**DEED DOT COM DOT AU PTY LTD** **ABN: 32 123 929 984**

**Suite 3.04, Level 3, 29-31 Solent Circuit Baulkham Hills NSW 2153**

**Phone (02) 9684 4199 Email:** [**manoj@diysuperfund.com.au**](mailto:manoj@diysuperfund.com.au)

Auditor Name -

Auditor Firm name -

Date -

# Offer to conduct SMSF Audit work from our Secured office in Ahmadabad India TERMS & CONDITIONS

1. **Our Audit team**

We have got an audit team comprising of five experts, which we are considering of expanding in future as demand continues to grow. A career profile of supervisor is attached for your perusal.

Our Audit team will become your staff members to complete audits for you. Each fund will be audited by staff and then reviewed by a senior staff member. We will maintain a daily sheet of detailed work in progress which will be emailed to the auditor.

# Confidentiality

Our Audit team recognizes and acknowledges that all records with respect to your clients and all personal and business information of your corporation during the term of this agreement and following the termination of this agreement are valuable.

The members of the audit team have signed a confidentiality agreement with us and we assure you that your information will not be disclosed to anyone at any time, directly or indirectly, in written or other form, to any person, firm, corporation or other entity.

# Customer data

The funds which you add in your account and allocate to audit team will remain in your account as you are registered as a partner on the website. After entering in this agreement with us, if you decide at any point of time in future that you do not wish to proceed further and would like to discontinue the service; simply reallocate your funds and our audit team will not be able to access those funds from that point of time onwards.

# Our Fees

In consideration of the services to be performed by the audit team, the auditor will pay to us

$110 including GST. This fee is charged irrespective to the number of members, pension members, Actuarial requirements or if there are a large number of transactions in the fund.

However, if the fund has related party trusts or has borrowed in the year of audit, the fee is $125 plus GST.

An invoice will be raised to the auditor in the first week of the following month for the funds completed by audit team during that particular month. Payments will be collected via credit card authorization form, from the auditor (enclosed with this agreement) and debited after confirming the number of audits completed by obtaining approval from the auditor.

# The process

**What you are required to do:**

**Step1**. You have to add the following staff as your audit staff member in your account on www.onlinesmsfaudit.com.au.

Please find their name and email id’s below:

Staff Name: Suman - suman@diysuperfund.com.au

You are advised to choose any password while adding them and let us know that password. Please make sure that it is the same password for every member of the audit team.

Please enter restricted IP address (to be provided later) while adding them as your audit staff. This will guarantee you that they will be able to access the online portal only from our office and security of your data.

**Step 2**. After adding a fund which you want our team to audit for you, click “edit” icon and allocate the fund to all the audit team members.

**Step 3**. Our audit staff members will communicate with you only and not contact the accountant/client at any given point. You will also have access to their skype address and you will be able to talk to talk to them directly just like your staff member. Once the audit is complete the audit team will email you a spreadsheet daily in the manner you want.

# Scope of services to be provided

**Step 1**. Audit team will complete 90%-95% of the audit and you are only expected to review and finalize the audit. All breaches and issued discovered in their audit will be flagged and notes provided to you for your attention.

**Step 2**. The audit staff will keep you updated about the progress of all audits through emails daily, this will give you a clear view about the progress of each audit allocated to the audit staff.

We give you Skype ID of the reviewer and you are free to discuss your issues and concerns about each audit.

# Execution

I agree that I have read and understood the above terms and conditions EXECUTED as an agreement on (Insert Date - / /

Auditor Name

Auditor Firm Name

Director

Deed Dot Com Dot Au Pty Ltd

# Credit Card Payment Authorization Form

**Please complete the following section and sign/date below:**

**Credit Card Type (Please Circle one) Mastercard Amex Visa**

**Name on Credit Card**

**Credit Card Number**

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| **Expiry Date** | **(month)** | **(Year)** | **CVV Number** |

By signing below, you authorise Onlinesmsfaudit.com.au (Deed Dot Com Dot Au Pty Ltd) to charge your credit card on the first day of the following month up to the maximum amount indicated in the invoice which will be send to you at month end.

Signature of cardholder

Date: