



PLB TAX
Chartered Professional Accountant
#216 – 6678 152 Street, Surrey, BC, V3S 7J2
P: 604-581-1000 F: 778-775-1109
E: info@plbtax.com www.plbtax.com

Letter of Engagement and Representation

I appreciate the opportunity to work with you and advise you on income tax matters. Canada Revenue Agency (CRA) impose penalties upon taxpayers, and upon us as tax return preparers, for failure to observe due care in reporting on your income tax returns. In order to ensure an understanding of our mutual responsibilities, I ask all clients for whom my firm (dba PLBTAX) prepare tax returns to confirm the arrangements for themselves and for their dependents whose returns you have engaged my firm to prepare.

Responsibilities of PLB TAX

Based on information that you provide to us; we will prepare yours as well as your spouse (if requested) 2025 personal income tax return(s) and will complete any business or rental schedules you need. We will not audit or otherwise verify the data you submit, although we may ask you for clarification of some of the information. My name or my firm name on the tax return as a preparer does not constitute as a message from myself or my firm to any third parties. If the information is sent on a timely schedule, we will prepare and file the tax returns by the due date. The 2025 return has to be filed on or before April 30, 2026, and payment is due April 30, 2026.

Your responsibilities

You will provide me with accurate and complete information necessary to prepare your tax return. Please review our checklist to get an idea what you should send me. You should allow me enough time to prepare and file the return by the deadline of April 30, 2026. You will be responsible for the final review of the returns to ensure they are complete, accurate and include all necessary information, including any information or documents necessary to ensure that the returns are correct, complete, and fully disclose all sources of income. This includes informing me of all interests you held in foreign properties with an aggregate cost in excess of \$100,000 at any time in the year, as well as all income from any foreign properties regardless of their aggregate value and all income and transactions relating to non-resident trusts. You understand that you are responsible to ensure that your tax return is correct namely report all the income, report of any sale of principal residence and report any foreign assets, otherwise CRA may assess penalties and interest.

FOREIGN PROPERTY DECLARATION (You MUST answer this section)

If you own certain assets (i.e., cash, stocks, bonds, digital currency (such as Bitcoin), trusts, partnerships, real estate and income producing property (rental property), etc.) outside of Canada costing more than \$100,000 at any time during the year, it is necessary for you to file a Foreign Income Verification Statement (T1135).

If you own a controlled foreign affiliate or non-controlled foreign affiliate, it is necessary to file an Information Return Relating to Controlled and Non-Controlled Foreign Affiliates (T1134)

If you receive a distribution from or is indebted to the non-resident trust, then you must file an Information Return in Respect of Distributions from and Indebtedness to a Non-Resident Trust (T1142)

It is very important you let us know about your status with respect to foreign reporting as there is heavy penalties for failure to file the forms on time.

T1135 purposes

Foreign assets

Did you own or hold foreign assets at any time in 2025 with a total cost of more than CAN \$100,000? Did you earn any income or realize any gains from foreign assets in 2025?

Yes ___ No ___

T1134 purposes

Affiliates outside Canada

Do you own a controlled foreign affiliate or non-controlled foreign affiliate at any point of time during the year?

Yes ___ No ___

SALE OF PRINCIPAL RESIDENCE OR VACATION PROPERTY (You MUST answer this section)

For Principal Residence:

This will tell me that if you are claiming principal residence exemption for the disposition of a property (or properties) in 2025.

Which year was the property purchased? _____

"I disposed of a property in 2025 that I will be claiming a principal residence exemption."

Yes ___ No ___

For Vacation Property:

Did you sell your vacation property during the year?

Yes ___ No ___

Failure to disclose the sale of your home or vacation property could result in large tax penalties. CRA now requires this sale to be reported even if no tax is payable. In addition, please indicate if you have a change in use of your property. This could include, for example, converting some or all of your principal residence into an income-earning property?

RESIDENTIAL SHORT-TERM RENTAL

Did you offer your property for rent for a period of less than 90 consecutive days?

Yes ___ No ___

(If yes, please go to the next question)

Do you have a license or a permit to operate a short-term rental?

Yes ___ No ___

(If you do not have a license, we can only include the income and cannot deduct expenses.)

Electronic communications

In performing the services, PLB TAX will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, I cannot guarantee or warrant that communications from me will be properly delivered only to the addressee. Therefore, I specifically disclaim, and you release me from, any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by PLB TAX in connection with the performance of this Engagement. In that regard, you agree that PLB TAX shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary, or special damages (such as loss of data, revenues, or anticipated profits).

