

Tax Advisory Engagement Letter

Terms of tax advisory services – Lieu Vo

Client: [Client Name] **Date:** [DD Month YYYY]

Parties

This engagement letter is between:

Tax Adviser	Lieu Vo, [Address], [City], [Postcode]
Client	[Client Name], [Address], [City], [Postcode]
Nature of engagement	Tax advisory services
Governed by	The laws of England and Wales

Nature of Services

Lieu Vo provides **tax advisory services**. This engagement covers guidance, planning, and advice on tax matters. It does not include the preparation, completion, or submission of any tax returns, accounts, or filings with HMRC or any other authority.

Advisory services provided under this engagement may include:

- Personal and business tax planning
- Advice on income tax, capital gains tax, and inheritance tax
- Guidance on VAT registration, thresholds, and schemes
- Business structure advice and tax-efficiency review
- Advice on allowable expenses and reliefs
- PAYE and payroll tax guidance
- Advice on property taxation, including rental income and disposal
- Review of tax implications of specific transactions
- General guidance on HMRC rules, rates, and allowances

Advice is based on information provided by the Client and tax law in force at the time. Lieu Vo accepts no responsibility for changes in legislation after advice has been given.

What Is Not Included

The following are outside the scope of this engagement:

- Preparation or filing of Self-Assessment tax returns
- Preparation of company accounts or corporation tax returns
- Payroll processing or RTI submissions to HMRC
- VAT return preparation or submission
- Bookkeeping or transaction categorisation
- Representation in HMRC investigations or enquiries
- Legal advice (clients should seek independent legal counsel)

Should the Client require any of the above, a separate engagement letter and fee agreement will be issued.

Fee Structure

Three engagement options are available. The Client selects one option at the time of signing.

Option	Fee	What is included
A – Hourly Rate	£[000] per hour	Ad hoc advice billed in 30-minute increments. Invoiced monthly based on time recorded. Suitable for occasional or one-off queries.
B – Monthly Retainer	£[000] per month	Up to [X] hours of advisory time per month. Unused hours do not roll over. Priority response within 1 business day. Invoiced at the start of each month.
C – Per Session	£[000] per session	A single 60-minute advisory session, booked in advance. Additional sessions billed separately. Suitable for specific one-time guidance.

All fees are exclusive of VAT. VAT will be charged at the prevailing rate where applicable.

Payment Terms

- **Option A – Hourly Rate:** invoiced at the end of each calendar month based on time recorded.
- **Option B – Monthly Retainer:** invoiced at the start of each month, payable in advance.
- **Option C – Per Session:** invoiced upon booking confirmation. Session will not proceed until payment is received.

Payment is due within **14 days** of the invoice date. Late payments will accrue interest at **8% per annum** above the Bank of England base rate under the Late Payment of Commercial Debts (Interest) Act 1998.

Client Responsibilities

The Client agrees to:

- Provide **complete and accurate information** when requesting advice
- Notify Lieu Vo promptly of any changes in circumstances that may affect advice given
- Not rely on advice for purposes other than those for which it was given
- Seek independent verification where a decision involves significant financial or legal consequences
- Retain all documents and records relevant to their tax affairs for a minimum of **6 years**

Lieu Vo accepts no liability for advice given on the basis of incomplete, inaccurate, or misleading information.

Limitation of Liability

Lieu Vo's total liability for any claim arising from this engagement shall not exceed the total fees paid in the **12 months preceding the claim**. Lieu Vo shall not be liable for indirect, consequential, or loss of profit claims. Tax advice is based on current legislation and HMRC guidance; Lieu Vo is not liable for changes in law after advice is issued.

Confidentiality and Data Protection

Both parties agree to keep all information shared under this engagement strictly confidential. Lieu Vo will not disclose the Client's information to any third party except where required by law or HMRC

authority. Personal data is processed in accordance with the **UK GDPR** and the Data Protection Act 2018.

Term and Termination

Item	Detail
Start date	[DD Month YYYY]
Notice period	30 days written notice by either party
Options A and C	Either party may end the engagement at any time with notice
Option B	Notice takes effect at the end of the current billing month
Outstanding fees	All fees incurred up to termination remain payable

Acceptance

By signing below, both parties confirm they have read and agreed to the terms of this engagement.

Selected fee option (tick one):

Option A – Hourly Rate Option B – Monthly Retainer Option C – Per Session

Client
[Client Name]

Lieu Vo
Tax Adviser

Signature

Date: _____

Signature

Date: _____