

GuSTAX CONSULTING PTY LTD

ABN 16 097 171 509

Monday, 7 February 2005

Dear ,

Tax Training Sessions – 2005 Calendar Year.

We are pleased to provide our proposed tax training arrangements for the 2005 calendar year. This offer formally sets down the terms and conditions under which our training is provided.

General

The proposed training requirements are as follows:-

Frequency of Session	Monthly
Day of Session	Every of the month
Time of Session	
Presenter	Tony Evans
Cost per Session	including GST

Appendix B lists the proposed session dates and we request that you review these and confirm them as soon as possible. We have tentatively entered these in our diary to ensure your regular time is not alternatively reserved. You may also wish to advise other participants so they can record these dates.

Format of Training

The sessions will run for two hours and feature a tax update and a special topic.

The tax update portion will normally run for approximately 60 minutes and will focus on matters of interest or importance. However this duration can be varied by arrangement. No attempt will be made to cover all of the information in the paper and every attempt will be made to focus on topics of importance to the participants of the session. We recommend that participants read the update notes in advance of the session where possible in order to facilitate better interaction in the sessions.

TELEPHONE
FACSIMILE
EMAIL

POSTAL ADDRESS

TAXATION ADVISORS & TAXATION TRAINING SPECIALISTS

The special topic will take the format of either a technical paper or a case study. The aim will be to cover the basics of the topic in detail as well as to highlight problems and issues. Wherever possible, we will try to provide suggestions and tax planning opportunities to assist participants in dealing with real life issues that they are likely to experience in their work. The duration of the special topic will be for the remainder of the two hour session.

Notes

We will provide to you in advance of the session a set of notes usually in either a Word document, PowerPoint format or "pdf" format. For security purposes to protect the integrity of the notes, we will ensure that the notes are in a read only format. However you will be able to print the notes and on forward them to participants as required.

Our fee structure is based on your firm meeting the costs of distributing and copying the notes for the participants as appropriate.

We make every attempt to ensure the notes are in a format that can be accessed by you. However on occasions computer incompatibilities will mean that some persons may have difficulty in accessing or printing notes. We request that where this occurs, you contact us immediately so that alternative arrangements can be made.

These and the special topic notes are an excellent reference for participants.

Special Topics

Appendix A lists our current range of special topics, together with those under development. The availability dates for proposed topics may vary depending on demand, and we will inform you as these are completed.

If you have a special topic relevant to your clients and practice which is not currently available, we are happy to develop topics to suit your needs provided there is enough demand for these from our training clients. As papers take time to develop, the sooner you make your topic recommendations, the sooner these suggestions can be acted upon. Please take the time to list your suggestions when confirming your training requirements.

Feedback

It is always our aim to improve the quality and impact of staff training sessions. We therefore value your feedback and will act on your comments to improve our presentations. Please feel free to contact us with suggestions and recommendations.

Trading terms and conditions

Our trading terms are 14 days from date of invoice and we have a policy of billing every two weeks. Therefore we would expect that the previous training sessions will be paid for in full prior to the delivery of the latest session. We reserve the right to defer sessions while previous invoices remain outstanding.

Cancellation Fees

Although by signing this offer you have agreed to book the listed sessions on the appropriate dates, we understand that circumstances can sometimes change. We do not formally lock you into a full twelve month commitment. However some cancellation fees may apply where sessions are discontinued. These are as follows:-

- The price of _____ per session GST inclusive is based on a booking of six sessions or more per calendar year. Where less than six sessions are actually presented in the calendar year, the cost per session is _____ per session GST inclusive. Should the arrangement be cancelled prior to the completion of a minimum of six sessions in the calendar year, we reserve the right to re-invoice you for the differential in cost for the sessions already presented. Effectively you are receiving a discount for a bulk booking and this discount is removed where the minimum number of sessions is not provided.
- Should you decide to cancel a session within one week of the planned presentation date or subsequent to the delivery of some or all of the notes for that session (whichever is the earlier occurrence), we reserve the right to charge the full fee for that session. This condition will not apply where the session is rescheduled to a later time.

Should we not receive email or written confirmation of your agreement to these conditions and we still proceed with the delivery of sessions that relate to this offer, it will be accepted and assumed that you have agreed in full to these new terms and conditions.

Please keep in mind that unlike other presenters, we will not lock you into an annual commitment, subject to the conditions set out above. The advance dates are only locked in for your convenience and scheduling purposes.

Conclusion

We trust that you find the above acceptable and look forward to your earliest response. Should you wish to discuss any of the above in detail, please call Tony Evans of our office on (03) 9884 1187. Otherwise, please confirm your agreement to the above arrangements by signing the copy of this letter below and returning it to our office by _____.

Yours faithfully

Tony Evans – Director
Gustax Consulting Pty Ltd
(Just Tax Consulting)

I hereby confirm the training arrangements set out in the attached letter including the attached Appendices in relation to the 2005 calendar year.

[INSERT NAME]

[SIGNATURE]

[INSERT DATE]

**APPENDIX A
LIST OF SPECIAL TOPICS – TAX TRAINING**

TOPIC	STATUS	EXPECTED AVAILABILITY	PLEASE INDICATE INTEREST
Boat Charter arrangements	Available		
Carry Forward Losses – Companies	Available		
Carrying on a business	Available		
CGT Main Residence Exemption	Available		
CGT Rollovers	Available		
CGT Small Business Concessions	Available		
Consolidation Regime - Overview	Available		
Debt / Equity Rules	Available		
Debt Forgiveness Rules	Available		
Division 7A & Section 108	Available		
Deductibility of Interest	Available		
Entertainment	Available		
Fringe Benefits Tax	Available		
GST – What is an Enterprise?	Available		
GST & Going Concerns	Available		
GST & Reduced Credit Acquisitions	Available		
GST & Residential Property	Available		
GST & the Retail Industry	Available		
GST & Vouchers	Available		
GST – An Overview	Available		
Issues with Trusts	Available		
New Imputation System	Available		
Non-commercial losses / Hobbies	Available		
Part IVA	Available		
Personal Services Income	Available		
Salary Packaging	Available		
Simplified Taxation System	Available		
Structures	Available		
Tax & Motor Vehicles	Available		
Tax Issues on Termination of Companies	Available		
Tax Planning	Available		
Taxation of Expatriates	Available		
Taxation of Inpatriates	Available		
Trust Loss Provisions	Available		
Uniform Capital Allowances	Available		
Value shifting provisions	Available		
Topic under development at present			
Prepayments		By mid 2005	
Proposed topics - please indicate interest			
Assessable Income			
Allowable Deductions			
Business Succession Planning			
CGT Events			
Issues on Death of a Taxpayer			
Eligible Termination Payments			
Research and Development			
Taxation of Superannuation Funds			
Employee Share Scheme Rules			
Other - please indicate			

APPENDIX B**SUMMARY OF SESSION DATES & TIMES**

MONTH	DATE	DAY	TIME	UPDATE	SPECIAL TOPIC (Please indicate your preferences & return to our office – see list of available topics)
January	N/A	N/A	N/A	N/A	None
February	/02/05			December/ January	
March	/03/05			February	
April	/04/05			March	Fringe Benefits Tax?
May	/05/05			April	Taxation Planning?
June	/06/05			May	Division 7A?
July	/08/05			June	
August	/08/05			July	
September	/09/05			August	
October	/10/05			September	
November	/11/05			October	
December	/12/05			November	