



# Warrington Accounting

Charting your financial course

13 Kloof View Road

Forest Hills

3610

Cell - 072 463 5671

Landline - 031 140 6114

heather@wacct.co.za

26 November 2025

Western Vision NPC  
c/o Mr NG Wareing

Dear Nicholas,

## **LETTER OF ENGAGEMENT FOR ACCOUNTING, SECRETARIAL & TAXATION SERVICES**

Thank you for choosing Warrington Accounting to assist you with your accounting needs, we look forward to working with you.

This letter confirms the terms of our engagement with **Western Vision NPC ("the Client")** for the provision of accounting, taxation, secretarial and advisory services by **Warrington Accounting (WA)**.

### **Agreed services**

Our engagement is for Warrington Accounting to provide the following services to the Client as required:

#### **1. Annual Services**

- Preparation, compilation and Independent Review of the Annual Financial Statements
- Calculation, preparation and submission of annual ITR14
- Preparation and submission of annual Beneficial Ownership declaration
- Preparation and submission of Annual Return & FAS

#### **2. Once Off Services**


- Ad-hoc services as required

Any additional services are outside the scope of this engagement and will be agreed to in writing in terms of scope and fee prior to the commencement of any work thereto. All services will be performed in accordance with applicable professional standards, regulations, and legislation.

### **Your Responsibilities**

Management must provide all relevant accounting records, documentation, explanations, and other information timeously to enable us to perform our services effectively.

Management is responsible for the accuracy and completeness of all information supplied and for ensuring that such information is free from material misstatement, whether due to fraud or error.



HEATHER LINDSAY WARRINGTON  
B.COMPT (HONS )  
CHARTERED ACCOUNTANT ( SA )  
SAICA MEMBERSHIP 20045244

Management retains full responsibility for the reliability, accuracy, and completeness of the financial information compiled by us, as well as for any decisions taken based thereon.

**Our Responsibilities**

It is the responsibility of Warrington Accounting to perform the agreed-upon services for the Client. in a timely, efficient, and professional manner.

All services will be carried out in accordance with the applicable professional standards, regulations, and legislation governing such engagements.

**Fees**

All fees will be quoted and agreed upon in writing prior to the commencement of any work. Fees for recurring services will be invoiced monthly, at the end of each month, unless otherwise agreed in writing.

Any additional fees arising from ad hoc or unforeseen services outside the scope of this engagement will be communicated to management and included in the invoice for the month in which such services are rendered. Disbursements and out-of-pocket expenses incurred in connection with the engagement (such as statutory filing fees, courier costs, and third-party charges) will be recovered from the client at cost.

**Terms and conditions**

The terms and conditions are included in a separate agreement, being the 'Standard Terms and Conditions of Business' and can be referred to for such.

**Conclusion**

We aim to provide the highest standard of professional service and are focused on the concerns of your business. If for any reason you feel you have not received the level of service expected or have an issue to raise, please contact myself to discuss how the problem may be resolved.

This engagement letter will apply to all future years unless the agreement is terminated in writing, by either party.

By signing below, you acknowledge that you have read, understand, and accept your obligations and responsibilities and that you understand our responsibilities in preparing your records as explained above.

Thank you again for choosing Warrington Accounting, we look forward to working with you.

Kind regards,


  
**Heather Warrington CA (SA)** Johannesburg  
Warrington Accounting  
[heather@wacct.co.za](mailto:heather@wacct.co.za)  
0724635671

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Acknowledged on behalf of Western Vision NPC as follows:

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 2025.

  
\_\_\_\_\_  
**NG Wareing**  
Director  
Western Vision NPC