

# Protecting your Practice: Managing client risk and future uncertainty

## 2.5 Hour Live Streamed Seminar

### Purchase Today

Presented by  
Andrew Gardiner  
and Rene Chan

Recent developments have reshaped the **legal** and **professional exposure** associated with running an **accounting practice**.

It is therefore vital that **all accountants** adopt the correct procedures and documentation.

In our Protecting Your Practice Seminar, we signpost the **key risk areas** and offer practical solutions.

**NTAA Hot Spots Series Seminars – included for Gold Members, [click here for more information](#).**

### Critical Traps and Tips with the NEW ‘Dob-in’ Provisions

- ❑ When are tax practitioners required to ‘dob-in’ clients under the new rules?
- ❑ Rights and obligations associated with the NEW ‘dob-in’ provisions and other tax practitioners
- ❑ Critical issues to consider when dealing with information requests from Government agencies (e.g., the ATO)
- ❑ Strategies to consider when dealing with frustrating/non-compliant clients
- ❑ What are the reporting/documentation requirements associated with a tax practitioner making a disclosure?

### Recent Guidance Confirms Dangers with Inadequate Engagement Letters

- ❑ Why are appropriately drafted engagement letters so important in the new environment?
- ❑ What are the key clauses/issues that should be addressed in an engagement letter?
- ❑ What information needs to be included in an engagement letter where outsourcing (e.g., overseas) occurs?
- ❑ What should tax practitioners do when tax issues are found in a prior year for a new client?
- ❑ How should an engagement letter deal with tax issues from prior years?

### Other Key Issues when Protecting your Practice

- ❑ Key TPB developments that will directly affect tax practitioners
- ❑ Traps and tips with professional representations on behalf of a client (e.g., sophisticated investor)
- ❑ Disclosures and obligations when an accounting practice is subject to a cyber attack
- ❑ Traps and tips associated with lodging overdue tax returns and BASs for a new client
- ❑ Dealing with the privacy laws including the storage of client data and information

### An Essential Guide to Terminating a Client Engagement

- ❑ When is a tax practitioner legally required to terminate an engagement with a client?
- ❑ Navigating the issues associated with document liens and software access (e.g., Xero)
- ❑ Rights and obligations when recovering or settling outstanding accounts from a former client
- ❑ Documentation and notification requirements when terminating an engagement
- ❑ Dealing with historic claims and runoff cover for PI insurance purposes

#### Delegates receive important precedent documents:

Precedent documents provided include updated engagement letters (for businesses and individuals), sample file notes and termination documents.

#### Live Streaming on:

- ◆ **Friday 15 November at 10am AEDT and**
  - ◆ **Thursday 5 December at 12pm AEDT**
- with dedicated Question and Answer Time.**

**2.5 Hours  
of CPD (including  
1 hour of Ethics)**

# Protecting your Practice: Managing client risk and future uncertainty

## Members

◆ \$242 PDF Notes included (incl. GST)

## Non-Members

◆ \$352 PDF Notes included (incl. GST)

All delegates will receive comprehensive PDF notes filled with examples and 2.5 Hours of CPD

## Registration Form

Please retain this original document as your tax invoice. This document will be a tax invoice for GST when fully completed and you make payment to the National Tax & Accountants' Association Ltd. NTAA's ABN: 76 057 551 854

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