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## Letter of Engagement between:-

(1) DMP ACCOUNTANTS LTD (Company No. 6657848) of 98a High Street, Potters Bar, Hertfordshire, EN6 5AT (“DMP Accountants”) and

(2) .....  
.....  
 (“ You the Client”)

We write to welcome you as clients of DMP Accountants Limited. We hope we will enjoy a long and fruitful business relationship.

The purpose of this engagement letter is to set out the basis upon which you have instructed us in connection with your affairs.

### Accountancy Services

We agree to prepare, draft and finalize the accounts from the information supplied to us either directly by you or under your authority. As members of the Institute of Financial Accountants, we are able to prepare and sign the final accounts for sole traders, partnerships and companies below the statutory audit limit.

We will examine the records and make such inquiries, as we consider necessary to enable us to prepare the accounts for you but will not be performing an audit. If your board of directors (if appropriate) has not already agreed and minuted a decision not to have an audit, it should do so without delay, and copy of the relevant minute should be sent to us for our records.

### Other Services

We are able to offer a range of supplementary accountancy services, such as investigating irregularities for suspected fraud and these can be performed upon our receiving specific instructions from you. We understand people’s needs vary and are happy to tailor our services to your specific identified requirements.

As to the specific tasks to be performed for the duration of your engagement, you agree that:

- We will be responsible for keeping the records of receipts and payments;
  - We will be responsible for calculating and submitting the PAYE tax liability returns for you and your employees;
  - We will be responsible for preparing and filing your annual accounts and return and your corporation tax return;
  - We will be responsible for preparing and filing your self assessment return;
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## Revenue tax returns

You will appreciate that the responsibility for the prevention and detection of irregularities rests with you, and our examination of the accounting records should not be relied upon to disclose irregularities that may exist. We shall discuss the accounts with you prior to their finalization and after any adjustments arising from these discussions are made, we shall ask you to approve the accounts by asking you to sign the following statement that will be incorporated into the accounts:

“I approve these accounts and confirm that I have made available all relevant records and information for their preparation”.

Our accountant’s report, which will be attached to the accounts will take the following form:

“In accordance with the instructions given to us by our client we have prepared, without carrying out an audit, the attached accounts from the accounting records and from the information and explanations given to us by our client”.

We shall send you a questionnaire which we hope you will find helpful in collating the material which you will need to send to us. You may find it helpful to arrange with your bank, building society, and broker for them to send the information directly to us on a regular basis and we shall be pleased to help establish such arrangements. Any return will be sent to you to review and sign before it is submitted to the HMRC on your behalf. It is essential that the return is carefully reviewed by you to check that no source of income or gain has been inadvertently omitted, since the accuracy of the return remains your legal responsibility.

We will also advise you of your tax position for the year and the likely payment date of liabilities. The late submission of a tax return, as well as the omission of a source of income or gain, will give rise to a penalty. To meet that timetable materials should reach us as soon as possible after the end of each year and preferably no later than 3 months after the year end to ensure completion by the deadline. We will be happy to review the interim payments on account shown on the HMRC statement of account, apply for any postponement which may be necessary and advise you in connection with the payment of tax due thereon. We will ask you to sign the appropriate authority which enables HMRC to send us copies of the statement of account.

## Responsibilities

We are bound by Code of Ethics of our professional institute, the Institute of Financial Accountants, and accept instructions to act for you on the basis that we will act in accordance therewith. We will deal with all matters required to be completed by officials of your business; for example, VAT returns, PAYE, forms P11D and CT61.

## Professional Indemnity Insurance

Under the provisions of the EU Service Directive 2006/123/EC of 12 December 2006 on services in the internal market, the UK has implemented legislation (SI 2999 of 2009) which sets out the duties of service providers, including what information has to be made available to a recipient of a professional service:

‘where the provider is subject to a requirement to hold any professional liability insurance or guarantee, information about the insurance or guarantee and in particular- (i) the contact details of the insurer or guarantor, and (ii) the territorial coverage of the insurance or guarantee.’

