between you and us from time to time. These may be the subject of a separate appendix, at our option. Where appropriate, we will discuss and agree an additional fee for such work when it is commissioned by you. Where specialist advice is required on occasions, we may need to seek this from, or refer you to an appropriate specialist.

General Data Protection Regulation statement

Information Clause regarding the Processing of Personal Data based on a Legal Obligation of the Controller, in accordance with the General Data Protection Regulation (GDPR) (EU) 2016/679

The controller of your personal data is Brytania Ltd, registered in England and Wales with company number 05400215, with its registered office at 220c Blythe Road, London W14 0HH. Telephone: +44 0208 144 6976. The data protection officer appointed by the controller can be contacted via email at: info@brytania.co.uk.

Your personal data is processed within the scope of the tasks you have commissioned. The purpose of data storage by the controller is to perform the services you have requested.

You have the right to access your personal data, correct, erase or restrict its processing, object to its processing, request cessation of processing and data portability, as well as the right to withdraw consent at any time and lodge a complaint with the supervisory authority (the Information Commissioner's Office – ICO – ico.org.uk).

Providing your personal data and consenting to its processing by Brytania Ltd is voluntary on your part. However, refusing consent to process data will make it impossible to perform the requested services.

Personal data will be accessible by directors and employees of Brytania Ltd and Brytania.co.uk Sp. z o.o., their employees, and subcontractors. Data will not be disclosed to third parties, except to entities authorised by law.

Personal data will not be subject to profiling.

The data controller will not transfer personal data to third countries or international organisations. Personal data may be transferred to authorities as required by law.

Personal data will be stored indefinitely and will be deleted upon written request.



BRYTANIA LTD
220C BLYTHE ROAD, LONDON W14 0HH
COMPANY REGISTRATION NUMBER: 05400215
EMAIL: [INFO@BRYTANIA.CO.UK](mailto:info@brytania.co.uk) | TEL: +442081446976