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The Directors

[CompanyName]

[DATE]

Dear Sirs,

**VAT Agency – Engagement Letter**

Thank you for engaging the services of VATease. Outlined below is the scope of your engagement and attached are our terms and conditions and some frequently asked questions about our services that you may find useful. We provide our services subject to the provisions of this letter and the attached terms. Please read them carefully and if you are in agreement, sign two copies, return one to us, and retain the other for your records.

**Scope of Engagement**

You have engaged VATease to provide general advice and support regarding your pre-credibility VAT reclaim. Throughout the HMRC enquiry, we will keep both you and your lender Adsum[[1]](#footnote-1) up to date with progress and will use our best endeavours to expedite the repayment.

Your existing accountant should prepare your VAT return as usual. Prior to submission of the return your accountant should forward the draft VAT return along with supporting calculations and invoices to us to review. We will review the draft return and provide written confirmation when we are satisfied that it is correct and ready for submission. Your accountant must not submit the VAT return until they have received written confirmation from us that they should do so.

Following submission of the VAT return we will handle all queries from HMRC in respect of the VAT repayment, keeping both you and Adsum informed of progress throughout. It is very important that if HMRC contacts you or your accountant concerning the VAT return that you or they request HMRC direct their enquiries to your VAT Agent (ie. us) and not attempt to answer any queries yourselves.

By signing this engagement letter you authorise us to keep Adsum updated and to handle the conduct of your VAT reclaim on your behalf.

**Money Laundering Regulations 2003**

The provision of VAT advisory services is a business in the regulated sector of the Proceed of Crimes Act 2002 and as such, we are required to report all knowledge or suspicion that a criminal offence giving rise to any direct or indirect benefit from criminal conduct has been committed to the National Criminal Intelligence Service.

To allow us to confirm your identity and fulfil our obligations under the Anti-Money Laundering Regulations, we will gather the required documents from your lender Adsum. By signing this engagement letter you are giving them and us your consent to share this information.

**Applicable Law**

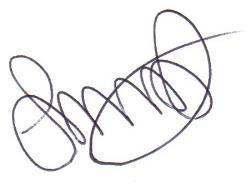
This engagement letter shall be governed by and constructed in accordance with English law. The courts of England shall have exclusive authority in relation to any claim, dispute or difference concerning the engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to an action being brought in those courts to claim that the action has been brought in an inconvenient forum, or to claim that those courts do not have authority.

**Complaints**

We are committed to forming lifelong relationships with our clients and therefore, if you have any concerns about the service you are receiving please do not hesitate to contact us. We take any complaints seriously and a full review of your case will be undertaken.

If this letter is not in accordance with your understanding of the scope of the engagement, please let us know immediately.

Yours faithfully,



**Simone Hurst**

Principal on behalf of VATease

**I/We** hereby acknowledge **my/our** understanding of, and agreement to, the terms set out in the above engagement letter and have the authority to sign this agreement.

**Signature:**………………………………………………………………………………………

**Name:**………………………………………………… **Date:**…………………………….

For and on behalf **[CompanyName]**

1. Adsum refers to all Adsum Finance group entities including but not limited to Adsum Technologies Ltd, Bulbarrow Ltd & A1T1 Ltd. [↑](#footnote-ref-1)