Accordingly, we state that we are required to hold Professional Indemnity Insurance and this is currently held with:

Cheshire Insurance Brokers  
161 Ashley Road,  
Hale,  
Cheshire,  
WA15 9SD

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## Special work

We would be pleased, if instructed, to represent you on any tax appeal. Due to a special concession, members of the Institute of Financial Accountants are able to instruct Counsel direct on your behalf and we can do this if you require, for an additional fee (to be agreed).

In the event that you would like us to undertake such work for you we will send you a further letter setting out the basis of our instructions.

## Investment Advice

This letter does not instruct us to give you investment advice. This firm is not regulated by the Financial Services Authority directly under the Financial Services and Markets Act 2000.

## Complaints

If you are dissatisfied with any of the work we undertake, please contact your assignment partner or our managing director. He or she will try to resolve matters to your satisfaction. It is important that we receive feedback, good or bad, to enable our service to you to continually improve. This procedure does not affect in any way your right to contact the Institute of Financial Accountants if you remain dissatisfied with the outcome of our complaints procedure

Manager, Professional Standards  
The Institute of Financial Accountants  
Burford House  
44 London Road  
SEVENOAKS  
Kent TN13 1AS

MartinN@ifa.org.uk  
Tel: 01732 467121  
Website: www.ifa.org.uk

## Client Identification

In common with all other professional accountancy and taxation firms, we are required to establish positive identification of our clients, under the UK anti-money laundering legislation (the Money Laundering Regulations 2007). We will request from you, and retain for a period of five years after the conclusion of our business with you, such information and documentation as we require for these purposes and/or make searches of appropriate electronic databases. We regret that this law applies even if you have already been our client for some years.

As one of the requirements of the Money Laundering Regulations we will require you to produce evidence of identity, such as a passport, and evidence of residence. It may be appropriate under the Regulations to seek renewal of these documents from time to time.

We are supervised under the above Regulations by the Institute of Financial Accountants.

In accordance with the Proceeds of Crime Act 2002 and Money Laundering Regulations 2007 you agree to waive your right to confidentiality to the extent of any report made, document provided or information disclosed to the Serious Organised Crime Agency (SOCA). In signing your copy of this Engagement Letter, you also acknowledge that we are required to report directly to SOCA, without prior or subsequent reference to you or your representatives, if during the course of undertaking any assignment the person undertaking the role of Money Laundering Reporting Officer for this firm becomes suspicious of possible money laundering. Under the provisions of the Proceeds of Crime Act 2002, you will not be informed if or when such a step has been taken.

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## Fees

Our fees are subject to VAT and are fixed each financial year:

Registration fee (one off fixed charge) £80.00

Processing fee (per processing period) £20.00

Year End fee (per financial year) £400.00

Company closing fee (if required) £150.00

No processing fee is due during periods of inactivity.

Fees collected are allocated as follows: firstly towards processing fee, then towards registration and finally towards year end fees before any 3rd party. Assuming 48 weeks of activity our payment terms are £30 plus VAT per week.

In case of a fee dispute or non payment resulting in us having to attempt to recover our fees in court, including small claims court, you agree that should we be successful we will add to the amount due and recover all our legal and court fees associated with this specific claim, as well as a charge for our time used on the case. This charge is £150 +VAT per hour.

## Duration

Once it has been agreed, this letter will remain effective from one year to the next until this is replaced. This agreement may be ended by either of us giving notice in writing to the other and we will cease to work from the date we become aware that this retainer has ended. Any variations to this agreement must be agreed in writing and you may be required to sign a new engagement letter to continue our instruction.

This letter of engagement is governed by, and is to be construed in accordance with, the laws of England.

We hope that this letter summarizes the terms under which you have asked us to act on your behalf, in which case we should be grateful if you could kindly acknowledge receipt of this letter and indicate your agreement to it by signing this copy and returning it to us. If you do not agree with our understanding of the agreement, please let us know as soon as practicable.

