



ACCOUNTANT LTD

BUSINESS QUESTIONNAIRE Individual/Partnership/Company/Trust

Name _____ IRD Number _____

Name _____ IRD Number _____

Phone _____ Cell phone number _____

e-mail _____

TERMS OF ENGAGEMENT

The preparation of our financial statements is at our request and for our purposes only and is not to include an audit nor a detailed review to substantiate the accuracy of the information.

We accept responsibility for the accuracy and completeness of the above information, the records which have been maintained and for ensuring, if our business is a company, full compliance with the Companies Act 1993, the Financial Reporting Act 2013 and any other companies' legislation.

We understand the preparation of the financial statements cannot be relied upon to detect error and fraud and your firm does not accept any liability for the accuracy and completeness of the information supplied to them. We further understand you will not be liable for any losses, claims or demands by any third person including any claims made by the IRD, which may arise out of advice given by your firm or from any other cause. We understand there are inherent risks wherever judgement must be used in relation to tax matters. We accept your function is limited to providing us with information to aid us in any tax decisions but the ultimate responsibility for making those decisions is ours and your firm will not be responsible for them.

I agree to personally indemnify your firm for fees outstanding and understand your charges are based on the time taken to complete the work and the degree of skill of the staff members involved.

I also give you my full authority to act on my behalf with Inland Revenue and to contact Inland Revenue (IR), my Bank or any other financial organisation, my lawyer, and WINZ for any purposes relating to my affairs. I understand that this authority also applies for the client linking system with IR and that you will link your tax agency to my IRD number and all my tax types, except Child support. I acknowledge that this information would not otherwise be available due to the Privacy Act restrictions, but I give my full authority for this statement to be used as written confirmation of my agreement to your obtaining information from the Bank, lawyer, WINZ and IRD for the above-mentioned purposes through all channels, including electronically. And I further authorise you to sign all returns required by the IRD, as my agent

I understand your fees for preparing my annual accounts and tax returns and for all consultations are charged based on the time taken to do my work and the degree of knowledge and skill of your staff members involved in the assignment.

Due to the complex nature of tax law and the harsh penalties for mistakes, your firm will only accept responsibility for tax advice supplied by its principle.

Signed.....Date...../...../.....

Name Position..... IRD Number

Signed.....Date...../...../.....

Name Position..... IRD Number

By signing this form, you acknowledge that you have the authority of the partnership/company/trust to do so.