



# The Paperless SMSF Auditor



## Terms of Engagement

The Paperless SMSF Auditor's fee structure is based on the upload and delivery of source documents per the Audit Upload Checklists. Our upload forms are a fully interactive checklist designed to help you delegate the audit preparation process to a junior staff member.

Careful attention to the uploading of relevant source documents allows for a quality and comprehensive audit that can also be delivered at a competitive price.

We operate a paperless office and have in place virus and related protection designed to scan PDF, Microsoft Word and Excel files. For security reasons we retain the right to decline to open uploaded **EXE** or **Zipped** files.

Once all documents for an SMSF audit have been uploaded we aim to finalise the audit within 7 to 14 days.

Audit fees payable to the "Paperless SMSF Auditor" should be settled within 14 days of completion of your audit.

We retain the right to decline any SMSF audit for any reason and to resign as auditor at any time during the audit process. In such circumstances no fee will be payable for any services provided.

Breach Reporting: if our audit determines your SMSF audit report is to be qualified and a breach report prepared we will advise you before lodging the report.

**Termination of our services during the course audit:** you can terminate our services during the course of your SMSF audit. No reason for doing so need be provided but we reserve the right to raise a minimum fee to cover our time costs to the date of your formal notice ending the audit engagement.

### Robert Lopez - Chartered Accountant

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