

PKF Mid North Limited

23 Broadway, Kaikohe
350 Kerikeri Road, Kerikeri



Compilation Agreement for the Year Ended _____

Name: _____

We hereby instruct PKF Mid North Limited to prepare our Financial Statements and Taxation Returns for the above year ended.

We undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. We understand that you will rely upon the information provided by us.

Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements.

We understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations - however, should anything come to light of this nature during this process, you will bring that to our attention.

We understand that the Financial Statements and Taxation Returns are prepared for our own use and to determine our taxation liabilities. If this should change in any material respect, we will inform you immediately.

You will not accept any responsibility to any person, other than us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the Engagement Letter we signed.

We also accept that you have the right to charge interest on overdue accounts at the rate of 5% per month, and that all accounts are due for payment within 14 days from the invoice issue date. The charging of such interest will be at your discretion. We accept that any collection costs you incur will be fully recoverable from us.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions and any other third parties in order to complete the above assignments. This includes obtaining information via phone, fax, mail, email and online services available on the Inland Revenue website.

You are to represent us as our tax agent. All income tax returns will be signed by us - however, you are authorised to sign taxation returns on behalf of ourselves or any of our associated entities.

Signature

Dated

Individual Questionnaire



Please read, sign and return a copy of the compilation agreement.

Provide the below contact details, including name, residential address, postal address, email address and phone number.

Main contact name: _____
Residential address: _____
Postal address: _____
Email address: _____
Phone number: _____

Did you receive any interest, dividend or rebate income?

If yes, please provide a copy of the certificate / notice.

Did you have any other investments (i.e. portfolio, shares, term deposit)

If yes, please provide a copy of the tax report and holdings statement.

Did you receive any other income taxed at source (i.e. wages, ACC, superannuation)?

If yes, please advise the name of any organisations you received income from.

Did you have income protection insurance?

If yes, please provide a copy of the annual certificate.

Did you make any donations?

If yes, please provide a copy of the donations receipt(s).

Please also advise the bank account number you would like refunds to be deposited into.

Did you receive any overseas income, have overseas investments or hold overseas bank accounts?

If yes, please provide details (in NZD if possible).
