

REPORTING CAPITAL GAINS TAX ON UK PROPERTY

SCHEDULE OF SERVICES

This schedule should be read in conjunction with the engagement letter and the terms of business.

1. RESPONSIBILITIES AND SCOPE IN RELATION TO REPORTING CAPITAL GAINS TAX ON UK PROPERTY

1.1. Compliance work

- 1.1.1. We will provide tax advisory services in relation to in-year reporting requirements for capital gains tax (CGT) on UK property.
- 1.1.2. We will prepare your in-year return and calculate the CGT due, where required. After obtaining your approval and signature, we will submit your in-year CGT return to HM Revenue & Customs (HMRC).
- 1.1.3. We will calculate the CGT liability and tell you how much to pay and when.
- 1.1.4. Our services may include telephone conversations, attendance at meetings and written advice, as and when requested by you.
- 1.1.5. We will not provide any other tax services unless covered by a separate engagement letter or another schedule to this letter. If you instruct us to do so, we will provide such other taxation, ad hoc and advisory services as may be agreed between us from time to time. These will be the subject of a separate engagement letter and we will agree with you a separate fee for any such work you instruct us to undertake.
- 1.1.6. If additional or specialist expertise is required, we may need to seek this from, or refer you to, a specialist.

1.2. Changes in the law, in practice or in public policy

- 1.2.1. We will not accept responsibility if you act on advice given by us on an earlier occasion without first confirming with us that the advice is still valid in the light of any change in the law, practice, public policy or in your circumstances.
- 1.2.2. We will accept no liability for losses arising from changes in the law (or the interpretation thereof), practice or public policy that are first published after the date on which the advice is given.

1.3. Your responsibilities

- 1.3.1. You are legally responsible for:

- a) ensuring that your CGT on UK residential property in-year return is correct and complete;
 - b) filing any returns by the due date: and
 - c) paying tax on time.
- 1.3.2. Legal responsibility for approval of the in-year return cannot be delegated to others. You agree to check that the in-year return that we have prepared for you is correct and complete before you approve and sign it.
- 1.3.3. You authorise us to approach such third parties as may be appropriate, for information that we consider necessary to provide the advice.
- 1.3.4. You will keep us informed of material changes in your circumstances that could affect the tax advisory services we are providing. If you are unsure whether the change is material, please let us know so that we can assess its significance.
- 1.3.5. To enable us to carry out our work, you agree:
- a) to provide full details of all UK residential property disposals including associated costs/ valuations prior to disposal. Where you consider that you will be non-UK resident in the tax year of disposal, full details of all UK property disposals, including disposals of shares in property rich companies, must be advised prior to exchange of contracts on any property disposal. If information is received after this, we cannot guarantee that we can provide advice on the amount of capital gains tax due or submit an in-year return within 60 days after the completion of the disposal;
 - b) to provide all information necessary for dealing with your affairs; we will rely on the information and documents being true, correct and complete and will not audit the information or those documents;
 - c) to authorise us to approach such third parties as may be appropriate, for information that we consider necessary to deal with your affairs;
 - d) to provide us with information in sufficient time for the in-year return to be completed and submitted by the due date, which is 60 days from the date of completion;
 - e) to create a Government Gateway user ID if you do not already have one;
 - f) to use your Government Gateway user ID and password to sign in and create a Capital Gains on UK property account;
 - g) to provide us with your Capital Gains on UK property account number; and
 - h) to provide us with your UK postcode or country of residence.

On submission of your Capital Gains Tax UK Property Disposal Return to HM Revenue & Customs, our services in respect of CGT will cease and you will need to be re-engaged if this service is required again in the future.