

ECOVIS KGA LIMITED

2018 Financial Statements Individual Questionnaire

Ensure this questionnaire is completed and included with your records that are sent to us.

Please complete a separate questionnaire for each individual.

Client Name			
IRD Number		Balance Date	

To: ECOVIS KGA Limited

Terms of Engagement

I hereby instruct you to prepare my taxation returns for the 2018 year. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the above assignments.

You are to represent me as my tax agent. All income tax returns will be signed by me however you are authorised to sign any taxation return on behalf of myself or any of my associated entities.

I accept that all advice given to me is based on applicable tax legislation at the current time. If for any reason the law changes after completion of reports, ECOVIS KGA Limited will in no way be held responsible.

I will only accept tax advice given by a director and principal of the firm in writing.

ACC

I authorise ECOVIS KGA Limited to act as my agent for ACC levy purposes for all associated entities. This authorisation allows ECOVIS KGA Limited to query and change information on my ACC levy account(s) through ACC staff and through ACC Online Services.

Tick if you do not wish to authorise ECOVIS KGA Limited to act as your agent for ACC levy purposes.

I/We understand that your fees are based on the time it takes to do the work and the qualifications, experience and expertise of the people involved. I/We accept that all accounts are due for payment on the 20th of the month following invoice date and also that you have the right to charge interest on overdue accounts at the rate of 1.5% per month. The charging of such interest will be at the discretion of ECOVIS KGA Limited. I/We accept that any collection costs incurred by ECOVIS KGA Limited will be fully recoverable from me/us.

Signature _____

Date _____

Name _____

Appendix 1

1. Our responsibilities:

- 1.1. We will use our professional skills to undertake the work you require of us. This work will be performed in accordance with Service Engagement Standard No.2 Compilation of Financial Information issued Chartered Accountants Australia and New Zealand (CAANZ).
- 1.2. Where generally accepted accounting practice reporting does not apply, financial statements will be prepared in accordance with the applicable legislation. For most "non-large" companies and partnerships, together with trusts, sole traders and other entities (excluding registered charities) where the format of financial statements is not dictated by legislation, we will prepare special purpose annual financial statements according to the principles contained in the Tax Administration (Financial Statements) Order 2014. Periodic accounts for management purposes are not governed by legislation and will be prepared on the basis requested by management.
- 1.3. The general basis of accounting used to compile the financial statements will be described in the notes to the financial statements together with any significant departures from that basis. Significant departures will also be referred to in our compilation report (see 1.7 below).
- 1.4. We will inform you of any suspicions of omissions or irregularities that come to our notice through the course of our engagement but this is not our primary function or responsibility.
- 1.5. We will provide a compilation report on all annual financial statements that include a balance sheet. An example of a typical report can be provided to you on request.
- 1.6. We retain legal ownership of working papers prepared by us.
- 1.7. We will not conduct an audit, review or any other independent verification work.
- 1.8. Consequently we will not express any kind of opinion on the accuracy of the material we compile or its suitability for any purpose.
- 1.9. We will not necessarily establish or maintain independence. It is not a professional requirement to be independent before carrying out compilation work of this nature. However, any other relationship will be described in our compilation report.
- 1.10. We will not accept liability in negligence or for any other reason to anyone but you and your enterprises listed at the head of the main letter. A disclaimer to this effect will be included in our compilation report.
- 1.11. We will explain or redraft any element of these terms to ensure that you understand them and think they are reasonable.

2. Your responsibilities

- 2.1. You remain responsible for the reliability, accuracy and completeness of the financial information compiled, including tax returns. You will delegate certain tasks to us from time to time and those will be tabled separately. We are responsible for carrying out those tasks in a professional manner. You cannot abrogate the ultimate responsibility for ensuring that the financial information is compiled properly.
- 2.2. You will inform us if the information we compile is intended to be disclosed to any person or body and how they are expected to use it. This does not apply to the Inland Revenue Department.
- 2.3. You confirm that we have authority to communicate with and obtain information from any third party if the information sought is relevant to our work.
- 2.4. You agree that CAANZ may have access to the records and information we hold that support our working papers. This is an essential part of CAANZ's quality assurance function. The likelihood that any particular engagement is selected is very small. All CAANZ employees and contractors are required to maintain the strictest confidentiality.
- 2.5. You will advise us if any of these terms are unclear / not what you deem to be reasonable and we will explain or redraft to ensure you are satisfied. See 1.12 above.

Information Required	✓	Comment
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Residency		
Have you ever lived outside of New Zealand?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how long have you lived outside New Zealand?		_____
When did you arrive in New Zealand and become a resident?		_____
If you believe you are not a new Zealand resident for tax purposes, please explain why:		

<p><i>Transitional resident rules may apply in your favour if you have arrived here after 31 March 2006. Investments in life insurance policies, superannuation schemes, accrued superannuation entitlements, annuities and pensions can be subject to tax but may be exempt. You will need to give us details if you have any of these.</i></p>		

Wages / National Superannuation / Benefits		
Please provide us with the earning certificate/details of any organisations you have received the following from: <ul style="list-style-type: none"> • Wages • ACC Payments • National Superannuation • Any other benefits In most cases IRD will have sent us these details directly, however we do need to check all details have been included.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Student Loan		
Do you have a student loan?	<input type="checkbox"/>	
If so, please provide your latest statement from IRD		

