



GC & ASSOCIATES
Pty Limited

ACN 117 088 436
ABN 70 117 088 436

**Accountants, Tax Agents
& Business Advisors**

**Level 1/Suite 8, 387-389 Springvale Road
Springvale VIC 3171**

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INSTRUCTIONS TO NEW CLIENTS

Dear Client,

We are pleased to be appointed as your accountant and registered tax agent to handle your Australian Taxation matters.

To finalise our appointment, we ask you to complete the 'Client's Detail' form for our records and execute our Letter of Appointment.

To begin with, we will be assisting you in the application for an Australian Tax File Number (TFN). For the Australian Taxation Office (ATO) to process applications, they require the three items listed below:

- 1) TFN Application Form
Please print and sign on Page 7, we will complete the application on your behalf. We require two (2) copies per applicant.
- 2) Two (2) Qualifying and Certified Proof of Identity Documents per Applicant
ID Documents most commonly accepted by the ATO include any of the following combinations:
 - Passport and National Identity Card, or
 - Passport and Driver's Licence, or
 - Passport and Birth Certificate
- 3) Certified Contract of Sale
Please provide us with your conveyancing lawyer's details; we will initiate contact with them to obtain this document on your behalf.

Please note that all Proof of Identity documents must be in English and certified by the Australian High Commission or Consular Office. On occasions where your ID documents are in a language other than English, we can refer you to professional language translation providers to assist.

We ask you to refer to our Tax Document Checklist. This list outlines the documents you should be providing us with so that we may prepare your tax filings for lodgement to the ATO.

Once you have prepared the above documents, we ask you to please mail them to our office at:

GC & Associates
Level 1 / Suite 8
387-389 Springvale Road
Springvale VIC 3171
Australia

We look forward to receiving your documents in due course, and, should you have any further queries, please do not hesitate to contact us.

Kind Regards,

Albert Chua
Principal
GC & Associates Pty Limited