If you do not consent to my use of electronic communications, please notify me in writing. Also please note any information sent electronically by me or third parties PLB TAX use is sent via software encryption and will require a password to obtain documents (usually your SIN or Business number will be the password). If you choose to send me documents electronically with sensitive information, you are responsible for ensuring security and transmission of documents. We do have a client portal in this regard where you can upload documents encrypted as an alternative to email.

Anti-Spam policy for electronic communication

Canadas Anti-Spam Policy permits us to send you mass electronic announcements, newsletters, tax planning information kits, etc. by email only if we have your consent. You may withdraw your consent to receive electronic messages from us at any time. All electronic messages sent to you will be compliant with Canadas Anti-spam legislation and will include: our name, mailing address, telephone number, our website address, a link where you can unsubscribe from our messages, the email address of a person you can contact about our messages, and, as applicable, the name or business name of the person sending the messages on our behalf.

Do you wish to receive theses electronic messages? Yes ___ No ___

Limitation of liability

The liability of PLB TAX to you, for any claim related to professional services provided pursuant to this engagement letter in either contract, negligent misrepresentation, or tort, including the officers and employees of the accounting firm shall be strictly limited to the fees charged for the services rendered under this letter up to a maximum of \$3,000. No claim shall be brought against the accounting firm in contract or tort more than two years after the services were completed or terminated under this engagement. The arrangements outlined in this letter will continue in effect from year to year unless changed by us. However, either party may terminate this agreement within 14 days of signing or we may terminate the agreement if fees remain due after 60 days from the date of the invoice.

Other matters

Our business respects the privacy of personal information, that is, information that identifies you as an individual, or that is associated with such identifying information. By engaging our services, you agree to provide personal information necessary for us to meet your service requests. Before you provide us with any personal information on behalf of others, you agree that you will have obtained consent for collecting, using and disclosing this information, according to privacy legislation. We want you to know that we will not rent, sell, or otherwise make your personal information, including contact information, available to any third-party without your permission. We use your information to complete your service requests, to inform you of changes in our business or service offerings, and to maintain our professional correspondence with you.

In accordance with our professional obligations under the accountants (Chartered) Act and Bylaws thereunder, our client files must periodically be reviewed by practice inspectors to ensure that we are following applicable professional standards. Reviewers are required to maintain confidentiality of client information.

You will provide the information we need to prepare your personal income tax return. By signing this letter, you consent to our use and disclosure of your personal information as is necessary for the purposes of preparing your personal income tax return, including:

- Transferring personal financial information from one family members return onto another family members return.
- Filing your personal income tax return with Canada Revenue Agency; and
- Delivering your completed personal income tax return to you or any family member (by mail, courier or email).

Please note that we do not provide U.S. tax services.

Fees

My professional fees will be based on our regular billing rates - unless a fixed fee has been agreed upon in writing -plus direct out-of-pocket expenses, rush fees where applicable and Goods and Services Tax. Fees for additional services will be established separately. My bills for services are due when rendered and interim days are subject to interest at 1 ½ % per month.

Tax Department Requests

CRA may send you detailed information requests for previously filed tax returns. If a response is not provided to CRA in a timely manner, it could result in a reassessment of your taxes. You must respond to these requests or send them to us on a timely basis. It will take our staff time to deal and respond to these inquiries, which we will invoice you for separately.

Our fees to prepare your tax return exclude any services pertaining to CRA audits, objections, appeals, etc.

Continuing Effect

If the services outlined are in accordance with your requirements and if the above terms are acceptable to you, please sign a copy of this letter in the space provided and return it to us prior to our commencement of preparing your personal tax returns.

We appreciate the opportunity of continuing to be of service to you (and your family) in the preparation of your personal income tax return(s). If this letter accurately reflects your understanding, please acknowledge your agreement by signing and returning to us the enclosed copy. Please feel free to call us with any questions or concerns at . Thank you for your trust in our business.

Sincerely yours,

I/We have read this letter and the services and terms set out above as agreed. In addition, I/We acknowledge and accept my/our responsibilities as taxpayers and client on behalf of the signatories of this letter and our dependents whose returns we have engaged you to prepare.

Accepted by : _____

Print name: _____

Date: _____