

Letter of Engagement for

BINAL HOLDINGS LIMITED

Contract #P1615

Dear Jaimin,

We are pleased to accept the instruction to act as your accountant and we are writing to confirm the terms of our appointment and we accept you to be the Nominated Person for BINAL HOLDINGS LIMITED. We are bound by the ethical guidelines of Association of Chartered Certified Accountants in England and Wales to periodically review and if necessary update our terms of engagement. The purpose of this letter and the attached schedule of services together with our terms of business is to set out the basis on which we are to provide services as your accountants, tax agent and adviser, and sets out your and our respective responsibilities.

To ensure that we provide you with the best quality service we like to ensure that all our clients know who will be in charge of their affairs. The principal in charge of your assignment will be Staff B2. You can call on 5433344556 or email to staffb2@yopmail.com.

The person responsible for the day-to-day aspects of this assignment will be Staff B2. Please feel free to call on at any time, particularly if you have any queries on specific aspects of the work that we are completing or need to provide us with further information. You can call on 5433344556 or email to staffb2@yopmail.com.

OUR SERVICES

Under this engagement letter we will provide you following services in accordance to our terms and conditions.

Recurring Services

SERVICES	FEE
Accountancy - CT Return	£100
Accountancy - Year End Accounts	£100
Accountancy - Self-Assessment	£1
Payroll	£100
Payment Frequency	Yearly
Net Total	£301.00
Discount	0.00
VAT(10%)	£0.10
Total Price	£301.10

Adhoc Services

SERVICES	FEE
Bookkeeping (Catchup)	£0.00
Business Growth System	£100.00
Deregistration of VAT	£95.00
Deregistration as Agent	£100.00
Deregistration of PAYE	£95.00
Net Total	£390.00
Discount	0.00
VAT(10%)	£20.00
Total Price	£410.00

OUR TERMS

Anti money laundering legislation

All accountants must comply with the Proceeds of Crime Act 2002, the Terrorism Act 2000 and the Money Laundering Regulations 2017 (the “Anti Money Laundering Legislation”), which are intended to stop the activities of terrorists and other criminals by preventing them using accountancy services. If we do not comply with this legislation, we risk imprisonment.

Before we can act for your company, we have to confirm the identity of the directors. At any time we may also need to obtain evidence confirming the identities of third parties, the source of any money or funding of property or other assets, and other matters.

We assume that our clients are honest and law abiding. However, if at any time we have grounds to suspect that crime is being committed, we are obliged to make a report to the National Crime Agency (NCA). We are prohibited by the legislation from telling you that we have done this. In such circumstances, we cannot do any work for your company without consent from NCA.

‘Criminal property’ is money, property, other assets, rights or any benefit derived from criminal activity. Activity is considered ‘criminal’ if it is a crime under UK law, no matter how trivial. Tax evasion is a criminal offence but an honest mistake is not.

It does not matter who carried out the criminal activity. Even if you are honest in your dealings, if your property represents a benefit from someone else’s crime, we must still make a report.

Disclaimer: We will not be liable for any loss suffered by you or any third party as a result of our compliance with the Anti Money Laundering Legislation or any UK law.

Our Fees

Our fees will be charged in accordance with your fee schedule. Please review this to ensure you understand the basis of our charge and our payment terms. Our fees for all other work are based on time spent by principals and our staff. Unless otherwise agreed, our fees will be charged separately for each main class of work and will be billed at appropriate intervals during the course of the year. Invoices are payable in full, due upon completion of work, and as per the above service schedule.

We may agree to invoice you monthly for a proportion of your fees in which case these will be payable on a monthly standing order. These standing order payments will be applied to fees for work agreed in this letter of engagement.

If invoices are not subject to payment by standing orders, our terms for such invoices are strictly 7 days net. Interest will be charged on all overdue debts at the rate stated on the invoice or, at the rate applicable under the Late Payment of Commercial Debts (Interest) Act 1998, whichever is the higher.

Should you have any disagreement concerning a fee, this must be notified to us within 7 days of the invoice date. In the absence of such notification, you are deemed to have accepted the invoice and it is payable in full accordance with our normal terms.

If this letter of engagement covers work for a limited company and the company is unable to meet our fees as and when they fall due then the company's directors will be personally, jointly and severally liable in respect of our outstanding fees.

Unless otherwise stated, our fees will increase every 12 months in line with average UK inflation index of last 12 months or 3% whichever is higher. This increase is automatic at every 12 months interval.

Further increase in fees will be notified if either number of transactions or scope of work or any material change in the business which requires additional work.

Ownership of records

All original documents obtained from the client arising from the engagement shall remain the property of the client. However, we reserve the right to make a reasonable number of copies of the original documents for our records.

In the event of non-payment of our fees, we may exercise a right of lien over the books and records in our possession and withhold the documents until such time as payment of our invoice is received in full.

File destruction

Correspondence and other papers that we may hold older than 6 years will be destroyed unless you request their return in writing. Documents can be collected FOC but a fee will be charged for returning documents by post.

