

Martin Aitken & Co

Tax Investigations Insurance Cover Summary

Cover Period: 1st April 2018 until 31st March 2019

Full terms and conditions can be found in the Professional Expenses Insurance (PEI) Policy available from the Policyholder Martin Aitken & Co Ltd upon request. The PEI is insured by Markel International Insurance Company Limited and is arranged via Abbey Tax. The Policyholder is responsible for notifying claims during the Period of Insurance. If the Insured believes that a claim should be made, he/she should notify the Policyholder by telephone on 0141 272 0000.

Cover

Fee Protection of up to **£125,000** is provided in the event of:

Full and aspect Enquiries into:

- ✓ Corporation Tax Returns
- ✓ Partnership Tax Returns
- ✓ Sole Trader Tax Returns
- ✓ Personal Tax Returns

Disputes into:

- ✓ VAT
- ✓ Employer Compliance (PAYE, P11D and NIC)
- ✓ IR35

Code of Practice 8 enquiries (£5,000 limit of indemnity) and Inheritance Tax enquiries (£5,000 limit of indemnity)

HMRC use of Information and Inspection Powers/Sch. 36 Pre Disputes in respect of:

- | | |
|---------------------------------|----------------------------|
| ✓ VAT control visits | ✓ Interventions |
| ✓ Employer Compliance Visits | ✓ Requests for information |
| ✓ Check of Employer Records | ✓ Capital Gains Tax |
| ✓ National Minimum Wage reviews | |

Main Exclusions

- Claims arising where the annual Returns/accounts are submitted more than 90 days outside of the statutory time limits (General Excl. 5).
- HMRC Specialist Investigations, Civil Investigations of Fraud, Criminal Investigations Sections, Fraud Investigation Service, Counter Avoidance Sections and Code of Practice 9 cases. (General Excl. 4).
- Fees incurred prior to the written acceptance of a claim (General Excl. 7).
- Enquiries and Disputes occurring prior to or existing at the time the insurance is taken out which is likely to give rise to a claim (General Excl. 3).
- Enquiries and Disputes following a voluntary disclosure of irregularities made to HMRC (General Excl. 6).
- Enquiries into tax planning arrangements where HMRC have allocated a Disclosure of Tax Avoidance Scheme (DoTAS) Number and/or bespoke tax planning arrangements outside of the normal trade (General Excl. 11).
- Compliance costs associated with the routine submission of Returns and third party valuations (General Excl. 10)
- Claims arising where there has been a failure to notify/register for tax (General Excl. 5b)
- Where there is no reasonable prospect of challenging HMRC in VAT, PAYE & IR35 disputes (Claims Condition 1)

You have a 14 day cooling off period to cancel this insurance with no charge. After that time, this insurance is part of a group policy which can only be cancelled on the instructions of the Policyholder and the Insured Client may not receive a refund of premium.

If you are not satisfied with any aspect of our service or the insurance provided, you should contact us by writing to: Customer Service Manager, Abbey Tax, One Mitchell Court, Castle Mound Way, Rugby CV23 0UY. Tel: 0345 223 2727
Email: admin@abbeytax.co.uk

In the event you wish to pursue matters further, you may be able to refer the matter to the Financial Ombudsman Service:

The Financial Ombudsman Service, Exchange Tower, Harbour Exchange Square, London E14 9SR
Helpline: 0800 023 4567 Switchboard: 020 7964 1000 Website: www.financial-ombudsman.org.uk
This procedure will not prejudice your right to take legal proceedings.

Additional support

Business and commercial legal telephone helpline

As a benefit of subscribing to the Service, business clients receive unlimited access to a business legal helpline. This is a 24-hour, 365 days a year telephone advice service manned by a highly experienced team of 70 barristers and solicitors. The helpline provides a wide range of companies and organisations with commercial, employment and health and safety advice.

Commercial Advice

There are many areas within a business which, if not handled correctly, can take a substantial amount of resources to resolve. The legal advisors will be at hand to provide you with details of the relevant and current legislation in respect of any guidance you may need on matters including:

- Intellectual Property
- Small claims court procedures
- Business tenancies
- Debt recovery
- Dealing with complaint letters (asserting rights)
- Dealing with statutory demands

Employment Advice

Employment legislation can be a minefield and an incorrect decision could put your business into turmoil. Therefore, the advice line can help to ensure your business remains compliant and proper, fair procedures are followed. You can receive advice on matters including:

- Recruitment
- Discrimination
- Appraisal and disciplinary procedures

Health & Safety Advice

All businesses are required by law to undertake a full health and safety risk assessment of their premises and business procedures. In the event of accidents, businesses could be involved in a civil claim for compensation and there could also be criminal prosecutions resulting in fines and even imprisonment. You may receive advice on:

- Undertaking health and safety assessments
- Correct procedures in the workplace
- Understanding new legislation

Legal Telephone Advice Services

The telephone legal advice is provided by LHS Solicitors LLP (LHS) a division of Abbey Protection Group Limited and can advise on general UK law. LHS is regulated and authorised by the Solicitors Regulation Authority. LHS makes no additional charge for providing these telephone services.

The advice will primarily be provided by LHS Solicitors LLP and its teams of solicitors and barristers, who are ultimately managed by the Director of Legal Services (who is a lawyer).

If the client has a complaint about these telephone legal advice services they should contact the Customer Services Manager, LHS Solicitors LLP, Corinthian House, 17 Lansdowne Road, Croydon CR0 2BX. If the client is unhappy with the written response from the Customer Services Manager, the client may contact the Legal Ombudsman at PO Box 6806 Wolverhampton WV1 9WJ, or www.legalombudsman.org.uk, or 0300 555 0333 and ask them to consider the matter. The Legal Ombudsman will only consider matters which have been submitted to it within the earliest of the following timescales: (a) within 1 year from the act/omission complained of; (b) within 1 year from when the client should reasonably have known there was cause for a complaint, without taking advice from a third party and; (c) within 6 months of the client receiving a written reply from Abbey Protection Group Limited concerning the complaint.

If you also wish to make Abbey Tax aware of the complaint, please contact the Customer Service Manager, Abbey Tax, One Mitchell Court, Castle Mound Way, Rugby CV23 0UY. Tel: 0345 223 2727