

BESTTSTTTSTSTSTTS

Letter Of Engagement

This letter sets out the basis on which we provide services to "BESTTSTTTSTSTSTTS", so as to avoid any misunderstandings.

15-12-2022

Dear Test,

Engagement letter

Thank you for engaging us. I will be your main point of contact and will have primary responsibility for this assignment; the manager responsible for the ongoing work will be Harshil Desai. This letter, including the attached schedules of services together with our standard terms and conditions, sets out the basis on which we will act.

Who we are acting for

We are acting for BESTTSTTTSTSTSTTS only. Where you would like us to act for anyone else such as your spouse/a partnership/a limited/group company we will issue a separate engagement letter to them.

Period of engagement

This engagement will start on 15-12-2022.

Scope of services

We have detailed the work that you have instructed us to carry out in the attached schedule. This states your and our responsibilities in relation to the work to be carried out. If we agree to carry out additional services for you, we will provide you with a new or amended engagement letter. Only the services that are listed in the attached schedule are included within the scope of our instructions. If there is additional work that you wish us to carry out which is not listed in the schedule, please let us know and we will discuss with you whether they can be included in the existing scope of work.

Fees

Our fees will be charged in accordance with our proposal.

Limitation of liability

We specifically draw your attention to our standard terms and conditions and the relevant clause in each schedule of service, which sets out the basis on which we limit our liability to you and to others. You should read this in conjunction with the relevant paragraph of our standard terms and conditions which excludes liability to third parties. These are important clauses and you should read them and ensure you are happy with them.

Requirements of the Data Protection Act (DPA) 2018 and the UK General Data Protection Regulation (UK GDPR)

The DPA 2018 and the UK GDPR set out a number of requirements in relation to the processing of personal data.

Here at %account_name% we take your privacy and the privacy of the information we process seriously. We will only use your personal information and the personal information you give us access to under this contract to administer your account and to provide the services you have requested from us.

We attach our privacy notice setting out our approach to handling your information. In signing one copy of this letter you will be indicating that you have received and read our privacy notice. In addition, please note that we require your agreement on several specific points, which are also included in the acceptance section below:

(a) Continuity arrangements

Please note that we have arrangements in place for an alternate to deal with matters in the event of permanent incapacity or illness. This provides protection to you in the event that I cannot act on your behalf. Where necessary, an alternate shall have access to all of the information I hold in order to make initial contact with you and agree the work to be undertaken during my incapacity. You can choose to appoint an alternative individual at that stage if you wish.

(b) Secure communications and transfer of data

We will communicate or transfer data using the following:

Post/hard-copy documents

Encrypted emails

Portals [*AccountancyManager*]

Cloud-based software [*AccountancyManager*]

Emails *

*if you require us to correspond with you by email that is not encrypted or password protected, you also accept the risks associated with this form of communication. We shall accept no liability for any loss or damage to any data resulting from the transfer of information via email or other communication network.

Your agreement

Please confirm your acceptance of:

- the terms of this letter
- the attached schedule of services
- the privacy notice
- the standard terms and conditions

by signing and returning one copy of this letter.

Yours sincerely,

For and on behalf of

%account_name%

Acceptance

I acknowledge receipt of and accept the terms of your letter dated 15-12-2022, the attached schedule of services, the privacy notice and standard terms and conditions, which fully record the agreement between us concerning your appointment to carry out the work described in the schedule of services.

I also confirm the following in relation to data protection:

- I have read and accept the basis on which my information will be dealt with as set out in the privacy notice provided.
- I agree to your appointed alternate having access to my records in the event of your illness or permanent incapacity.

I understand that you will communicate or transfer data with me using the following:

Post/hard-copy documents

Encrypted emails

Portals [*AccountancyManager*]

Cloud-based software [*AccountancyManager*]

Emails *

* I accept the risks of you corresponding with me by email that is not encrypted or password protected.

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