



THOMSON REUTERS

Model Contracts and Letters Kit

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Minimum system requirements

Model Contracts and Letters Kit is designed to operate on computers with the following minimum specifications:

- Microsoft Windows 2000 or above
- Microsoft Word and Excel 97 or above
- MS Internet Explorer 6 or above
- The minimum hardware recommended for your versions of Windows and Office

Installation

To install *Model Contracts and Letters Kit*, place your CD into the appropriate drive. Some PC systems will automatically start the installation program. (If the program starts automatically, simply follow the on-screen step-by-step instructions.)

Windows 2000 and above

From the **Start** menu select **Run** and enter the installation command:

Driveletter:\SETUP

The *Driveletter:* will be your CD drive identification, eg D:\SETUP.

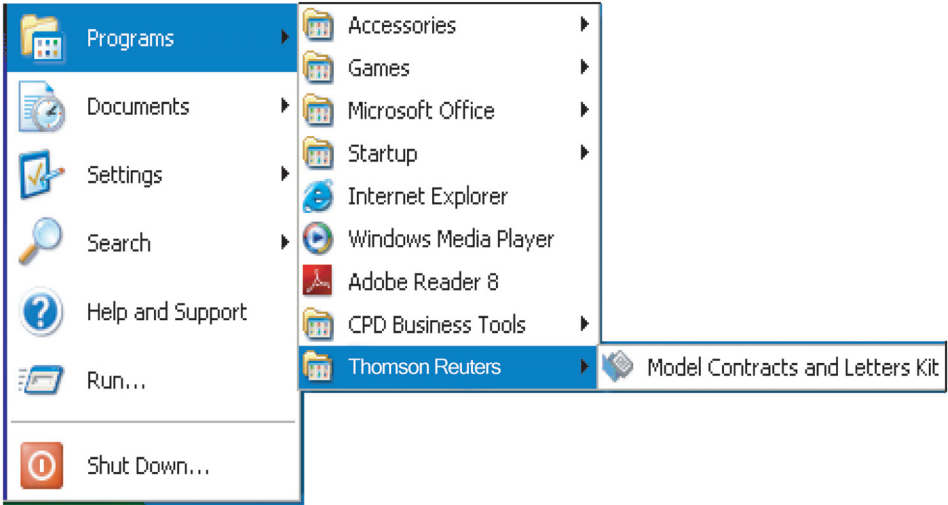
This will initiate the InstallShield Wizard, which will prompt you for information about yourself and your computer, and then complete the installation for you.

Getting started

Model Contracts and Letters Kit is installed in a program group named **Thomson Reuters**.

Windows 2000 or above

Click on the **Start** button and scroll up to **Programs, Thomson Reuters** and select *Model Contracts and Letters Kit*.



Once you have opened the program, *Model Contracts and Letters Kit* will be displayed on screen using your internet browser.



THOMSON REUTERS

Model Contracts and Letters Kit

What's New

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Company Secretarial
Engagement
Superannuation
Internet and Computer Contracts
Legal Precedents – Individual and Corporate
Sale of Business
Trusts
Tax Rates and Tables

Division 7A
Employment
Finance
Intellectual Property
Joint Ventures
Partnership
Sale of Goods and Services
Tax

MOORE STEPHENS
ACCOUNTANTS & ADVISORS

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Each topic contains templates. Click on the Templates button in the top right-hand corner to access the list of templates.



