

ANY OTHER BUSINESS

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## Terms and Conditions for Bookkeeping Services

### 1. Introduction

These Terms and Conditions govern the relationship between Peter Trengove ("the Bookkeeper") and the Client ("Liam Thomas Baynes"). By engaging the Bookkeeper for services, the Client agrees to these Terms and Conditions.

### 2. Services Offered

The Bookkeeper provides the following services:

- General bookkeeping
- VAT returns
- Bank reconciliation
- Payroll processing
- Financial reporting
- Other services as agreed in writing

### 3. Initial Consultation

The Bookkeeper offers an initial consultation to discuss the Client's requirements. This consultation is free of charge. Any work beyond the consultation will be charged at the agreed rates.

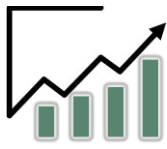
### 4. Fees and Payment

- The standard hourly rate is £25.00 unless otherwise agreed in writing.
- A one-off fee of £25.00 is charged for the initial work after the consultation, covering further research or preparation.
- Invoices will be issued on a monthly basis, and payments are due within 7 days of the invoice date.
- Late payments will incur an interest charge of 2% per month, or part thereof, on overdue amounts.
- All fees are exclusive of VAT unless otherwise stated.



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Bookkeeper





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### 5. Client Responsibilities

The Client agrees to:

- Provide all necessary documents and information required for the completion of services.
- Ensure the accuracy and completeness of the information provided.
- Make timely payments as per the agreed terms.

### 6. Confidentiality

Both parties agree to maintain confidentiality of all information disclosed during the course of the services. No information will be shared with third parties without prior consent, except as required by law.

### 7. Data Protection

The Bookkeeper complies with the Data Protection Act and GDPR. Personal data will be handled with care and stored securely. The Client has the right to access any personal information held by the Bookkeeper.

### 8. Limitation of Liability

The Bookkeeper will perform all services with due care and diligence. However, the Bookkeeper shall not be held liable for any indirect, consequential, or financial losses resulting from the services provided. The maximum liability for any claim related to the services will not exceed the fees paid by the Client for the services in question.

### 9. Compliance with HMRC and AML Regulations

Any Other Business operates in full compliance with all relevant UK legislation and regulatory requirements. As a bookkeeping practice supervised by **HM Revenue & Customs (HMRC)** for Anti-Money Laundering (AML) purposes, I follow strict procedures designed to protect clients, uphold professional standards, and prevent financial crime.

#### HMRC Compliance

I adhere to HMRC rules and guidance relating to:

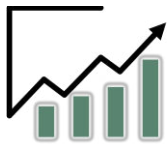
- Accurate and timely record-keeping
- VAT, payroll, and tax-related reporting
- Maintenance of financial documentation for statutory periods
- Ethical handling of client data and financial information

All bookkeeping work is carried out with due care to ensure accuracy, transparency, and alignment with HMRC expectations.

#### Anti-Money Laundering (AML) Compliance

To meet legal obligations under the Money Laundering Regulations 2017 (as amended), I maintain robust AML procedures, including:

- **Client Due Diligence (CDD):** Verifying identity and business legitimacy before engagement



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- **Enhanced Due Diligence (EDD):** Applying additional checks where higher-risk factors are identified
- **Ongoing Monitoring:** Ensuring transactions and financial activity remain consistent with the client's profile
- **Record Keeping:** Retaining required documents securely for a minimum of five years
- **Suspicious Activity Reporting (SAR):** Reporting concerns to the National Crime Agency where legally required

I am legally prohibited from informing clients if a SAR is submitted, in accordance with UK "tipping off" laws.

### **Client Cooperation**

Clients agree to provide accurate information, respond to AML requests promptly, and supply documentation necessary to meet regulatory requirements. Failure to provide required information may delay services or prevent the continuation of the engagement.

### **10. Termination of Services**

Either party may terminate the service agreement by providing 14 days' written notice. Upon termination, the Client agrees to settle all outstanding fees for services rendered up to the date of termination.

### **11. Dispute Resolution**

In the event of a dispute, both parties agree to first attempt to resolve the issue through informal discussion. If the dispute cannot be resolved, the matter will be referred to an independent mediator before any legal proceedings are initiated.

### **12. Governing Law**

These Terms and Conditions shall be governed by and construed in accordance with the laws of the United Kingdom, and the parties submit to the exclusive jurisdiction of the courts of Llandudno Magistrates' Court.

### **13. Amendments**

The Bookkeeper reserves the right to amend these Terms and Conditions. Any changes will be communicated to the Client in writing before they come into effect.