

## How to change accountants

Contrary to what you may think, the process of changing to MJJ Accounting and Business Solutions is quite simple. The team at MJJ Accounting and Business Solutions aim to make this process as easy as possible. This information guide covers the process that the team at MJJ Accounting and Business Solutions go through in working with you to build a more efficient, profitable and valuable business.

- 1 Engagement Quote**

After your initial meeting the team at MJJ Accounting and Business Solutions will send out your "Engagement Letter" this is for you to review agreed services, sign and return.
- 2 Ethical Letter**

We will advise your previous accountant that you have engaged us to take care of your affairs and ask for them to give professional clearance for MJJ Accounting and Business Solutions to assume the role as your advisors.
- 3 Document transfer**

We will arrange with your previous accountant for the transfer of any relevant files, company registers, trust and super fund documents.
- 4 ASIC, ATO update**

MJJ Accounting and Business Solutions will arrange for all your relevant information to be updated with both the ATO and ASIC.
- 5 Checklist**

A checklist of required information will be then sent out for your attention and return so that we can commence preparation of the agreed services.
- 6 Complete work**

Once we have received your completed checklist we will be in a position to complete agreed services for you.
- 7 Meeting**

Once we have completed your work, we will contact you to arrange a meeting to discuss all work completed and formulate future plans.

We thank you for choosing to bring your business to MJJ Accounting and Business Solutions, we look forward to working with you.