Home

Company
Secretarial

Calculators

Checklists

Employment

Engagement

Finance

Intellectual
PropertyInternet and
Computer
Contracts

Joint Ventures

Legal
Precedents —
Individual and
Corporate

Partnership

Sale of Business

Sale of Goods
and Services

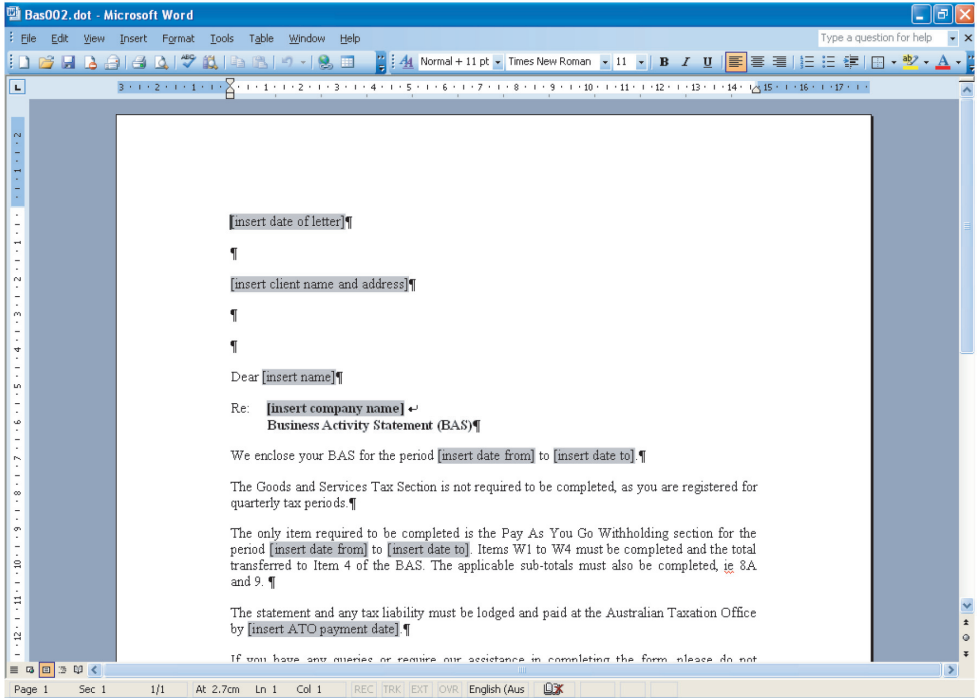
Superannuation

Tax

Company Secretarial[Acknowledgment of a Gift to a Trust](#)[Allotment of Shares](#)[Application for Shares](#)[Application for Units](#)[Auditor Resignation](#)[Change Company Name](#)[Change Registered Office](#)[Circulation Resolution of Directors](#)[Common Seal](#)[Company Annual Statement and Negative Solvency Resolution](#)[Company Annual Statement and Positive Solvency Resolution](#)[Consent to Act as a Director](#)[Consent to Act as Secretary](#)[Consent to Short Notice/Change Company Name](#)[Director Resignation](#)[Director Resolution by Way of Memorandum](#)

Read the introductory text and click once on the Templates button in the top right-hand corner to **go to the list of templates**. Scroll through the list of templates and click on the title of the document you wish to open. Alternatively, click on the template titles highlighted in blue throughout the text.

Need help? Call Thomson Reuter's Customer Care Team on 1300 304 195

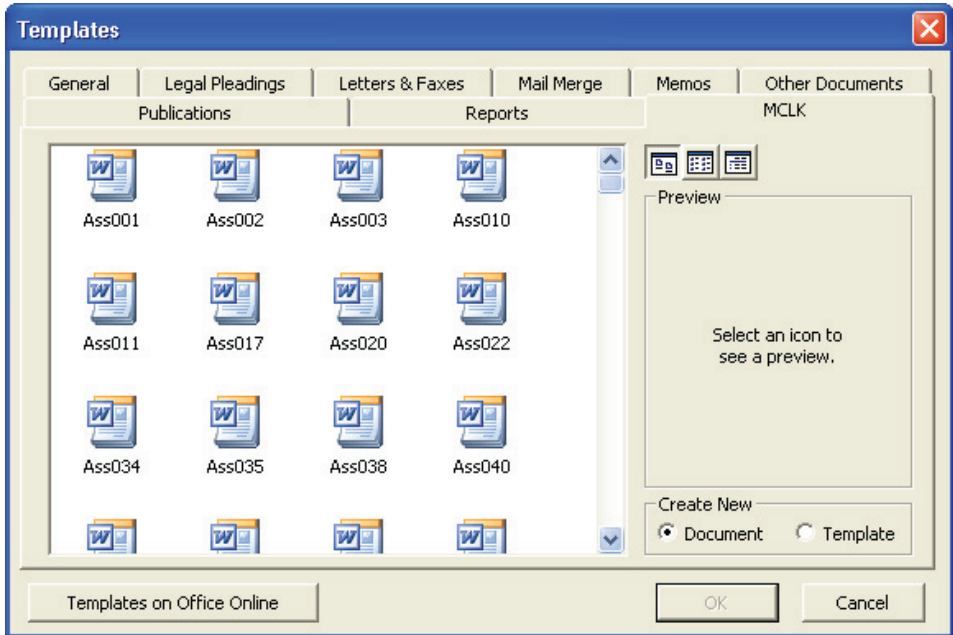


Most *Model Contracts and Letters Kit* Microsoft Word templates have fields to ensure you enter the required information into the document.

