



Engagement Letter

I _____ (print name) hereby engage *Nathalie Pichard Professional Corporation [NPPC]* to prepare my Canadian tax return and the tax return(s) of the following members of my family:

_____ (print name/relationship)

_____ (print name/relationship)

_____ (print name/relationship)

_____ (print name/relationship)

_____ (print name/relationship)

By signing and dating this engagement letter below I acknowledge that I understand and accept the following as terms of and in relation to that engagement.

Professional Services

- That NPPC is preparing the above-noted tax return(s) based upon the information provided by me and is not conducting an audit of that information nor is NPPC checking that information for accuracy or completeness.

Client Obligations

- That NPPC relies upon me to provide complete and accurate information to prepare the above-noted tax return(s) including, but not limited to, all income and benefits from employment, all income from investments and all dispositions of a capital nature and their costs.
- That I will provide complete and accurate information to NPPC that is in my possession and as requested by NPPC.
- That NPPC relies entirely upon my representations about the information provided to them to prepare the above-noted tax return(s).

Billing Procedures

- That I am responsible to pay the costs of the preparation of the above-noted tax return(s) and that those costs do not cover related services beyond those incurred to prepare the above-noted tax return(s); without limiting the generality of the foregoing, in particular, the costs do not cover representations made by NPPC in the event of an audit, responses to requests from tax authorities about the above-noted tax return(s) and research exercises specific required on the above-noted tax return(s).
- That the costs of the preparation of the above-noted tax return(s) is due upon receipt of those return(s) and that overdue accounts will be subject to interest on a monthly basis.

Engagement Limitations

- That NPPC is not performing an audit of my information and is not responsible for detecting fraud, defalcations or other irregularities.

Timing

- That this engagement continues in force from year to year without the need for renewal until either party choses to end the relationship.
- That these acknowledgements continue in force until either party, in writing, sets out changes thereto which the other party accepts, in writing.

Confidentiality (Electronically)

- In performing our services, we will send messages and documents electronically. You acknowledge that electronic communication carries the possibility of inadvertent misdirection, interception or non-delivery of confidential material, or infection by a virus. If you do not consent to our use of electronic communications, please notify us in writing.
- We do not accept responsibility and will not be liable for any damage or loss caused in connection with the interception or corruption of an electronic communication.

Date [mm/dd/yyyy] _____

Name (print name) _____

Signature _____

(on behalf of all family member(s) listed on page 1)