FINDLAY&CO
CHARTERED ACCOUNTANTS

Name:	**Balance Date: 31 March 2010**

ANNUAL PERSONAL / RENTAL / TRUST QUESTIONNAIRE

2010 Financial Year

Please take the time to complete this checklist 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 Ltd to prepare my/our Financial Statements and Taxation Returns for the year/period ending 31 March 2010. 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 Ltd 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 Ltd. I/We accept that any collection costs incurred by Findlay & Co Ltd 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/s ______________________________

Client Name ______________________________

Client Signature ____________________ Date ____________________

FINDLAY&CO CHARTEREDACCOUNTANTS

Update of Personal Details

Postal Address	______		
Home Address	______		
Email Address	______		
Home Phone	______	Fax	______
Work Phone	______	Mobile	______
Name	______	Date of Birth	______
Name	______	Date of Birth	______

(Your date of birth is useful as it can help with tax planning / retirement planning issues and help gain discounts on ACC policies.)

Would you like your financial information in electronic format? YES / NO

(Otherwise we will send you a bound paper copy)

Would you like a copy of your financial information to be sent to your bank? YES / NO
(If yes, please advise the bank, branch and contact details) –

Bank______________ Branch ______________ Contact & email address _____________________________

IR526 information (Donations/childcare/housekeeper rebate)

1)	**Donations** Did you make any donations of over $5 to a charitable organisation during the year? If yes, please attach a copy of the invoices/receipts	Yes	No
2)	**Childcare/Housekeeper** Did you pay any childcare or housekeeper fees during the year? If yes, please attach copies of the invoices	Yes	No
3)	**Details of personal bank account that you wish your refund to be paid into:** Account Name ____________________________ Account Number _ _ - _ _ _ _ - _ _ _ _ _ _ _ - _ _ _		

Personal Checklist

1)	**Income** Did you receive any income from paid wages / superannuation in the year ended 31 March 2010? If yes, the IRD will send us your Summary of Earnings automatically.	Yes	No
2)	**Rebate Information** How many weeks of the year were you in paid employment for at least 20 hours per week?		
3)	**Other Income** Did you receive any other income, for example, estates or trusts, annuity or pension? If yes, please provide details	Yes	No
4)	**Interest / Dividend Income** Did you receive any income from interest or dividends? If yes, please provide interest, dividend advice notices and Portfolio Statements that has your investment balances at balance date from your Investment Advisor.	Yes	No
5)	**Overseas income** Did you receive any income from overseas? If yes, please provide details	Yes	No
6)	**Income Protection Insurance** Did you have Income Protection Insurance? If yes, please attach a copy of the invoice and policy.	Yes	No
7)	**Family Assistance** Did you receive Family or Child Support during the year? If yes, please record your Children's details below:	Yes	No

	Childs full name	Date of birth	IRD Number	Date left school (if applicable)

8) **Bank details for refunds from the IRD:**

Account Name ______________________________

Account Number _ _ - _ _ _ _ - _ _ _ _ _ _ _ - _ _ _

Rental Checklist

<table>
<tr><td>1)</td><td>Rental Income and Expenditure
Please supply bank statements clearly identifying and detailing all transactions that relate to the rental properties
OR
Please provide details of the following for each rental property. Use a separate sheet if necessary.

Income:
Total Rent Received ____________________

Expenses:
Rates ____________________
Insurance ____________________
Repairs and Maintenance - please attach details or invoices ____________________
Mortgage Interest ____________________
Details of any other expense relating to rental property:
____

Details of visits to inspect property/conduct property business:
Date Details Kilometres
____
____
____
____
____
____
____</td><td>Yes</td><td>No</td></tr>
<tr><td>2)</td><td colspan="3">Property Details
Please provide us with the addresses of any rental properties you have.

1. Address: ______________________________
2. Address: ______________________________
3. Address: ______________________________

If a property was not rented for a full 12 months, please provide details of why it was vacant:
____</td></tr>
<tr><td>3)</td><td>Sale / Purchase of Assets
Did you sell, purchase or stop using any assets in your rental in the past year?
Please provide details</td><td>Yes</td><td>No</td></tr>
</table>

FINDLAY&CO
CHARTEREDACCOUNTANTS

Trust Checklist

1)	**Gifting Programme**		
	Have you completed your annual gifting programme this year?	Yes	No
	Have you assigned debt to the trust via Deed of Acknowledgement of Debt?		
	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.	Yes	No
2)	**Your Will**		
	Have you updated your wills within the last five years?	Yes	No
	(It is important that your will aligns with the terms of your trust deed – please call us if you wish to discuss this further)		

Name: ______________________________

ADDITIONAL INFORMATION REQUIRED AFTER INTERVIEW