Templates

Alternative Method of opening templates in Microsoft Word

Open Microsoft Word, select **File | New** from the Microsoft Word menu and locate the tab **MCLK**. Double-click on the title of the template you wish to open or highlight the template and click **OK**. The codes are cross-referenced in the menu system of *Model Contracts and Letters Kit*.



Using Microsoft Word templates

The templates in *Model Contracts and Letters Kit* have been designed so you can use your word processing skills to edit, cut, copy, paste and update the documents.

The templates are loaded into your computer's templates directory so you will always have the original documents to refer to.

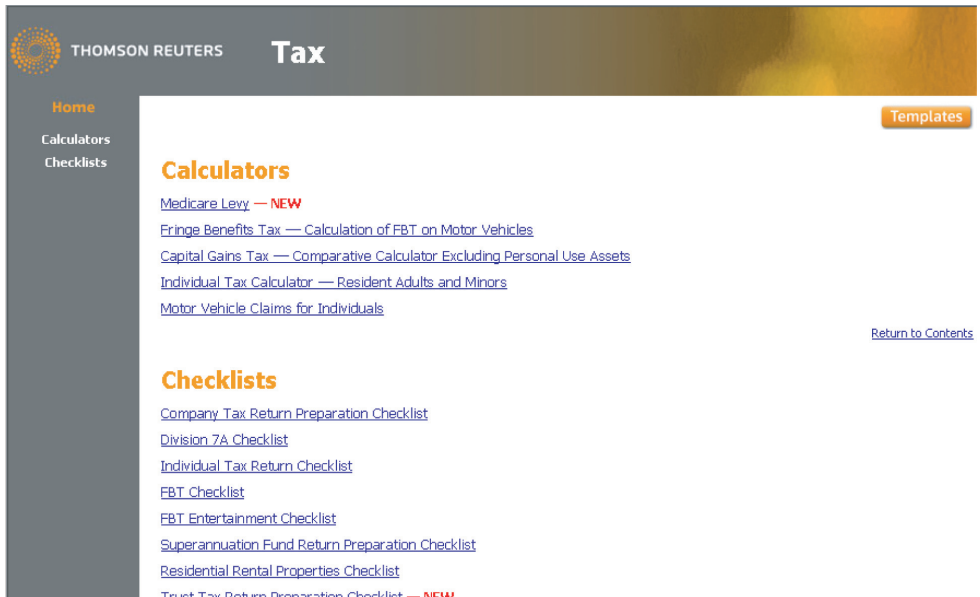
As you will be required to save any alterations you make, you won't overwrite the original documents. To save, choose **File | Save As ...** from the Microsoft Word menu. Thomson Reuters recommends you save your documents into your own directory structure.

Some handy shortcuts when using Microsoft Word are:

- Ctrl + X = Cut
- Ctrl + C = Copy
- Ctrl + V = Paste
- Ctrl + Z = Undo

Checklists and calculators

Checklists



The screenshot shows the Thomson Reuters Tax website. The header includes the Thomson Reuters logo and the word "Tax". A navigation menu on the left lists "Home", "Calculators", and "Checklists". A "Templates" button is visible in the top right. The main content area is divided into two sections: "Calculators" and "Checklists".

Calculators

- [Medicare Levy — NEW](#)
- [Fringe Benefits Tax — Calculation of FBT on Motor Vehicles](#)
- [Capital Gains Tax — Comparative Calculator Excluding Personal Use Assets](#)
- [Individual Tax Calculator — Resident Adults and Minors](#)
- [Motor Vehicle Claims for Individuals](#)

[Return to Contents](#)

Checklists

- [Company Tax Return Preparation Checklist](#)
- [Division 7A Checklist](#)
- [Individual Tax Return Checklist](#)
- [FBT Checklist](#)
- [FBT Entertainment Checklist](#)
- [Superannuation Fund Return Preparation Checklist](#)
- [Residential Rental Properties Checklist](#)
- [Trust Tax Return Preparation Checklist — NEW](#)

All **Checklists** are Microsoft Word documents.

Click once on the Checklist title to view a copy of that checklist in Microsoft Word.

