

ECOVIS KGA LIMITED

2020 Financial Statements Individual Questionnaire

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

If you are operating a business, please complete the business questionnaire

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 2020 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.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support), bank and loan accounts in order to complete the above assignments. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones.

You are to represent me as my tax agent.

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.

Other Income		
Please provide details of income received from: <ul style="list-style-type: none"> • Partnerships • Property dealing • Share market dealing • Income distributions from an estate • Income distributed from a trust • Royalty income 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Any other income received not referred to above.	<input type="checkbox"/>	

Other Income – Look Through Company		
Please provide details if you have been allocated a share of a profit / loss other than from an LTC company that we are aware of, please provide details.	<input type="checkbox"/>	

Other Income – Income Insurance		
Please provide details of premiums and claims for Income Replacement or Protection Insurance Policy	<input type="checkbox"/>	

Other Income – Financial Arrangements		
Provide full details of all financial arrangements entered into, e.g. forward exchange contracts, dealings on futures markets, commercial bills, capital notes, government stock and corporate or local body bonds.	<input type="checkbox"/>	

Other Income - Expenses		
Provide details of all costs incurred to derive the above income, e.g. income protection insurance, ACC levies, interest paid, etc.	<input type="checkbox"/>	

Overseas Income and / or Assets and Liabilities		
New Zealand residents are liable for tax on all world-wide income. <u>Overseas income</u> Did you or have you received any of the following overseas income: <ul style="list-style-type: none"> • Interest / dividends / royalties • Pension / annuity / life insurance policy • Overseas salary / wages / commission • Business income / consulting / contract / self-employment income • Rental income • Distribution from overseas trust or estate 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Please provide full details and where applicable, your investments advisor's reports. This information is required so we can calculate, if any, income needs to be declared under the FIF (Foreign Investment Fund) rules.		

Residential Property Sales	
Have you sold any residential property during the year (not otherwise detailed on the on information provided)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when was the property purchased	_____
If it was purchased within 5 years of the sale date:	
• What was the original purchase price	\$ _____
• What was the sale price	\$ _____

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.	<input type="checkbox"/>

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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide the following details:	
Business	_____ M ²
Total	_____ M ²
Power & Gas	\$ _____
Insurance (Building & Contents)	\$ _____
Interest (House Mortgage)	\$ _____
Rates	\$ _____
Rent Paid	\$ _____
Repairs & Maintenance	\$ _____
Other	\$ _____
Total	\$ _____

Thank you for completing this questionnaire

Please don't forget to sign the front page