

4634 Queen St.  
Niagara Falls, ON, L2E-2L6



Phone: (905) 631-5600  
Fax: 1-866-828-6462  
www.meuk.net

**AGREEMENT BETWEEN:**

**MEUK Corporation**

(Hereinafter called "MEUK")  
and

**COMPANY**

and related companies  
(Hereinafter called the "CLIENT")

It is hereby agreed that MEUK will review the records of the client for the purpose of identifying and obtaining grants and/or income tax credits including but not limited to Scientific Research and Experimental Development (hereinafter called SR&ED).

The client will have use of the rdbase.net SR&ED tracking system at no additional cost.

The client will provide MEUK with the necessary information to conduct this review and all related tax assessments (immediately upon receipt).

For each of the fiscal years that any of these services are performed by MEUK, the client shall pay to MEUK

- 20% of any grants or tax credits earned,
  - including related refund interest & HST
  - payable when
    - the credits are refunded or applied against income taxes owing or
    - the grant funds are received &
  - where credits are delayed due to delinquent filing of tax returns, MEUK's fee is payable immediately.

MEUK and their representatives undertake to keep any information, to which they may have privileged access, in strictest confidence.

Your signing of this engagement letter will represent acceptance of these terms and will continue, until cancelled via written notice by either party.

\_\_\_\_\_  
for the CLIENT [Authorized signing officer]

\_\_\_\_\_  
for MEUK Corporation

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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# THE OFFICE OF DAVID SABINA

## CHARTERED PROFESSIONAL ACCOUNTANT

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4634 Queen St.  
Niagara Falls, ON, L2E-2L6

Phone: (905) 334-2946  
Email: dsabina@meuk.net

November 19, 2017

COMPANY

**Attention:** sent via email: \_\_\_\_\_

**Re. SR&ED tax credit support services**

Dear ,

I am summarizing the terms, nature and extent of our services, which include financial and tax preparation activities related to your SR&ED claim. This letter is intended to clarify the nature of activities to be provided by our office, in relation to the overall engagement envisioned by MEUK Corporation (as attached).

**Deliverables:**

1. Having worked with MEUK Corporation to identify and document the scientific projects, we then work with your accounting department to quantify the relevant SR&ED expenditures.
2. We will provide direction to you and/or your external accountants as to available GAAP<sup>1</sup> alternatives with respect to disclosure of both the research expenditures and tax credits in the accounting records of the company.
3. We will **work directly with your external accountants** to prepare the tax forms required for SR&ED tax credit filings.
  - a. In the case of current year filings, **we suggest** that:
    - i. Your accountants:**
      1. email us the draft (pre-SR&ED) financial statements & Tax Return (in Taxprep or Profile format).
      2. E-file: Once all parties are in agreement, your accountants will e-file the Federal and Ontario income tax returns on the company's behalf.
    - ii. We will:**
      1. Complete all required SR&ED forms
      2. Co-ordinate review: email the proposed final returns (with SR&ED) to
        - a. the accountants [Tax return format] &
        - b. yourself [PDF format] for final review.

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<sup>1</sup> Generally accepted accounting principles

- b. In the case of prior years, if requested, we can file all required objections or amendments.

In both cases, these forms and calculations are supported by a complete PDF copy of the “**R&D Investment file**,” including supporting working papers for the project descriptions, costs & related SR&ED tax forms.

4. It is the CRA's practice to “review” every single claim prior to allowing the incentives. Approximately 15% of such reviews will include an actual “site visit.” It has been our experience that the “R&D Investment” file can be used to support both the technical and financial details of the claim. Generally, we do not find it necessary to attend the onsite SR&ED reviews however, we remain available to explain and support the approach taken.
5. We will endeavour to keep you up to date on relevant tax and legislative changes that would affect you and your corporation as they occur in the fast changing and politically sensitive area of Research and Development expenditures.

#### **Terms and requirements:**

We understand that you will provide us with the information necessary for us to provide you with these services. Any review prepared will be completed without audit, but with a review consisting of enquiry, comparison and discussion, and as such, our relationship to your company will be that of tax advisors and not auditors or accountants. **As such, we recommend that you provide your auditors or accountants with a copy of this letter to clarify the complimentary nature of our services.**

The charges for our work will be paid to us directly by MEUK Corporation and are included in the MEUK Corporation engagement letter. We are also available to perform additional tax related services at fees to be quoted separately.

#### **Limitation on liability for late filing (beyond 15 months of year end):**

The absolute filing deadline for corporate SR&ED returns is 18 months from the corporate year end. In the event that the corporation fails to provide any single piece of required information, the entire claim may be denied. The Canada Revenue Agency provides additional administrative relief for corporations which file within 15 months of year end (to submit the missing information) however, all other claims will be dismissed. **As a result, both MEUK Corporation and the Office of David Sabina, C.P.A., disclaim any liability for errors or omissions resulting from SR&ED claims filed more than 15 months after year end.**

Your signing of the MEUK engagement letter will represent acceptance of the terms of this letter. We look forward to dealing with you over the future years and trust that we can be of substantial service to you.

Sincerely,

David Sabina, C.A., C.P.A.