15 February 2024

Insert Company Name here

Attention: Insert Full Name here

By Email Insert Email Here

Dear First Name

Re: Ethical Clearance

* Entity 1
* Entity 2
* Entity 3

We have been requested by the above named to act as accountant and tax agent.

Please advise if there are any professional or ethical reasons why we should not accept this appointment.

On the basis that there are no such reasons, would you make all client records available for collection, advising when they are ready, and provide a copy of any relevant information per the attached listing.

It would be appreciated if you left the relevant entities on your lodgement program for the time being, to allow time for the relevant notification to be lodged with the Australian Taxation Office.

Please find enclosed a checklist of information required from the ceasing accountant.

If you have any queries in relation to this matter, please do not hesitate to contact our office.

Yours sincerely



Domenic Barba CPA

Checklist of information required from ceasing accountant

Secretarial

1. Company Registers, copy of latest ASIC Annual Return and any forms subsequently lodged with ASIC.

2. Minutes Book.

3. Memorandum & Articles of Association (or Constitution) and Certificate of Incorporation.

4. Company Common Seal or advice that seal not required.

5. Service, employment and other agreements including leases.

6. Your resignation as company secretary or director as applicable.

Financial Statements/Tax Returns

7. Copies of most recent financial statements and taxation returns and assessments/notices for all group members.

8. General Ledger, Trial Balance and supporting information for last 12 months including:

* journal entries (including debtors, creditors & stock);
* bank Reconciliation;
* hire Purchase Creditors working papers;
* depreciation Schedule;
* cost Base information for capital assets;
* borrowing costs write-off schedule; and prepayments.

9. Details of carried forward Capital losses (for tax purposes) for individuals and other entities.

10. Tax election notices — if any.

11. Copies of correspondence relation to any outstanding taxation, Workcover, or payroll tax matters including:

* a copy of the latest FBT Return & Motor Vehicle Fixed Asset Register and including basis of calculation of employee contribution of car expenses; and
* a copy of the latest Workcover Annual Certification Form.

12. Vehicle logbook.

13. Employer’s copies of PAYG Payment Summaries.

14. Please advise whether any capital assets within Companies have been acquired under the rollover provisions of the Income Tax Assessment Act 1936 (ITAA 1936).

15. In respect to any director loans, advise whether their status exempts them from FBT or s 108 of ITAA 1936 and advise their treatment with respect to Div 7A.

16. Details of Company Loan repayment arrangements for loans subject to Div 7A and loan agreements, provide loan agreements and advise any shareholder debit loan balances existing on 4 December 1997.

17. Has any discretionary trust made a family trust election? Please provide copy if applicable.

18. Has any Company, Partnership or Trust made an interposed entity election? Please provide copy if applicable.

19. Copy of Ultimate Beneficiary (UB) Statement of trusts (as applicable).

Superannuation Fund — Additional Items

20. Superannuation records including Trust Deed and Australian Taxation Office/APRA Annual Return.

Other

21. Any other documents and accounting records that you consider would be of benefit to the clients.

22. Any other relevant agreements applicable to the client entities (eg Service, Management or Licence agreements).

Yours sincerely



**Dominic Barba CPA member No. 1212117**