Warning: When you open subsequent documents with Microsoft Word already open, the document does not move to the front of your screen. Please click on the Microsoft Word application button on the task bar to bring your document to the front of screen.

Calculators

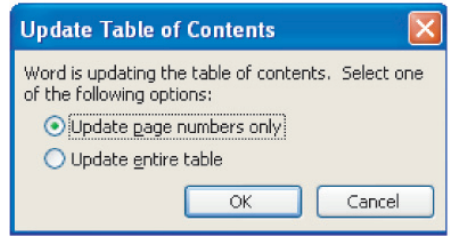
All **Calculators** are Microsoft Excel worksheets.

Click once on the link next to the Calculator title to view a copy of that calculator in Internet Explorer.

Table of contents

When altering an Agreement or Contract, please be aware that we have linked the tables of contents on the first page/s to the remainder of the document. In Word 8.0 and above you can click on the page number and it will jump you to that section.

To update the information in the tables of contents, make your changes throughout the document. When your alterations are complete, return to the table of contents. Using your right mouse button, click and a menu will appear. Choose **Update field** and the following options will appear.

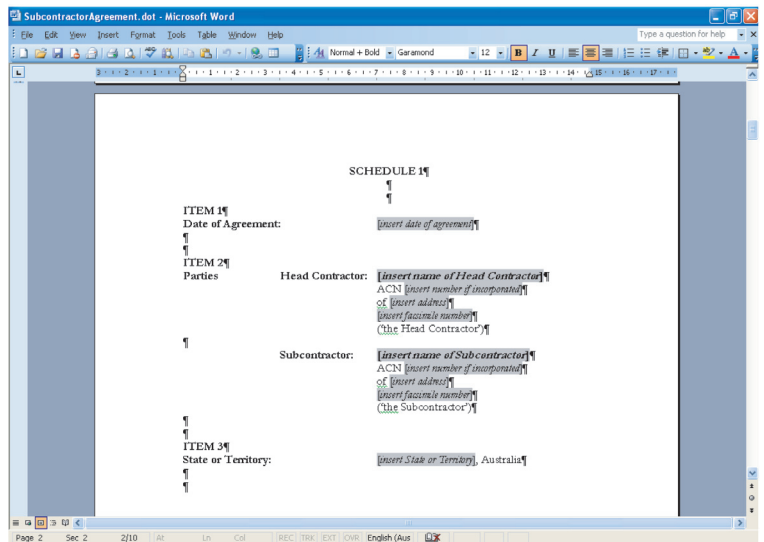


Update page numbers only will update the page number information in the table of contents only.

Update entire table will update the entire table of contents including page numbers and heading titles.

Schedules

For ease of use, most templates have a Schedule located on the last pages of the Agreement or Contract. This is where individual information should be entered to personalise the agreement. Italics indicates where information should be entered.

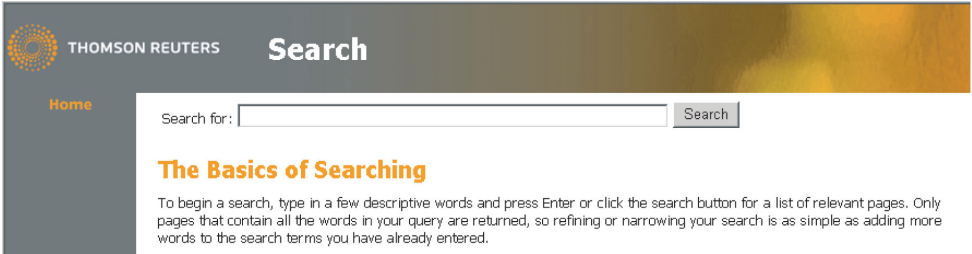


Some Agreements and Contracts do not have a schedule and require the user to enter information where italicised text indicates the need.

Of course, you are welcome to delete, reword, and change the order of sections to personalise these documents as well as altering page setups, etc to fit your letterhead.

