



**2016 End of Year - Business Information Required
Client Information**

Would you please amend any information recorded below that is incorrect

Full Name:

Street Address:

Postal Address:

E-Mail Address:

Business Phone:

Fax:

Nature of Business:

IRD Number:

Home Phone:

Mobile Number:

Client ID:

Terms of Engagement

This letter outlines our firm's involvement as your accountants with your Tax Return for the year ended 31 March 2016. Chartered Accountants Australia and New Zealand has recommended these be documented and as a result we are required to retain a signed copy of this document on file.

You instruct MHK Chartered Accountants Limited to prepare your Tax Return for the year ended 31 March 2016. You undertake to supply all information necessary for this engagement and to be responsible for the accuracy and completeness of such information. You accept that we are able to assume that any uncompleted sections do not apply to this engagement. Our services are not intended to, and accordingly will not result in the expression of an opinion on the tax return insofar as third parties are concerned.

We will compile the Financial Statements and Tax Return in accordance with the Compilation Engagement Standards SES-2 issued by Chartered Accountants Australia and New Zealand.

By signing and accepting these terms of engagement effective 31st March 2016 it is understood and agreed that our standard terms of engagement will apply; a copy of this is available on request.

Financial Statements are required to be completed within 5 months after balance date in accordance with the Companies Act, unless it is an exempt company, in which case it is 9 months.

If a distribution is intended from a Trust, then this must be completed within 6 months unless the Trust Deed allows otherwise.

Normally tax returns are required to be filed by 7 July 2016 for individuals without an extension of time and 31 March 2016 for those with an extension of time.

MHK Chartered Accountants Limited are provided with authority to obtain from or supply any necessary information to the Inland Revenue Department regarding any taxation type, or from any banking organisation, finance, legal firm or other persons or organisations that you may have dealt with in order to carry out the engagement assignment. You also authorise us to pass and receive information from any other agency that either you or we have a statutory obligation to. This authority extends to providing a copy of this engagement document and details of subsequent dealings we may have with you, and to providing credit or business references during and subsequent to this engagement, and supplying information to any third party in respect of debts owing from or to yourselves. You accept the charges incurred for obtaining any information required and the costs associated with the collection of debts.

ACC – you authorise our organisation to act as your agent for ACC levy purposes for all associated entities. This authorisation allows our organisation to query and change information on your ACC levy account(s) through ACC staff, and through ACC Online Services. This authority will also allow our organisations' main representative discretion to delegate access to your ACC information to other members of our organisation. Other delegated members of our organisation will also be able to query and change information on your ACC levy account.

If you have any questions about the contents of this letter, please contact a Director of our firm. If the services outlined are in accordance with your requirements and our standard terms are acceptable to you, please sign this letter below and return this to our offices together with all relevant information as soon as possible.

•	Receipts for donations paid by the business during the year.	N/A / Provided
•	End of year loan summaries .	N/A / Provided
•	All hire purchase, lease and loan documents entered into during the year, including invoice, agreement and instalment schedules .	N/A / Provided
•	FBT returns and workings for the year.	N/A / Provided
•	Accounts receivable/debtors - a list of all amounts owing to you at year end. <i>Please specify if GST is included or excluded.</i>	N/A / Provided
•	A list of bad debts written off during the year and included in the accounts receivable list above	N/A / Provided
•	Accounts payable/creditors - a list all amounts owing by you at year end. Clearly identify what the expense was for and if GST is included or excluded.	N/A / Provided
•	The value of stock on hand at year end - <i>at cost, market value or replacement value if lower (excluding GST).</i>	N/A / Provided
•	The value of work in progress at year end (excluding GST).	N/A / Provided
•	Value of cash on hand/float/petty cash and funds not showing in the bank accounts at year end. This includes credit card income not showing in the bank account by the end of the year.	N/A / Provided
•	A list of income/business takings not banked into the business bank accounts. Please advise where this income was banked/allocated/spent.	N/A / Provided
•	Invoices for all fixed assets purchased or sold during the year, and invoices for all fixed assets purchased during the year costing over \$500.	N/A / Provided
•	A list of all assets which were scrapped or became obsolete during the year.	N/A / Provided
•	Invoices for repairs and maintenance costing more than \$500.	N/A / Provided
•	All legal invoices , and statements (including settlement statements) received during the year. Also provide all gifting documents signed during the year that were not prepared by MHK Chartered Accountants Ltd.	N/A / Provided
•	Copies of operating lease agreements for vehicles, equipment and property in effect at year end	N/A / Provided
•	A list of all business expenses paid personally that were not reimbursed by the business during the year. Please provide the date paid the amount, the type of expense and who it was paid to.	N/A / Provided
•	Tax Advice or Tax Certificate for overseas investments managed by a financial institution or a full transactions list of all overseas investments for the year including shares, bonds, bank accounts and superannuation funds purchased or sold during the year and also those in existence at the beginning of the year. Details supplied need to include the country the investment is held in.	N/A / Provided
•	A copy of the latest valuation for any property owned.	N/A / Provided
•	A list of all shares owned and the market value of the shares at 31 March. Details need to include the country the shares are from, number of shares, trades during the year and the cost.	N/A / Provided

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Directors: Ian Malcolm Aaron Neels

BUILDING SUCCESS THROUGH BUSINESS