Customer service

We are committed to providing a high standard of customer service. We welcome suggestions on how our service to you could be improved. We hope that you will not have the need to complain but if you do, we will look into your complaint carefully and promptly and do all we can to explain the position to you and address your concerns.

Third parties

All accounts, statements and reports prepared by us are for your exclusive use within your business or to meet specific statutory responsibilities.

No third party shall acquire any rights under this agreement to provide professional services.

Applicable law

This engagement letter is governed by, and construed in accordance with the law of the relevant UK jurisdiction as determined by law. Each party irrevocably waives any right it may have to object to any action being brought in Courts of the relevant jurisdiction.

Agreement of Terms

This engagement will start upon the signing of this agreement and its terms will apply to all previous work that we have carried out on your behalf.

This letter supersedes any previous engagement letter and once agreed will remain effective from the date of signature until it is replaced. You or we may agree to vary or terminate our authority to act on your behalf at any time without penalty. Notice of variation or termination must be given in writing.

Please confirm your agreement to the terms of this letter and the attached terms of business by signing and returning the enclosed copies

If this letter and the attached terms of business are not in accordance with your understanding of our terms of appointment, please let us know.

Would you please confirm your agreement to the terms set out in this letter by signing. If anything is unclear to you or you require any further information please let us know.

SCHEDULE OF SERVICES

Here is a full explanation of the services you have chosen in this Proposal

BOOKKEEPING (CATCHUP)

Catchup Bookkeeping Inputs = **1**

Number of Months = **1**

No description provided

BUSINESS GROWTH SYSTEM

Fixed Price = **100**

No description provided

ACCOUNTANCY - CT RETURN

Annual revenue based pricing = **100**

No description provided

ACCOUNTANCY - YEAR END ACCOUNTS

Fixed Price = **100**

No description provided

ACCOUNTANCY - SELF-ASSESSMENT

Fixed Price = **1**

SA Return Type = **1**

Partnership Income = **0**

If Sole Trader Income is Yes, then list the number of transactions = **0**

If Rental Property Income is Yes, then list the number of Rental Properties = **0**

Capital Gain = **0**

Offshore Income = **0**

Crypto Currency Income = **0**

No description provided

PAYROLL

Fixed Price = **100**

Number of Employees = **1**

Payroll Frequency = **1**

Type of Payslip = **1**

No description provided

DEREGISTRATION OF VAT

Fixed Price = **95**

No description provided

DEREGISTRATION AS AGENT

Fixed Price = **100**

No description provided

DEREGISTRATION OF PAYE

Fixed Price = **95**

No description provided

DATA PROTECTION & PRIVACY NOTICE

Introduction

The Data Protection Act 2018 ("DPA 2018") and the UK General Data Protection Regulation ("UK GDPR") impose certain legal obligations in connection with the processing of personal data.

BINAL HOLDINGS LIMITED is a controller within the meaning of the UK GDPR. The firm's contact details are as follows:

48 Lakedale Road, London, SE18 1PS,

We may amend this privacy notice from time to time. If we do so, we will supply you with and/or otherwise make available to you a copy of the amended privacy notice.

Where we act as a processor on behalf of a controller (for example, when processing payroll), we provide an additional schedule setting out required information. That additional schedule should be read in conjunction with this privacy notice.

We process personal data to enable us to supply professional services to you as our client, to fulfil our obligations under relevant laws in force from time to time, to comply with professional obligations to which we are subject as a member of the ACCA, to use in the investigation and/or defense of potential complaints, disciplinary proceedings and legal proceedings, to enable us to invoice you for our services and investigate/address any attendant fee disputes that may have arisen.

It is a requirement of our contract with you that you provide us with the personal data that we request. If you do not provide the information that we request, we may not be able to provide professional services to you. If this is the case, we will not be able to commence acting or will need to cease to act.

We may share your personal data with:

- HMRC
- any third parties with whom you require or permit us to correspond
- subcontractors
- tax insurance providers
- professional indemnity insurers
- our professional body (the Association of Chartered Certified Accountants) and/or the Office of Professional Body Anti-Money Laundering Supervisors (OPBAS) in relation to practice assurance and/or the requirements of MLR 2017 (or any similar legislation)

- other professional consultants and service providers.

If the law allows or requires us to do so, we may share your personal data with:

- the police and law enforcement agencies
- courts and tribunals
- the Information Commissioner's Office ("ICO").

We may need to share your personal data with the third parties identified above in order to comply with our legal obligations, including our legal obligations to you. If you ask us not to share your personal data with such third parties we may need to cease to act.

Transfers of personal data outside the EU

Your personal data will be processed in the UK only.

Retention of personal data

When acting as a data controller and in accordance with recognised good practice within the tax and accountancy sector we will retain all of our records relating to you as follows:

where tax returns have been prepared it is our policy to retain information for six years from the end of the tax year to which the information relates

- where ad hoc advisory work has been undertaken it is our policy to retain information for six years from the date the business relationship ceased
- where we have an ongoing client relationship, data which is needed for more than one year's tax compliance (e.g. capital gains base costs and claims and elections submitted to HMRC) is retained throughout the period of the relationship, but will be deleted four years after the end of the business relationship unless you as our client ask us to retain it for a longer period.

