

TWP ACCOUNTING LLP: LIMITED LIABILITY PARTNERSHIP TAX SERVICES

This schedule should be read in conjunction with the engagement letter, other services schedules and our standard terms and conditions. The schedule sets out the basis on which we provide taxation services to the limited liability partnership (LLP). It is agreed that we should carry out the following services as your tax agents on the basis that you will make full disclosure to us of all relevant information.

1 OUR SERVICE TO YOU: RECURRING COMPLIANCE SERVICES

- 1.1 We will prepare the LLP self assessment tax returns and the annual Partnership Statements together with any supplementary pages required from the information and explanations that you provide to us.
- 1.2 We will also prepare the income tax and capital gains tax computations based on the LLP's business accounts for inclusion in the Partnership tax return.
- 1.3 After obtaining the approval and signature of one of the Nominated Members of the LLP responsible for dealing with the LLP's tax affairs we will submit these to HM Revenue & Customs (HMRC). You authorise us to file the return electronically to HMRC.
- 1.4 The work undertaken within this aspect of our engagement will be in respect of the limited LLP's tax affairs.
- 1.5 If instructed we will provide each member or their agent with details of the member's allocations from the return to enable members to fill in their self-assessment tax returns.
- 1.6 We will advise you as Members of the LLP as to possible tax return related claims and elections arising from information supplied by the LLP. Where instructed by you we will make such claims and elections in the form and manner required by HMRC.

2 YOUR RESPONSIBILITIES: PROVISION OF INFORMATION BY YOU

- 2.1 The Members are legally responsible for:
 - ensuring that the LLP's self-assessment tax returns are correct and complete; and
 - filing any returns by the due date.Failure to do this may lead to automatic penalties, surcharges and/or interest.

Taxpayers who sign their returns cannot delegate this legal responsibility to others. The Nominated member of the LLP agrees to check that returns and partnership statements we have prepared for the LLP are complete before he/she approves and signs them.
- 2.2 To enable us to carry out our work you agree:
 - that all returns are to be made on the basis of full disclosure of all sources of income, charges, allowances and capital transactions;
 - to provide full information necessary for dealing with the LLP's affairs: we will rely on the information and documents being true, correct and complete and will not audit the information or those documents;
 - to authorise us to approach such third parties as may be appropriate for information that we consider necessary to deal with your affairs; and
 - to provide us with information in sufficient time for the LLP's tax return to be completed and submitted by the due date following the end of the accounting year. In order that we can do this, we need to receive all relevant information on a timely basis.
- 2.3 You will keep us informed of material changes in circumstances that could affect the tax liabilities of the partners including, by way of example, changes in the members in the LLP. If you are unsure whether the change is material or not, please let us know so that we can assess its significance.

- 2.4 We will provide our professional services outlined in this letter with reasonable care and skill. However, we will not be responsible for any losses, penalties, surcharges, interest or additional tax liabilities arising from the supply by you or others of incorrect or incomplete information, or your or others' failure to supply any appropriate information or your failure to act on our advice or respond promptly to communications from us or the tax authorities.
- 2.6 It is our policy to confirm in writing advice upon which you may wish to rely.

3 AD HOC AND ADVISORY WORK

3.1 Where you have instructed us to do so, we will provide other taxation ad hoc and advisory services as may be agreed between us from time to time. These may be the subject of a separate engagement letter at our option. Where appropriate we will discuss and agree an additional fee for such work when it is commissioned by you. Examples of such work include:

- Responding to any enquiries from HMRC arising from the LLP's tax return. We shall consult you if it becomes clear that HMRC are opening an enquiry; HMRC have the power to do this on a purely random: and
- Preparing any amended returns which may be required and corresponding with HMRC as necessary.

3.2 Where specialist advice is required on occasions we may need to seek this from appropriate specialists.

4 CHANGES IN THE LAW, IN PRACTICE OR IN PUBLIC POLICY

4.1 We will not accept responsibility if you act on advice given by us on an earlier occasion without first confirming with us that the advice is still valid in the light of any change in the law or your circumstances.

4.2 We will accept no liability for losses arising from changes in the law or the interpretation thereof that are first published after the date on which the advice is given.

5 OTHER SERVICES AND GENERAL TAX ADVICE

5.1 We will be pleased to assist the LLP generally in tax matters, including VAT if you advise us in good time of any proposed transactions and request advice. We would, however, warn you that because tax rules change frequently you must ask us to review any advice already given if a transaction is delayed, or if an apparently similar transaction is to be undertaken.

6 DATA PROTECTION

6.1 We are committed to ensuring the protection of the privacy and security of any personal data which we process. Your attention is drawn to paragraph 21 of our standard terms and conditions of business which details how we treat personal data received by us in the provision of our services during our engagement with you.

7 LIMITATION OF LIABILITY

7.1 Our services as set out above are subject to the limitations on our liability set out in paragraph 13 of our standard terms and conditions of business. These are important provisions which you should read and consider carefully.