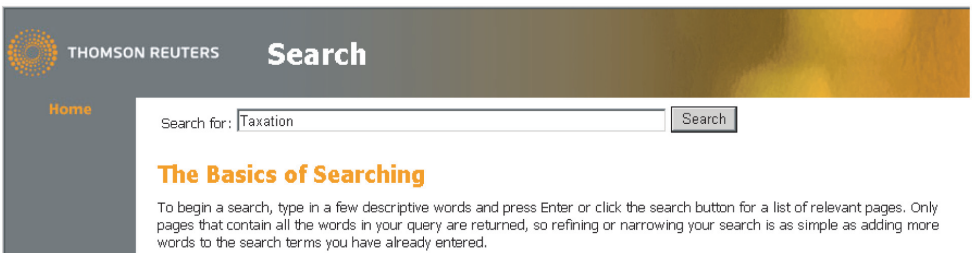
Searching

Model Contracts and Letters Kit has its own search engine built in. It automatically starts when you start your PC and is referred to as the MCLK Search Server in the **Start | Programs | Thomson Reuters** menu.



The screenshot shows the Thomson Reuters Search page. At the top left is the Thomson Reuters logo and the word "THOMSON REUTERS". To the right of the logo is the word "Search" in a large, bold font. Below the logo is a "Home" link. In the center, there is a search bar with the text "Search for:" followed by an empty input field and a "Search" button to its right. Below the search bar is a section titled "The Basics of Searching" in orange text. Underneath this title is a paragraph of text explaining how to use the search engine.

For this search to function correctly, some operating systems require the “Bypass proxy server for local addresses” checkbox to be clicked. To do this, right-click on your Internet Explorer icon. Click on **Properties**, then the **Connections** tab. Click on the LAN settings button and if “Using a proxy server” is checked, please check “Bypass proxy server for local addresses”. Your *Model Contracts and Letters Kit* **Search** should now function correctly.



This screenshot is identical to the one above, but the search bar now contains the word "Taxation". The rest of the page, including the logo, "Search" title, "Home" link, and "The Basics of Searching" section, remains the same.



Your search for **Taxation** returned 110 results.

- | | title |
|----|--|
| 1. | About Thomson
Thomson CPD is a leading provider of information solutions in the accounting and finance, taxation, HR, payroll, legal, and environmental fields, with a strong focus on legislative compliance and better practice. We simplify your working life... |
| 2. | Tax
Agreements and Contracts Goods and Services Tax Letters Goods and Services Tax Income Tax Taxation Records Fringe Benefits Tax Pay As You Go Calculators Checklists Agreements and Contracts Goods and Services Tax Invoice Pro Forma ... |
| 3. | Income Tax No Tax Payable or Refundable
We enclose an Income Tax Assessment for the year ended 30 June , which has been checked and is in accordance with the return lodged. This Assessment results in no amounts refundable or payable. We also remind you that the return has been assessed... |
| 4. | Income Tax Refund
We enclose an Income Tax Assessment for the year ended 30 June , which has been checked and is in accordance with the return lodged. This Assessment results in a refund of \$ and the Australian Taxation Office cheque for this amount is also enclosed... |
| 5. | Income Tax Payable
We enclose an Income Tax Assessment for the year ended 30 June , which has been checked and is in accordance with the return lodged. Income tax amounting to \$ should be paid using one of the payment methods listed on the notice or by mailing... |
| 6. | Cheque for Interest on overpayment
income tax payment... |
| 7. | Final Notice from ATO requesting Payment of Tax
Income Tax Payment... |

See The **Basics of Searching** included with **Search** for guidelines.

To initiate a search, click on the search icon on the main menu.

It will bring up the following screen:

Use **or** between each word to return hits of all words in the field.

Phrases or words included in the menu system (including the template descriptions) are used by this search engine but **not** the content of the actual template documents themselves.

There are no wildcard characters in this search engine and only full words can be searched for, ie search for fbt not fb or fb*

Printing

Model Contracts and Letters Kit has been set up to be compatible with most printers. Follow normal Microsoft Word and Excel printing procedures to print these templates, either **File | Print** or **Ctrl + P** will open the Print dialogue box.

Customer support

Thomson Reuters Helpline

Thomson Reuters's Customer Care Team will be pleased to assist you with any questions about installing or using *Model Contracts and Letters Kit*.

Phone **1300 304 195** Monday to Friday between 8.45 am and 5.30 pm Eastern Standard Time.

Thomson Reuters would appreciate any feedback or suggested improvements for *Model Contracts and Letters Kit*. Please email any comments to LTA.Service@thomsonreuters.com or phone **1300 304 195**.

Frequently asked questions

For Frequently Asked Questions on *Model Contracts and Letters Kit* or other Thomson Reuters electronic products, please visit our website at www.thomsonreuters.com.au and select Support.