Our contractual terms provide for the destruction of documents after four years and therefore agreement to the contractual terms is taken as agreement to the retention of records for this period, and to their destruction thereafter.

You are responsible for retaining information that we send to you (including details of capital gains base costs and claims and elections submitted) and this will be supplied in the form agreed between us. Documents and records relevant to your tax affairs are required by law to be retained by you as follows:

Individuals, trustees and partnerships

- with trading or rental income: five years and 10 months after the end of the tax year

- otherwise: 22 months after the end of the tax year.

Companies, LLPs and other corporate entities

- six years from the end of the accounting period.

Where we act as a processor as defined in DPA 2018, we will delete or return all personal data to the controller as agreed with the controller at the termination of the contract.

Requesting personal data we hold about you (subject access requests)

You have a right to request access to your personal data that we hold. Such requests are known as 'subject access requests' ("SARs").

Please provide all SARs in writing.

To help us provide the information you want and deal with your request quickly, you should include enough details to enable us to verify your identity and locate the relevant information.

For example, you should tell us:

- your date of birth
- previous or other name(s) you have used
- your previous addresses in the past five years
- personal reference number(s) that we may have given you, for example your national insurance number, your tax reference number or your VAT registration number
- what type of information you want to know

If you do not have a national insurance number, you must send a copy of:

- the back page of your passport or a copy of your driving licence
- a recent utility bill.

DPA 2018 requires that we comply with a SAR promptly and in any event within one month of receipt. There are, however, some circumstances in which the law allows us to refuse to provide access to personal data in response to a SAR (e.g. if you have previously made a similar request and there has been little or no change to the data since we complied with the original request).

You can ask someone else to request information on your behalf – for example, a friend, relative or solicitor. We must have your authority to respond to a SAR made on your behalf. You can provide such authority by signing a letter which states that you authorise the person concerned to write to us for information about you, and/or receive our reply.

Where you are a controller and we act for you as a processor (e.g. by processing payroll), we will assist you with SARs on the same basis as is set out above.

Deleting your records (the right to erasure)

In certain circumstances you have a right to have the personal data that we hold about you erased. Further information is available on the ICO website (www.ico.org.uk). If you would like your personal data to be erased, please inform us immediately and we will consider your request. In certain circumstances we have the right to refuse to comply with a request for erasure. If applicable, we will supply you with the reasons for refusing your request.

The right to restrict processing and the right to object

In certain circumstances you have the right to ‘block’ or suppress the processing of personal data or to object to the processing of that information. Further information is available on the ICO website (www.ico.org.uk). Please inform us immediately if you want us to cease to process your information or you object to processing so that we can consider what action, if any, is appropriate.

Obtaining and reusing personal data (the right to data portability)

In certain circumstances you have the right to be provided with the personal data that we hold about you in a machine-readable format, e.g. so that the data can easily be provided to a new professional adviser. Further information is available on the ICO website (www.ico.org.uk).

- The right to data portability only applies:
- to personal data an individual has provided to a controller
- where the processing is based on the individual’s consent or for the performance of a contract
- when processing is carried out by automated means

We will respond to any data portability requests made to us without undue delay and within one month. We may extend the period by a further two months where the request is complex or a number of requests are received but we will inform you within one month of the receipt of the request and explain why the extension is necessary.

Withdrawal of consent

Where you have consented to our processing of your personal data, you have the right to withdraw that consent at any time. Please inform us immediately if you wish to withdraw your consent. Please note:

- the withdrawal of consent does not affect the lawfulness of earlier processing
- if you withdraw your consent, we may not be able to continue to provide services to you
- even if you withdraw your consent, it may remain lawful for us to process your data on another legal basis (e.g. because we have a legal obligation to continue to process your data).

Complaints

If you have requested details of the information we hold about you and you are not happy with our response, or you think we have not complied with the GDPR or DPA 2018 in some other way, you can complain to us using the contact details provided at the start of this notice.

If you are not happy with our response, you have a right to lodge a complaint with the ICO (www.ico.org.uk)

CONFIRMATION

- This letter supersedes any previous engagement letter. Once it has been agreed, this letter will remain effective until it is replaced.
- We would be grateful if you could confirm your agreement to the terms of this letter by signing the enclosed copy and returning it to us immediately.
- If this letter is not in accordance with your understanding of the scope of our engagement or your circumstances have changed, please let us know.
- This letter should be read in conjunction with the firm's standard terms and conditions.

Please sign and return the attached copy of this letter to indicate that it is in accordance with your understanding of the arrangements. This letter will be effective for future years unless we advise you of any change.

Your Sincerely

JJ ENterprise

Please sign and return this letter of engagement to indicate that it is in accordance with your understanding of the arrangements.

Signed [s: Contact_0]

Date [d: Contact_0]

For and On Behalf of **Jaimin Patel**