

The Code of Professional Conduct

TAX AGENT SERVICES ACT 2009 – SECT 30.10

Honesty and integrity

- 1 You must act honestly and with integrity.
- 2 You must comply with the * taxation laws in the conduct of your personal affairs.
- 3 If:
 - (a) you receive money or other property from or on behalf of a client; and
 - (b) you hold the money or other property on trust; you must account to your client for the money or other property.

Independence

- 4 You must act lawfully in the best interests of your client.
- 5 You must have in place adequate arrangements for the management of conflicts of interest that may arise in relation to the activities that you undertake in the capacity of a * registered tax agent, BAS agent or tax (financial) adviser.

Confidentiality

- 6 Unless you have a legal duty to do so, you must not disclose any information relating to a client's affairs to a third party without your client's permission.

Competence

- 7 You must ensure that a * tax agent service that you provide, or that is provided on your behalf, is provided competently.

- 8 You must maintain knowledge and skills relevant to the * tax agent services that you provide.
- 9 You must take reasonable care in ascertaining a client's state of affairs, to the extent that ascertaining the state of those affairs is relevant to a statement you are making or a thing you are doing on behalf of the client.
- 10 You must take reasonable care to ensure that * taxation laws are applied correctly to the circumstances in relation to which you are providing advice to a client.

Other responsibilities

- 11 You must not knowingly obstruct the proper administration of the * taxation laws.
- 12 You must advise your client of the client's rights and obligations under the * taxation laws that are materially related to the * tax agent services you provide.
- 13 You must maintain professional indemnity insurance that meets the Board's requirements.
- 14 You must respond to requests and directions from the Board in a timely, responsible and reasonable manner.

Table of sections

- 30-15 Sanctions for failure to comply with the Code of Professional Conduct.
- 30-20 Orders
- 30-25 Suspension
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*to find definitions of asterisked terms, see the dictionary, starting at 90-1 of the Tax Agent Services Act 2009.