



Example Contract Clause OR Client Authority

(to be signed by client)

Pursuant to our firm's role as the Registered Office of your business, from time to time we may be served with documents on your behalf, some of which may be important legal documents.

In the event that we receive any such document(s), (by entering into this agreement), you agree that we may provide those documents to the law firm of Gavin Parsons and Associates, for the sole purpose of that firm providing a confidential and complimentary preliminary report on that document (in accordance with the pro-forma report attached).

As part of the service to your company in acting as its Registered Office, we will then provide those documents to you, along with the report from Gavin Parsons and Associates. All documents provided to Gavin Parsons and Associates will be dealt with by them in strict confidence and handled in accordance with the Privacy Policy of Gavin Parsons and Associates (<http://www.gavinparsonsandassociates.com.au/privacy.php>).

This will be a complimentary service, provided by a third party, for which we undertake all care but no responsibility.



[insert date]

Attention: [client name]

By email: [insert]

URGENT

Dear Sir/ Madam,

LEGAL DOCUMENT SUMMARY

Please find **enclosed** [important legal document] from Gavin Parsons and Associates on behalf of your trusted accountants at [Accountant's Details].

Document Received:

Document Received from:

Date Received/Served (by/on Accountant):

Method of Delivery: By hand: ☐ By email: ☐ By post: ☐ By facsimile: ☐

Effect of Document:

Recommended Next Steps:

Critical Date(s):

Potential Consequences of non-compliance by Critical Date:

This summary of [important legal document] has been prepared by [GPA staff member] on a strictly confidential and complimentary basis, please do not hesitate to contact us in the event you require any advice, assistance or legal representation.

If you have any questions please contact Gavin Parsons at Gavin Parsons and Associates on (02) 9262 4471 or gavin@gpalaw.com.au.

Yours faithfully,

Gavin Parsons and Associates

The content of this document is a general guide only, is based only on the document identified above and must not be relied on as legal advice. In order to provide you with legal advice we must review all relevant documents/facts, the applicable laws and take your instructions. We strongly recommend that you obtain legal and accounting/tax advice from qualified professionals as the circumstances require.