



INSTITUTE OF
**PUBLIC
ACCOUNTANTS®**

**Tax Practitioners Board - submission TPB (PN) D40/2019
Letters of Engagement**

21 May 2019

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Tax Practitioners Board
GPO Box 1620
SYDNEY NSW 2001

Via email: tpbsubmissions@tpb.gov.au

Dear Sir/Madam

Re: TPB (PN) D40/2019

On behalf of the Institute of Public Accountants (IPA), I am writing to comment on *TPB (PN) D40/2019 Letters of engagement*.

- (1) The PN includes a substantial amount of detail which will provide members with a level of comfort as to what is required in an Engagement letter,
- (2) Demonstrating the need for an Engagement letter regardless of the Code requirements was well communicated in the PN,
- (3) Clause 7, the last sentence should include text lifted from APES 305 para 3.5 as some members will not use a formal Engagement letter, they may use a flyer or leaflet. This needs to be spelt out so members know these mediums of communication are also fit for purpose. I would amend the last sentence in clause 7 to say:

“As such, the TPB strongly encourages the use of written agreements for example a formal letter or agreement, a standard format handout, brochure, leaflet or electronic communication covering the services offered as a means of avoiding uncertainty and misunderstandings and to assist in compliance with the Code.”

If you would like to discuss our comments, please contact me on vicki.stylianou@publicaccountants.org.au.

Yours sincerely

Vicki Stylianou
Executive General Manager, Advocacy & Technical
Institute of Public Accountants

About the IPA

The IPA is a professional organisation for accountants recognised for their practical, hands-on skills and a broad understanding of the total business environment. Representing more than 35,000 members in Australia and in over 65 countries, the IPA represents members and students working in industry, commerce, government, academia and private practice. Through representation on special interest groups, the IPA ensures the views of its members are voiced with government and key industry sectors and makes representations to Government including the Australian Tax Office (ATO), Australian Securities and Investments Commission (ASIC) and the Australian Prudential Regulation Authority (APRA) on issues affecting our members, the profession and the public interest. The IPA recently merged with the Institute of Financial Accountants of the UK, making the new IPA Group the largest accounting body in the SMP/SME sector in the world.

