

## **SPECIMEN LETTER OF ENGAGEMENT – COVERING LETTER**

Dear Sirs/Madam

The purpose of this letter is to set out the basis on which Boni Accountants LLP (“we”, “our”, “us”) are to act as your accountants, tax agent and advisors, and the respective areas of responsibility of the Client (“you”, “your”) and ourselves. It should be read in conjunction with our Terms of Business which are attached, and are effective from the date of this letter.

### **1 SCOPE OF SERVICES**

1.1 We have listed below the work which you have instructed us to perform, the detail of which is contained in each individual Appendix noted in 1.2 below. These state your and our responsibilities in relation to the work to be carried out. Only the services which are listed in the attached Appendices are included within the scope of our instructions. If there is additional work that you wish us to perform which is not listed in the Appendices, please let us know and we will discuss with you whether they can be included in the scope of our work. If we agree to perform additional services for you, we will provide you with a new or amended letter of engagement and Appendices

1.2 The following Appendices of services are attached to this letter of engagement, and should be read in conjunction with it, and our attached Terms of Business (updated July 2024):

1. Appendix – Accountant’s Report on Financial Statements
2. Appendix – Taxation services for a company or an individual
3. Appendix – Preparation of management accounts
4. Appendix – Company secretarial
5. Appendix – Payroll services
6. Appendix – Preparation of VAT returns
7. Appendix – Company formation

### **2 DATA PROTECTION**

2.1 We are committed to ensuring the protection of the privacy and security of any personal data which we process. Your attention is drawn to clause [5] 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 with you. By signing this letter, you confirm that you have read and understood clause [5] and any privacy notice referred to therein.

### **3 AGREEMENT OF TERMS**

3.1 Our engagement will start with the accounting period which we agreed. We will not be responsible for accounting periods prior to this.

Or This is a continuing engagement, and this letter replaces our previous letter of engagement.

3.2 Once it has been agreed, this letter will remain effective from the date of signature, for future assignments, until it is replaced or repealed. You or we may agree to vary or

terminate our authority to act on your behalf at any time without penalty. Notice or variation must be given in writing.

- 3.3 We shall 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.

**Your statement here:**

We acknowledge receipt of this letter, and we agree to this letter, which together with the Terms of Business fully records the agreement between us concerning your appointment to carry out the work described in it.

We confirm that our attention has been specifically drawn to paragraphs relating to limitation of liability in the attached appendices.