Yours sincerely

**Maria Pitney**

*MSc (Bus), MBA (Fin), FFA, FFTA, FCCA*

## Manager

.....  
*Your signature*

.....  
*Your name, business name and position in the business*



# Client Registration Form

## Application Information

Title : \_\_\_\_\_ Date : \_\_\_\_\_

Surname : \_\_\_\_\_ Middlename : \_\_\_\_\_ Forename : \_\_\_\_\_

Have you ever changed your name? Yes No

If yes, please provide details

Date of change: \_\_\_\_\_ Reason for change : \_\_\_\_\_

Street Address : \_\_\_\_\_

Town : \_\_\_\_\_ Country : \_\_\_\_\_ Post Code : \_\_\_\_\_

Have you lived at your current address for less than 3 years? Yes No

If yes, please provide details Date moved to this address: \_\_\_\_\_

Street Address : \_\_\_\_\_

Town : \_\_\_\_\_ Country : \_\_\_\_\_ Post Code : \_\_\_\_\_

Home Phone : \_\_\_\_\_ Mobile : \_\_\_\_\_

E-mail Address : \_\_\_\_\_

Date of Birth : \_\_\_\_\_ NI Number : \_\_\_\_\_

Nationality : \_\_\_\_\_ Tax Code : \_\_\_\_\_

Current Job Title /  
Industry Sector? \_\_\_\_\_

Proof of ID attached? Yes No (Copy of Drivers Licence or copy of Passport)

## Employee Statement

You need to select only one of the following statements A, B or C:

- A** This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State or Occupational Pension.
- B** This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.
- C** As well as my new job, I have another job or receive a State or Occupational Pension.

## Contract Details

Please provide Names and contact details

Agency/Client Name : |

Contact Name : |

Tel : |

E-mail : |

Address : |

Agency/Client Name : |

Contact Name : |

Tel : |

E-mail : |

Address : |

## Company Registration

Desired Company Name : 1. |

2. | 3. |

Have you previously been a director and or shareholder of a company? Yes No

If yes? Please provide Company Name : |

## Bank Details

Sort Code : | - - Personal Account

Account Number : | Business Account

Bank Name : |

Would you like us to E-mail your pay slips? | Yes No

## Authenticaaion

Please provide the following details to enable us to register your company with Companies House :

Eye Colour : |

Town of Birth : |

Mothers Maiden Name : |

# Terms of Business

This document outlines the nature of your engagement with DMP Accountants Ltd. By signing and dating where indicated, you are agreeing to the terms of business outlined prior to your engagement. If you are unsure as to anything within this document, please contact ourselves prior to signing.

Some agencies and/or end clients require their contractors to hold one or both of the below insurance policies.

Please tick the relevant box(es) if required

Public/Product Liability (£3.50 per week)

Driver Negligence (£15.50 per week)

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I would like to receive a paper copy of my pay slips and agree to be charged £2.50 per payslip.

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I have instructed DMP Accountants Ltd to deduct a proportion of my sales in lieu of making payments on my behalf for their fees.

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I understand that Employers and Employees National Insurance will be deducted by DMP Accountants Ltd and held in a client Nominee account and payment made to HMRC when liabilities become due. Subject to above being satisfied.

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I understand that I can reclaim business expenses, that are wholly incurred for the running of my business.

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I understand that DMP Accountants Ltd will perform all tax and National Insurance computations on my behalf and make HMRC payments from my Nominee Client Account when liabilities become due.

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I agree that DMP Accountants Ltd will be acting as my agent and thereby able to correspond with HMRC with regards to my tax matters.

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I have requested that DMP Accountants Ltd undertake back office support for my company including invoicing bookkeeping, credit control and taxation.

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I agree that if I do not contact DMP Accountants Ltd within 6 weeks of my last invoice, I can be disengaged.

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I understand I am now a director and sole shareholder of my limited company. I am now required to fill in self-assessment form, the information has to be with DMP Accountants Ltd by 31st Oct, for filing 31st Jan. Failure to provide the correct information may incur potential fines from HMRC that DMP Accountants Ltd will not be liable for.

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I agree I will provide my authority for my year end accounts to be filed. Without this authority, DMP Accountants Ltd will not be liable for any fines from HMRC or Companies House.

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It has been explained to me that, in the interest of best working practices and compliance, I should obtain a business bank account separate from my existing personal bank account and I agree to provide DMP Accountants Ltd with full details of this as soon as it is available.

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I am happy for mine and my company's details to be forwarded on to approved suppliers and third parties.

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I agree that DMP Accountants Ltd can provide all additional accountancy services at £80.00 per hour plus VAT, chargeable in 6 minute increments should they be required.

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Signed :

Date: