

March 3, 2026

PRIVATE & CONFIDENTIAL

Dear Client:

M McKay & Associates Ltd. (the “Firm” or “we”) is pleased to have been engaged by _____ (“you”). This letter summarizes the Firm’s understanding of our engagement for the taxation period ending **December 31, 2025**. This letter also outlines the terms, nature and scope of the tax services the Firm will be providing (the “Engagement”).

Tax services

We agree to perform the following tax services (the “Services”):

- Preparation of the T1 income tax return (“T1 Return”), and
- Preparation of any schedules and forms required in connection with the T1 Return.

Services for family members

We will provide the Services to you for yourself and for any of your immediate family members (spouse and children) for whom you request the Services and for whom you provide the required information. Each adult family member will be required to sign a separate engagement letter.

Included taxation years

We will provide the Services for 2025 taxation year(s). We will also provide the Services for any future taxation year upon your verbal or written request and subject to receipt from you of the required information for that taxation year. This engagement letter applies to all Services provided to you in the current and future taxation years, unless we and you enter into a new engagement letter. In that event, this engagement letter will not apply to Services provided in respect of the first and any subsequent taxation years covered by the new engagement letter.

Foreign property disclosure

In addition to the various schedules required to support the computations applicable to the T1 Return, all taxpayers are required to disclose whether or not they own specified foreign property with an aggregate cost in excess of \$100,000 CAD. You will provide us with a list of such properties, in sufficient detail to allow us to complete the T1135 Foreign Income Verification Statement required to be filed as part of the T1 Return. If you choose not to engage the Firm to prepare this form for you, you will notify the Firm in writing.

Mutual responsibilities

We will complete the Services based solely on information provided by you. You will provide all requested information necessary to complete the Services in acceptable format and in a timely manner. The correctness and completeness of the information provided by you will be of critical importance to the Services. In some cases, assumptions may also have to be made in terms of future events or facts. We will review all material assumptions made with you so that you can confirm that these assumptions are valid.

We will not audit, review or otherwise verify the accuracy of this information. While we will review the completed T1 Return with you, it is your responsibility to ensure the accuracy and completeness of the information therein. It is your responsibility to properly record and, where applicable, retain supporting documentation for all transactions. The Firm's Services do not include any procedures designed or intended to discover misrepresentations or illegal acts and we have no responsibility to do so. We will not be responsible for (i) any penalties, additional taxes or interest that could arise from inaccurate, late or underpaid tax returns or (ii) the disallowance of any deductions, exemptions or exclusions or the taxation of any unreported income, or any resulting taxes, interest or penalties on your tax return.

We will review the completed T1 Return with you. Upon completion and approval of the T1 Return we will require you to sign a T183 (*Information return for electronic filing of an individual's income tax and benefit return*) authorizing the electronic submission of the T1 Return to Canada Revenue Agency. We will also provide you with final copies of the T1 Return.

Further, if you are self-employed and you are, or should be, subject to GST/HST, it is your responsibility to ensure all GST/HST returns are filed and instalments or other payments are paid in a timely manner. Unless expressly included in the Services above, we will not be engaged to ensure compliance for GST/HST.

The T1 Return will be based on the applicable statutes, treaties, regulations and Canadian judicial and administrative interpretation in effect as of the date of the completion and approval of the T1 Return and will take into account any proposal to amend applicable statutes, treaties or regulations prior to such date (the "Tax Rules"). Subsequent changes in the Tax Rules may render the Firm's advice invalid. The Firm will have no obligation to advise you of any such change in the Tax Rules or the impact on the T1 Return. Any advice contained in the T1 Return will reflect the Firm's professional judgment. The Firm's judgment, however, is not binding on any taxation authority or court. Consequently, the Firm cannot guarantee that the Firm's advice will not be successfully challenged by taxation authorities.

Confidentiality

The Firm confirms its duty of confidentiality and professional secrecy with respect to all client affairs. Accordingly, except for information that is in the public domain, the Firm will not provide any third party with confidential information concerning your affairs without your prior consent, unless required or expressly authorized to do so by law, court order, professional or regulatory authority or by the CPA Yukon Code of Professional Conduct.

Certain federal, provincial and foreign laws and/or regulations require taxpayers, advisors and other persons to disclose to a tax authority information in respect of certain transactions or other matters. These laws and regulations may require a disclosure to be made by the Firm. By signing this Engagement letter, you agree that you will co-operate with the Firm with respect to assessing the need to and/or making any required disclosure by either party. You will provide to the Firm (or instruct to be provided to the Firm) any planning memorandum, instruction or other document prepared by you or by any other advisor that relates to any matter relating to the Engagement contemplated herein. If we believe the Firm is required to make such disclosure, we will make the disclosure. Such disclosure will include all information required by law to be reported, which may include confidential information. Where either you are or the Firm is required to make such a disclosure, the party, where practicable, will share that disclosure with the other party before it is made to the relevant tax authority. The Firm will charge for its time incurred to assess any disclosure obligations and on the preparation of any required disclosure at the Firm's standard hourly rates. For greater certainty, unless the Engagement herein itself pertains specifically to an assessment of your or any other person's obligation or potential obligation to make any such disclosure, any estimate provided by the Firm in connection with the Engagement contemplated herein or any fee arrangement agreed upon between you and the Firm in connection with the Engagement contemplated herein does not and shall not include the Firm's time and the associated costs in assessing the extent to which any such disclosure (whether by you, the Firm or any other person) is required or in preparing and making any required disclosure.

In order to complete the Firm's Engagement, the Firm will require access to certain information about you and, as may be required to perform the Services, other identified individuals ("personal information"). By engaging the Firm you agree to provide the personal information required for the Firm to complete this Engagement. You hereby represent to the Firm that you have obtained all consents that are required for the Firm's collection, use, disclosure, storage, transfer and process of personal information of such other identified individuals under applicable privacy legislation and professional regulation. The Firm will manage all personal information in compliance with M McKay & Associates Ltd. Privacy Statement.

Electronic communications

In performing the Services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from the Firm will be properly delivered only to the addressee. Therefore, the Firm specifically disclaims, and you release the Firm from, any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by the Firm in connection with the performance of this Engagement. In that regard, you agree that the Firm shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues or anticipated profits).

If you do not consent to the Firm's use of electronic communications, please notify the Firm in writing.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by the Firm during the course of the Engagement are the property of the Firm, constitute the Firm's confidential information and will be retained by the Firm in accordance with the Firm's policies and procedures. Notwithstanding the foregoing, you may examine any document relating to you in the Firm's file upon reasonable notice and obtain a copy of such document, unless the Firm is authorized by law to refuse access to the information contained therein.

During the course of the Firm's work, the Firm may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of its Services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. The Firm also does not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

The Firm retains the copyright and all intellectual property rights in any original materials provided to you.

Indemnity

To the fullest extent permitted by applicable law and professional regulations, you agree to indemnify, defend and hold harmless the Firm (and its partners, employees and agents) from and against all losses, costs (including solicitor's fees), damages, expenses, claims, demands and liabilities ("Losses") arising out of or in consequence of a third-party claim due to (a) a misrepresentation by you, or (b) the Services, unless and to the extent that such Losses are found by a court of competent jurisdiction to have been due to the Firm's gross negligence or intentional misconduct.

Limitation of Liability

You expressly agree that you will not bring any proceedings in any court of any jurisdiction advancing any claim against our professional staff and employees.

You expressly agree that any liability our Firm may have to you shall not be joint and several with any other party, but shall be several, and limited to the percentage or degree of our fault in proportion to the fault or wrongdoing of all persons who contributed to the loss.

You expressly agree that any and all claims, whether in contract, negligence, or otherwise known to law arising out of our Services under this Engagement Agreement vest exclusively in you, and you agree to defend our Firm and its professional staff from any and all claims, demands, actions and proceedings that may be brought against our Firm or its professional staff by any of your family members or parties related to a trust of which you are trustee and, where client is a corporation, any of your shareholders, directors or officers in any way arising out of or connected to our Services and to indemnify the Firm from and against any and all losses, costs, damages, expenses, claims and liabilities incurred by us as a result thereof.

You agree that any and all claims you may have against our Firm or its professional staff arising out of all services provided to you by us, whether in contract, negligence, or otherwise known to law, shall be regarded as one claim and our liability to you shall be limited to an amount equal to the fees paid by you for the Services described in the Engagement Letter. If this limit of liability is insufficient for your purposes, we would be pleased to discuss with you a different limit that may result in our charging a higher fee.

The Firm is a limited liability corporation established pursuant to the laws of the province of Yukon. Each individual shareholder is not personally liable for the debts, liabilities or obligations of the Firm arising from the negligent acts or omissions of another shareholder.

Time frame

We will use all reasonable efforts to complete the Services as described in this letter within the agreed-upon time frames. Unless otherwise arranged with the Firm, we cannot guarantee completion of your return by the personal tax deadline of April 30 if we do not receive your information at least two weeks prior to the deadline.

However, the Firm shall not be liable for failures or delays in performance that arise from causes beyond its reasonable control, including any delays in the performance by you of your obligations.

Invoicing and payment

The Firm's professional fees will be based on the Firm's regular billing rates plus any direct out-of-pocket expenses and applicable GST. This fee estimate is based on your anticipated co-operation and assumes no unexpected issues will arise. If we determine that greater than the anticipated amount of time is needed to complete the Services, we will discuss it with you to arrive at a new fee estimate before we continue our work. These fees are for the completion of the Services only and any services required further to the Services, such as discussions or correspondence with, or an audit by, the Canada Revenue Agency, are not covered under this Engagement and will constitute a separate engagement as arranged with you at that time.

The professional fees and expenses are payable upon delivery of the completed T1 to you. Interest at 2% per month will be charged on invoices outstanding for more than 30 days. The Firm reserves the right to suspend its Services or to withdraw from this Engagement in the event that any of the Firm's invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to the Firm, you agree to reimburse the Firm for its costs of collection, including lawyers' fees.

Termination

Subject to compliance with applicable law and the CPA Yukon Code of Professional Conduct either party may terminate this Engagement at any time upon written notice of such termination to the other party not less than 10 calendar days before the effective date of termination. Upon termination of this Engagement, the Firm will invoice you for any unbilled fees and expenses. Further, you agree to pay your account to the date of termination upon receipt of the Firm's invoice. The provisions of this Engagement, which provide rights or obligations beyond its termination, shall continue indefinitely following termination, including Indemnity and Billing.

General

This Engagement will be subject to and governed by the laws of Yukon. Any disputes arising from this Engagement shall be subject to the exclusive jurisdiction of the courts of Yukon. You agree that any dispute that may arise regarding the Services or the meaning or performance or enforcement of this letter will, prior to resorting to litigation, be submitted to mediation.

This letter forms the entire agreement that will govern the Engagement. The terms and conditions of this letter supersede any prior oral or written representations or commitments by or between the parties. Any changes or additions to the terms or conditions set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by both of the parties.

Consent to receive promotional emails

Pursuant to Canada's Anti-Spam Legislation (CASL), the Firm seeks your consent to receive promotional emails from us that may be of interest to you. By ticking the box below your signature, you consent to receive emails (including newsletters and notices) regarding the Firm and its services and other matters (including the services of the Firm's affiliates and other organizations) at the email address you provided to us. You may withdraw your consent at any time. Please note that your consent to receive promotional emails above will not affect your receipt of emails from us that relate to services we provide to you.

We would be pleased to discuss the contents of this letter with you at any time, particularly if your requirements change, and to explain the reasons for any items. If the above terms are acceptable to you, and the Services outlined are in accordance with your requirements, please sign the copy of the letter in the space provided and return it to us.

We appreciate the opportunity to be of service to you.

Yours truly,
M McKay & Associates Ltd.
Chartered Professional Accountants Yukon

The Services set out in the foregoing letter are in accordance with my requirements. The terms set out are acceptable to me and are hereby agreed to.

Print name: _____

Signature: _____

Email address: _____

Date: _____

- I consent to receive emails (including newsletters and notices) from the Firm regarding the Firm's services and related offerings.