

TERMS OF BUSINESS

Business Name: FASI ACCOUNTANTS LTD

Practice Owner: SIBEL ALP MAAT

Business Address: 338A Regents Park Road

Email: info@fasiaccountantsltd.co.uk

Telephone: 02088013296

1. About Us

These Terms of Business set out the basis on which **FASI ACCOUNTANTS LTD** provides professional accounting and bookkeeping services to clients.

Our aim is to provide a professional, efficient and confidential service while complying with the ethical and professional standards of the Association of Accounting Technicians (AAT).

2. Scope of Services

Services may include:

- Bookkeeping
- Preparation of annual accounts
- Self Assessment tax returns
- Corporation Tax returns
- VAT registration and VAT returns
- Payroll and pension administration
- Management accounts
- Company secretarial services
- General accounting and business support

The services to be provided will be confirmed separately in an Engagement Letter.

3. Client Responsibilities

Clients agree to:

- Provide complete, accurate and timely information.
- Keep appropriate accounting records.
- Inform us promptly of any changes affecting their tax or financial affairs.
- Review documents prepared before submission.
- Approve all tax returns before filing.

Failure to provide information on time may result in delays, penalties or additional fees.

4. Our Responsibilities

We will:

- Perform work with reasonable care and professional competence.
- Maintain confidentiality.
- Comply with applicable legislation and professional standards.
- Keep clients informed of significant matters affecting their affairs.
- Act honestly, objectively and with integrity.

5. Anti-Money Laundering

We are required to comply with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017.

Accordingly we may:

- Verify your identity.
- Obtain proof of address.
- Carry out electronic identity checks.
- Request additional information where necessary.
- Conduct ongoing customer due diligence.

Where required by law, we may submit reports to the National Crime Agency without informing the client.

6. Fees

Fees are based on:

- Time spent;
- Complexity of the work;
- Level of expertise required; or
- Fixed fee agreements where applicable.

Invoices are payable within **14 days** of the invoice date.

Late payment may result in suspension of services.

7. Confidentiality

All information received from clients will remain confidential unless disclosure is:

- Required by law;
- Required by a regulatory authority;
- Authorised by the client.

8. Data Protection

We process personal data in accordance with:

- UK GDPR
- Data Protection Act 2018

Personal information is collected solely for providing professional services and complying with legal obligations.

9. Professional Indemnity Insurance

We maintain Professional Indemnity Insurance appropriate to the nature of our practice.

Details are available upon request.

10. Limitation of Liability

Our liability shall be limited to losses arising directly from our negligence and shall not exceed the level of our Professional Indemnity Insurance except where liability cannot legally be excluded.

11. Complaints Procedure

If you are dissatisfied with our services, please contact us in writing.

We will investigate your complaint promptly and fairly.

If the matter cannot be resolved, clients may contact the Association of Accounting Technicians (AAT) where appropriate.

12. Continuity of Practice

We maintain appropriate business continuity arrangements to ensure that client matters can continue to be managed in the event of illness, incapacity or other unforeseen circumstances.

13. Termination

Either party may terminate the engagement by providing written notice.

Fees remain payable for work completed up to the date of termination.

14. Governing Law

These Terms of Business are governed by the laws of England and Wales.

Contact Details

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