YDIY
BOOKKEEPING SERVICES

Policy Statement

YDIY Bookkeeping Services Pty Ltd — BAS Agent 25289348

In Our Business, We:

- Uphold and adhere to being a "Professional Bookkeeper."
- Uphold and adhere to the requirements of the Institute of Certified Bookkeepers (ICB) Professional Code of Conduct.
- Uphold and adhere to the requirements of the TASA2009 Code of Conduct for Registered BAS Agents ("the Code").
- Uphold and promote the ethical standards of the tax profession.
- Comply with our personal and business tax and compliance obligations.

To Achieve This, We:

- Maintain a Quality Management System.
- Undertake at least 30 hours per year of Continuing Professional Education.
- Provide training and resources to understand and apply current business and compliance obligations for our clients.
- Provide training and resources to understand and apply the Code.
- Actively endorse, promote and require adherence to the Code.
- Maintain a culture of transparency, accountability, ethical conduct and compliance with the Code and the tax laws.

Our Quality Management System Covers:

- Our approach to providing services.
- Our approach to communication with clients.
- Review of work performed.
- Supervision and control.
- Record keeping in relation to services provided.
- Recognition of, and required action on, amending or correcting previous work – including any false or misleading statements to the ATO or another government agency.

If there is ever an issue with the performance of any of our team, including breaches of the Code:

- We have systems for team members to report concerns.
- Our policy is to protect team members who raise concerns.
- We have processes to manage and address any underperformance.
- Records of actual or potential breaches of the Code are maintained.

Our Team Members:

- Are supervised and reviewed as necessary to ensure quality of service.
- Are trained and kept up to date with the necessary skills and knowledge.
- Are confirmed not to have been disqualified by the Tax Practitioners Board before providing services to you on our behalf.

- Have undergone police checks as required, as part of meeting the “fit and proper person” requirement.
- Are remunerated with consideration of their skill, experience and adherence to the Code.

We uphold the Code's principles of Honesty & Integrity, Independence, Confidentiality and Competence. We take reasonable care in ascertaining a client's state of affairs and ensuring taxation laws are applied correctly to the statements we make, or advice we give, on your behalf. We will advise you of your rights and obligations under relevant taxation laws.

We will also advise you of any matter that could significantly influence your decision in relation to our engagement for the provision of services.

Please also refer to our Disclosure Statement and Client Engagement Letter.