

Name:	Balance Date: 31 March 2009
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ANNUAL PERSONAL / RENTAL / TRUST QUESTIONNAIRE

2009 Financial Year

Please take the time to complete this questionnaire as it is a very important part of the accounting process. It helps you:

- Identify and provide the information we need to prepare your financial accounts.
- Minimise the queries from us during the preparation of your financial accounts.

It also helps us meet the quality control standards that are required of us as members of the Institute of Chartered Accountants of New Zealand.

Please complete the Authorisation below as this authorises us to contact necessary organisations, for example your bank or insurance company, to obtain information that is required to complete your accounts or taxation returns.

Authorisation

I/We hereby instruct Findlay & Co to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2009. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/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. I/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 my/our attention.

I/We understand that the Financial Statements and Taxation Returns are prepared for my/our own use and to determine my/our taxation liabilities. If this should change in any material respect, I/We will inform you immediately. You will not accept any responsibility to any person, other than me/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 original Engagement Letter I/We signed when I/We became a client.

I/We also accept that Findlay & Co has the right to charge interest on overdue accounts at the rate of 1.2% per month, and that all accounts are due for payment by the 20th of the month following invoice date. The charging of such interest will be at the discretion of Findlay & Co. I/We accept that any collection costs incurred by Findlay & Co will be fully recoverable from me/us.

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to complete the above assignments.

You are to represent me/us as my/our tax agent. You are therefore authorised to sign any taxation return on behalf of myself/ourselves or any of my/our associated entities

Person to Contact with Queries	_____
Phone Number	_____
Client Name	_____
Client Signature	_____
Date	_____

Name: _____

6)	<p>Sale / Purchase of Assets Did you sell, purchase or stop using any assets in your business in the past year?</p> <p>Please provide details.</p>	Yes	No
7)	<p>Income Protection Insurance Did you have Income Protection Insurance?</p> <p>If yes, please attach a copy of the invoice and policy.</p>	Yes	No
8)	<p>Family Assistance Did you receive Family or Child Support during the year?</p> <p>If yes, please file details in your Records Folder including names and dates of birth of your children and the date any of them left school.</p>	Yes	No

Trusts Only

	<p>Gifting Programme Have you completed your annual gifting programme this year?</p> <p>Have you assigned debt to the trust via Deed of Acknowledgement of Debt?</p> <p>Please advise the date of gifts made to your trust during the financial year. If you have copies of the gifting documentation from your solicitor, please attach this.</p>	Yes	No
	<p>Your Will Have you updated your wills within the last five years?</p> <p>(It is important that your will aligns with the terms of your trust deed –please call us if you wish to discuss this further)</p>	Yes	No