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Name
Company
Email
Date

Services Agreement to hire staff for SMSF Administration work

From our Secured office in India

RECITALS

Since 2015 tax year, our staff has been helping SMSF auditors complete SMSF audits on our platform www.onlinesmsfaudit.com.au by conducting financial and compliance SMSF audits. For the past two years we have been training our staff in SMSF Administration work on the most commonly used software such as CLASS, BGL Desktop and BGL 360.

Our staff has mixed experience from 1 year to over 5 years (having previously worked in similar back office operations) and are ready to be employed on full time basis by Australian Accounting Firms.

They work for you as a contractor just like another Australian staff - but from our secured office in India. You direct them and supervise them and pay us a monthly fee.

Our Staff can work for your accounting firm as a regular member of your staff on the below terms and conditions.

TERMS & CONDITIONS

1. Our team

Our SMSF qualified team members will become your staff members to assist you in all SMSF related administration tasks.

We will provide a list of staff member who are available with their resume'. You are free to select the level of staff based on the work you want to provide to the staff member based on the years of experience you are seeking. An interview will be arranged by our staff member, where you can measure the knowledge of the staff member is compared to the resume' supplied.

1.1 Once the staff member is selected, he will work for you for 3 days. At the end of the 3rd day a member of team will contact you to confirm the appointment. Once he is confirmed, the staff member will be allocated to you from the 1st day he started working for you.

1.2 Our staff member will be directed by you - you will be allocating him user name and password for all the software's you want him to work on.

1.3 Our staff will be provided with a clean computer, 2 computer screens and a headset - with MS software like word / excel etc and outlook email address with an extension xxx@diysuperfund.com.au to communicate with you plus you will have the staff members teamsID.

1.4 The staff member will maintain a time sheet for you and for our billing purposes.

2. Confidentiality

Our team recognizes and acknowledges that all records with respect to your clients and all personal and business information of your corporation during the term of this agreement and following the termination of this agreement are valuable and will be restricted for access within our office premises only.

We have signed a confidentiality agreement with each staff member and we assure you that your information will not be disclosed to anyone at any time, directly or indirectly, in written or other form, to any person, firm, corporation or other entity.

We consider all the information shared by you of a confidential or proprietary nature and not in the public domain, including without limitation:

- Information regarding structure, details of members, SMSF investments, bank accounts etc, financial position, financial performance and business of the SMSF generally whether or not disclosed
- Technical information and other trade secrets and confidential know-how processes, techniques, source and object codes, software and computer records;
- Details of arrangements and agreements with or proposed with third parties; and
- Information presented to and decisions of the board of either Party.

Our computers do not have data copying devices and each 10 staff are monitored by a team leader (at our own expense) to assist in any complicated issue which can be resolved

3. Our Fees

Our monthly fee has been built for various levels of expertise, ranging from low administration work to high complex tasks, hence we offer 5 levels of experienced staff members as follows (Prices below are exclusive of GST):

Minimum 1 Year experience in SMSF Administration - \$2000/month

Minimum 2 year experience in SMSF Administration - \$2250/month

Minimum 3 Year experience in SMSF Administration experience - \$2500/month

Minimum 4 Year experience in SMSF Administration experience - \$2750/month

Minimum 5 + Year experience in SMSF Administration experience - \$3000/month

You can choose more than one staff member for your firm depending on how much time you wish to save by getting work done from our staff.

3.1 An invoice will then be raised on the last business day of the month and the payment is expected to be made on the 1st business day of every month for the preceding month. The payment will be automated with your card details which you provide to us in advance, after your approval.

3.2 The first 3 days will be on trial basis. If after 3 days you are not satisfied with the services - we will suggest another staff member, if available, and we will refresh the contract. If no one is available, no fee will be charged for 3 days of work.

3.3 If you are satisfied with the staff member, our contract will be month to month with each party able to give the other one month notice to terminate the contract.

3.4 Since you will be daily conversation with the staff member, if you want to employ him directly, that can be arranged from the staff members home or from another location but not from our secured office. A fee of three month's salary will be charged as a recruitment fee. For clarity of all doubts - if you want our staff to work from his home for you - and he is a 3 year experience staff member and we are charging you \$2500 plus GST a break fee of \$7,500 Plus GST will be payable by you.

3.5 Increase in fee will be made on each work anniversary - when we provide you a resume, we will state very clearly on the resume the years of experience. For example if someone has 2 years and four months (2.4 Years) - after 8 months, the staff member will be of 3 years experience and we will after 8 months charge you \$2,500 Plus GST per month and responsibly increase the salary of the staff member in all fairness which you will be able to confirm directly with the staff member

If you wish to withdraw these services, a notice period of 2 weeks is to be provided from your end to process the handover to another staff member.

3.6 We do not expect any commitment from you to keep hiring the staff member, you can terminate the contract at any time by giving 4 week's notice. If our staff member wishes to terminate his agreement, he will need to provide us (and you) with 4 week's notice. In this situation we will offer another personal and one week will be allowed for transfer of knowledge which will not be billed to you. Should you want a longer period for transfer of knowledge, it would have to be billed as a second personal to you.

4. Hours of Work

Each country has different working conditions. In India, most staff work 2nd and 4th Saturday of each month and they are allowed 30 working days off (12 days public holidays, 8 days sick leave and 10 days Annual Leave). In Australia staff get 10 Public Holidays, 10 Days Sick Leave and 20 days Annual leave or 40 days off in a year or they work 220 days (52 X 5 days less 40 days).

Our Staff works for 2 Saturdays for 10 months or 20 days, plus 260 days in a year (52 Weeks X 5 Days) = Total 280 Days less 30 days (12 days public holidays, 8 days sick leave and 10 days Annual Leave) = 250 Working days Including 20 Saturday's.

We guarantee that our staff members will be work 8 Hours a day for 250 days in a year Including 20 days per year as training days (Two Saturday's in a month) or 2,000 Hours approx.

Our group training is done in-house by team leaders who themselves study by reading newsletters from SMSF Advisor, super concepts and other media and by watching video's by SMSF Technical Director Manoj Abichandani or reading legislation on ATO website etc.

We can also cater to their training in any specific SMSF area to which you desire.

5. TheProcess

What you are required to do:

Step1. Sign a copy of this contract.

Step 2. We will introduce you to the staff member via email. They will share their contact details (Teams ID and email) - we will organize a skype camera interview.

Step 3. You assign them with a monthly scope of work and begin to assign daily tasks. We will contact after 3 days to confirm the appointment.

Execution

I agree that I have read and understood the above terms and conditions EXECUTED as an agreement on (InsertDate- ____/____/____)

Director Name
Company

Director Name
Deed Dot Com Dot Au Pty Ltd

Credit Card Payment Authorization Form

Please complete the following section and sign/date below:

Credit Card Type (Please Circle one)

Mastercard Amex Visa

Name on CreditCard _____

Credit Card Number

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Expiry Date			CVV Number
	(month)	(Year)	

By signing below, you authorize DeedDotComDotAu Pty Ltd to charge your credit card on the first day of the following month after getting approval from you on the task sheet of each staff member.

Signature of cardholder

Date: _____