Laytons: Standard Terms of Business Notice 2026

INTRODUCTION

The following terms of business apply to all engagements accepted by Laytons. All work carried out is subject to these terms, unless otherwise agreed in writing.

These Standard Terms of Business should read in conjunction with our full Letter of Engagement which is available on request. On the onset of our appointment by you and at least annually we will provide you with a copy of these terms and request you to sign to confirm receipt. These Terms of Business confirm our ongoing appointment and will be updated at least annually.

1. STATUTORY INFORMATION

Laytons Accountants & Business Advisers is a Limited company: Robert Layton BSc (Econ). Hons FCA & James Layton BA (Acc & Fin).

2. PII INSURER DETAILS

Insurer: Cavendish Munro Professional Risks, International House, 1 St Katherine's Way London E1W 1UN, FCA No. 202649

3. OUR INSTRUCTIONS FROM YOU

A full list of all the services we offer is available to you on request or by reference to our website. In terms of the specific services that we offer to you these will be discussed by way of email or verbally ahead of commencement of any work.

4. FEES (EXCLUSIVE OF VAT)

4.1.1 Our fees are computed based on time spent on your affairs by the principals and our staff, and to the level of skill and responsibility involved. In most cases, to reflect our ongoing services to you, we would be pleased to offer payment of fees by monthly instalments.

4.1.2 For the calendar year 2026 standard hourly rates are £105ph partner; £55ph Accounts Senior; £30 accounts semi senior; £17.50ph secretarial

4.1.3 Tax Investigation Fee Protection is charged at a maximum of £55 per annum for a limited company (including Directors) and £35 for unincorporated businesses.

4.1.4 Queries to be raised within 14 days of date of invoice

4.1.5 If fees remain unpaid, we reserve the right to recover all unpaid fees from any Director personally (to include any serving director and those holding office 1 year prior to the date of invoice). This guarantee is on a joint & several basis.

4.1.6 We reserve the right to charge interest on overdue accounts at the current rate under the Late Payment of Commercial Debts (interest) Act 1998. We also reserve the right to terminate our engagement and cease acting if payment of any fees billed is unduly delayed.

5. FEE PROTECTION

In response to HMRC's increasingly robust stance in tax inquires, we operate a tax investigation fixed fee service. We charge a fixed fee annually to cover all the potential professional fees arising from an HMRC investigation. This fee covers both aspect and detailed enquiries and covers all relevant taxes (Corporation Tax, CGT, Personal tax, PAYE and VAT). In the unlikely event that some very specialist tax advice is required, any costs will be met by this Practice.

6. ANTI MONEY LAUNDERING

On acceptance of you as a client and at least bi-annually we will verify your identity using an AML data checker. This does not in any way affect your credit rating. We will verify the identity for all individuals including Directors and significant shareholders (holding more than 25% of the voting rights) of client companies. In the event that the AML does not confirm your identity we will request sight of other evidence (photo ID + two current (less than 3 months old) utility bills).

7. CLIENT MONIES

We operate strong controls over both the holding of and our access to your funds. Any monies held by us in our client account are strictly in accordance with the terms set out in our full letter of engagement. Both the principals and staff of Laytons are prohibited from accessing your bank account (online or otherwise). We can by invitation personally assist you in accessing your account online only at our offices but under the strict understanding that you do so at your own risk and that the input of relevant passwords or confidential data is made by you.

8. COMPLAINTS PROCEDURE

If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, please let us know by contacting Robert Layton on 01298 77997.

9. DATA PROTECTION

We confirm compliance to the six principles of GDPR and that we will only hold confidential data relevant to our work for you. All data held is subject to strict procedures on physical security, storage, deletion and monitoring. By agreeing to these terms, you agree for us to contact you by email, fax post or telephone but only for the purposes of the services we are providing to you. As far as practically possible any attachments by email will be encrypted.

10. ENGAGEMENT LETTER

In addition to the above terms, agreement of this Terms of Business Letter means that you agree to be bound by the terms of the relevant Engagement Letter. The purpose of the detailed Engagement Letter is to set out the basis on which we are to act as accountants and advisors to you/the company and to clarify our respective responsibilities.

We are bound by the ethical guidelines of the Institute of Chartered Accountants in England and Wales and accept ongoing instructions to act for you/the company on the basis that we will act in accordance with those ethical guidelines.

A copy of these Terms and Conditions is on display in our meeting room, are deposited in your OPENSPACE information portal (UPON REQUEST) and are issued to new clients at an initial interview.

All clients are requested to confirm ongoing awareness of & consent to these terms of business by approving them in OPENSPACE or by way of written or verbal approval.

These terms of business will remain in force until further notice.