Interest and Dividends (New Zealand)		
Please supply all advice slips: <ul style="list-style-type: none"> • Interest received – RWT Certificates • Dividend Statements – Dividend advice slips, including bonus shares • Bonus Shares – if any dividends are taken as bonus shares, also include these advice slips • PIE investment statements showing PIR rate 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<p><u>Overseas Assets / Liabilities</u></p> <p>Did you or do you have any of the following overseas assets or liabilities:</p> <ul style="list-style-type: none"> • Overseas bank account – cheque, call, term deposits, money market, credit card or debit card <input type="checkbox"/> • Bonds / notes – other financial arrangements <input type="checkbox"/> • Foreign portfolios with portfolio managers <input type="checkbox"/> • Foreign pension / annuity / provident/ superannuation fund <input type="checkbox"/> • Life insurance / assurance policy as a beneficiary or payee <input type="checkbox"/> • Ownership / interest in overseas property <input type="checkbox"/> • Overseas mortgage or loan <input type="checkbox"/> • Digital wallet (e.g. Paypal, Google Wallet, Apple Pay) <input type="checkbox"/> • Digital currencies (e.g. Bitcoin, Monero) <input type="checkbox"/> • Holdings in precious metals / minerals <input type="checkbox"/> • Forward exchange contracts <input type="checkbox"/> <p>If yes to any of the above please provide full details with supporting documentation for each.</p> <p><u>Overseas Entities:</u></p> <p>Did you or do you have an interest in any offshore entity as a director, member, founder, trustee, protector, settlor or beneficiary (vested or discretionary) in any of the following:</p> <ul style="list-style-type: none"> • Corporations, Limited partnerships, Companies, Estates Partnerships, Joint Ventures, Trusts and Estates <input type="checkbox"/> <p>If yes to any, please provide full details with supporting documentation for each.</p> <p><u>Overseas Payments:</u></p> <p>Have you paid interest, royalties or dividends to non-residents / foreign banks, including non-resident withholding tax <input type="checkbox"/></p> <p>If yes, please provide details of payments made.</p>		
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<p>Interest, Royalties & Dividend Payments to Non-Resident Entities</p>	
<p>Have you paid interest, royalties or dividends to non-residents including foreign banks? <input type="checkbox"/></p> <p>If yes, please provide details of payments made</p>	

<p>Donations</p>	
<p>Do you want us to complete your rebate form? <input type="checkbox"/></p> <p>If so, please provide receipts. <input type="checkbox"/></p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

<p>Rental or Investment Property</p>	
<p>If you have a rental or investment property, please complete the attached Rental Questionnaire.</p> <p>If you have received income from boarder please provide the number and amounts received per boarder</p> <p>If you have received income from renting a room in your home on a short stay basis (such as Air BnB) please provide details of the number of days, rental received and associated costs.</p> <p><u>Brightline Test:</u></p> <p>Have you purchased or sold any residential properties during the year <input type="checkbox"/></p> <p>If yes, please provide details and supporting documents</p>	

Residential Land Withholding Tax

Have you sold residential property in New Zealand where Residential Land Withholding Tax has been deducted and paid to the IRD? If so, provide details e.g. IR1100 Residential land withholding tax return and other sale and purchase documents.

Working for Families Tax Credits and Parental Tax Credit

If you have received Working for Families Tax Credits, please complete the Working for Families Questionnaire.

Home Office Expenses

Is part of your home set aside principally for use as an office/workshop/storage area?

 Yes

If yes, please provide the following details:

 No

Business

M²

Total

M²

Power

\$

Insurance (Building & Contents)

\$

Interest (House Mortgage)

\$

Rates

\$

Repairs & Maintenance

\$

Other

\$

Total

\$

Mixed Use Holiday Home

Do you have a property (such as a holiday home or a bach) that is used privately and also to derive income? Yes
 Details of property: No

Was the property empty for 62 days or more in the income year? Yes
 If yes, please complete the following section so we can determine the amount of allowable deductions. No

The number of days the property was empty during the income year: _____

The number of days the property was used by family or associated persons* during the income year: _____

OR

Where income from any person received was less than 80% of market rate: _____

*Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the property

Please provide the following information for each tenant that used the property during the year:

Name of tenant: _____
 Relationship to owner (if any): _____
 Amount of rent they paid: _____
 Dates rented (From:To): _____

If there is more than one tenant who used the property through the year, please attach details.

Expenses incurred in respect of the property (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising for tenants	\$ _____
Cost of repairing damages caused by tenants	\$ _____
Number of days spent in the property while repairing damages caused by tenants	_____
Mortgage interest	\$ _____
Rates	\$ _____
Insurance	\$ _____
Repairs/maintenance for general wear and tear	\$ _____
Other (please give details)	\$ _____

Mixed Use Boat or Plane

Do you have a boat or plane (with a market value of \$50,000 or greater), that is used privately and also to derive income? Yes
 No

If yes, please provide details:

Description: _____
 Market Value: _____

Was the asset unused for 62 days or more in the income year? Yes
 If yes, please complete the following section so we can determine the amount of allowable deductions. No

The number of days the asset was unused during the income year: _____

The number of days the asset was used by family or associated persons* during the income year: _____

OR

Where income from any person received was less than 80% of market rate: _____

*Associated persons include close relatives, or if owned by an entity, persons associated with the entity owning the asset

For non-associated persons where payment received is at least 80% of market value:

Number of days the asset was used: _____
 Income received: _____

Expenses incurred in respect of the asset (the list below is not exhaustive – details of all expenses will be required):

Cost of advertising and hireage	\$ _____
Cost of repairing damages caused by hireage	\$ _____
Operating costs / supplies	\$ _____
Insurance	\$ _____
Repairs/maintenance for general wear and tear	\$ _____
Other (please give details)	\$ _____

Thank you for completing this questionnaire

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