Under the Tax Practitioner Board's code of conduct we are required to provide the following information:

1. **Tax Practitioners Board (TPB) public register** – the Tax Practitioners' Board maintains a public register of Tax and BAS agents

2. **How to search the register** – you can search the public register at the web address https://myprofile.tpb.gov.au/public-register/

3. **Tax Agent Registrations**



4. **TPB's complaint process** – how to make a complaint about a tax agent service that you have received.

   Further information about the TPB's complaint process is available at web address https://myprofile.tpb.gov.au/complaints/ .

   A complaint can be made in writing to the Tax Practitioners' Board via the TPB's website. An online complaint or breach form is available via this website.

5. **Rights, responsibilities and obligations of a Tax Agent**

Our rights, responsibilities and obligations as a Tax Agent include:

a. Meeting the requirements of the code of professional conduct
b. Acting lawfully in the best interests of clients
c. Breach reporting
d. Client verification process
e. Code obligations if we employ or have an arrangement with a disqualified entity
f. Confidentiality of client information
g. Holding money on trust
h. Managing conflicts of interest
i. Taking reasonable care

6. **Prescribed events**

Our Tax Agent registration is not subject to any conditions that limit the scope of the Tax Agent services that we can provide.