To [Mr] [Mrs] [Miss] ...............................

Dear.......................................

Thank you for engaging us as your advisors. This letter and the attached schedule[s] of service together with our terms of business dated……….….. set out the basis on which we are to provide services as accountants and advisers and your and our respective responsibilities.

1. **SCOPE OF SERVICES**

1.1 We have listed below the work which you have instructed us to carry out, the detail of which is contained in the attached schedules. These state 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 and schedules. Only the services which are listed in the attached schedules 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[s], please let us know and we will discuss with you whether they can be included in the scope of our work.

1.2 The following schedule{s} of services and our terms of business are attached to this engagement letter and should be read in conjunction with it.

Schedule 1 Taxation services

Schedule 2 Investment Advisory Services

Schedule 3 Business Advisory Services

**2.0 LIMITATION OF LIABILITY**

2.1.1 We will provide services as outlined in this letter with reasonable care and skill. Our liability to you is limited to losses, damages, costs and expenses caused by our negligence or wilful default. However, to the fullest extent permitted by law, we will not be responsible for any losses, penalties, surcharges, interest or additional tax liabilities where you or others supply incorrect or incomplete information, or fail to supply any appropriate information or where you fail to act on our advice or respond promptly to communications from us or the tax authorities.

2.1.2 You will not hold us responsible, to the fullest extent permitted by law, for any loss suffered by you arising from any misrepresentation (intentional or unintentional) supplied to us orally or in writing in connection with this agreement. You have agreed that you will not bring any claim in connection with services we provide to you against any of our partners or employees personally.

2.1.3 Our work is not, unless there is a legal or regulatory requirement, to be made available to third parties without our written permission and we will accept no responsibility to third parties for any aspect of our professional services or work that is made available to them.

**3.0 AGREEMENT OF TERMS**

**3.1 Period of engagement**

3.1.1 This engagement will start on

3.1.2 We will deal also with matters arising in earlier years as appropriate.

3.1.3 This letter supersedes any previous engagement letter for the period covered. Once agreed, this letter 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.

**3.2 Confirmation of your agreement**

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

3.2.2 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.

Yours sincerely

Eric Clapton

[I] [We] acknowledge receipt of this letter, and we agree to this letter and the attached schedules[s] of services, which together with the terms of business fully records the agreement between us concerning your appointment to carry out the work described in the schedule[s].

Name…………………………. Signed ................................................... Date ......................

Name…………………………. Signed ................................................... Date ......................