

Our ref: T/BRJ/002/AC1/18

February 15, 2018

Dr Andrea Conroy
Kampala, Uganda.

Dear Andrea,

LETTER OF ENGAGEMENT – ACCOUNTING AND INCOME TAX COMPLIANCE SERVICES

1. Introduction

- 1.1** Thank you for appointing us as your tax and accounting advisors. This engagement letter, together with the attachments (the “Engagement Letter”), sets out the basis upon which we will provide income tax compliance and accounting services to you for the years 2015, 2016, 2017 and 2018 (the “Engagement”).

This engagement supersedes any previous proposals, correspondence and understandings, whether written or oral and will stay in force unless terminated by a subsequent agreement or understanding in writing.

2. Responsibilities of the tax and accounting advisor

- 2.1** We will act for and be responsible for your tax and business name registration, income tax compliance and accounts preparation for the year ending June 30, 2018. We will not deal with earlier periods, prepare accounts nor file returns for you, unless you specifically ask us to do so and we agree under a separate letter of engagement.

3. Your responsibilities

- 3.1.** The responsibility of providing us with the necessary information, including adequate disclosure is yours.

4. Personnel

- 4.1** Robert Busuulwa will be responsible for the conduct of this Engagement on our behalf. Our contact details are as follows;

Contact Person: Mr Robert Busuulwa
Direct telephone: +256 782 604 832
Email address: robert.busuulwa@mazars.ug

5. Fees

- 5.1** Our fees are calculated and have been agreed in accordance with Schedule III attached.

6. Client service

- 6.1** Our objective is to provide you with a high-quality service to meet your needs. If at any time you would like to discuss with us how our service to you could be improved or if you are in any way

Schedule III – Our Fees

Our fees are based on the degree of responsibility and skill involved and the time required to complete the assignment, plus expenses.

We have agreed to fix our fees for the income tax compliance services as specified in Schedule I of this Engagement Letter as follows;

Services	Period		Fees (USD)
Business Name registration	One off		300
Preparation of accounts	Year ending June 30, 2015	400	1,600
	Year ending June 30, 2016	400	
	Year ending June 30, 2017	400	
	Year ending June 30, 2018	400	
	Sub total		
Tax retainer, computations and returns	Year ending June 30, 2015	600	
	Year ending June 30, 2016	600	
	Year ending June 30, 2017	600	
	Year ending June 30, 2018	600	
	Sub total		2,400
Total			4,300

Our fees are exclusive of VAT, which is currently charged at 18%.

Our business terms require that we bill for 50% of our professional fees at the inception of our engagement, with 50% of the balance being paid up after concluding the engagement.

We will present our requests for payment and or invoices, which will be due for payment on submission.

We will notify you immediately of any circumstances which we encounter which could significantly affect our fees.

The timely completion of the tax and accounting work requires your full co-operation in the provision of records, documentation, other information and explanations relevant to the tax work. Estimates of time for completion of the tax work are given on the assumption that we receive this co-operation. We may charge additional fees and expenses which result from delays in providing this co-operation.