

## Terms of Engagement

I/We accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the preparation of financial statements and tax return. Robertson Bixley Limited are not to complete an audit, nor do I/we wish Robertson Bixley Limited to undertake a detailed review of my/our affairs in order to substantiate the accuracy of my/our information. Robertson Bixley Limited are therefore not asked to provide any assurance on my/our financial statements.

I/We understand your work may not necessarily detect error or fraud and that you accept no liability for the accuracy and completeness of the information supplied by me/us. I/We understand that during preparation of the financial statements and taxation returns Robertson Bixley Limited will not be specifically investigating non-compliance with laws and regulations, however, should anything come to light of this nature during this process, Robertson Bixley Limited will bring that to my/our attention. To comply with recent changes to the Anti-Money Laundering and Countering Financing of Terrorism Act 2009, I/we may be required to provide suitable identifications for myself, persons acting on my behalf, and other persons such as my/our beneficial owners or persons who have effective control of my/our personal matters.

I/We further understand that the financial statements will be prepared at my/our request to determine my/our taxation liabilities, and that Robertson Bixley Limited will not be liable for any losses, claims or demands by any third party. The financial statements will be special purpose financial statements to meet the requirement of the Income Tax Act 2007 and not to be considered as general-purpose financial statements prepared under generally accepted accounting principles. I/We will be required to review and approve the financial statements and tax reports for reasonableness and correctness. I/We need to understand the importance and risks of signing the documents as being true and correct statutory records.

I/We also accept responsibility for all other records and information supplied to Robertson Bixley Limited other than those listed herein. I/We accept responsibility for any failure by me/us to supply all relevant records and information to Robertson Bixley Limited. The information contained herein is correct according to the best of my/our knowledge and belief. I/We understand that the information, source documents and material I/we provide to Robertson Bixley Limited for this engagement remains my/our property and will be returned to me/us. Workpapers that Robertson Bixley Limited create will remain their property.

I/We hereby authorise Robertson Bixley Limited to obtain from Inland Revenue, Financial Institutions, ACC and any other third party any records or information Robertson Bixley Limited require for the purpose of preparing my/our financial statements and income tax return and accordingly any such third party is authorised to provide Robertson Bixley Limited with information required.

I/We hereby authorise Robertson Bixley Limited to act on behalf of me/us as my/our Tax Agent. All tax types will be signed by me/us however Robertson Bixley Limited are authorised to sign any other taxation return on behalf of myself or any of our associated entities. Authority is given to obtain information from Inland Revenue about all tax types. This includes obtaining information through all Inland Revenue media and communications channels.

I/We accept that if randomly selected by Chartered Accountants Australia and New Zealand, our files relating to this engagement will be made available to its reviewers, and/or disciplinary bodies for Practice Review and/or Audit. I/we understand that unless compelled to do so by law, Robertson Bixley Limited will not disclose to third party's confidential information relating to my/our affairs.

I/We accept responsibility for keeping the minute books of the trust or company.

### **FEES**

Robertson Bixley Limited fees are based on hours worked and charged at rates appropriate to work performed and the levels of expertise required. More complex tasks are performed by more senior accountants at a higher hourly rate. When accounting for a limited liability company I/we personally guarantee payment of Robertson Bixley Limited fee. All fees charged by Robertson Bixley Limited are payable within 14 days of receipt of your invoice. Robertson Bixley Limited reserve the right to charge interest on overdue accounts.

We may receive commission on certain software and services (e.g. Xero and Audit Shield).

All expenses and administration fees, including collection costs from obtaining the services of a debt collection company and/or legal fees in relation to any overdue amount will be added to my/our account.

These terms remain in effect after termination of service until all fees are paid.

**AGREEMENT OF TERMS**

I/We understand that this letter supersedes any previous engagement letters and will remain in effect from the date of signature until it is replaced. Robertson Bixley Limited or I/we may vary or terminate the authority to act on my/our behalf at any time without penalty. I/We accept this agreement may be terminated by either party giving written notice to the other.

I/We accept the Terms of Engagement detailed above and am duly authorised to sign on behalf of:

Client Name: \_\_\_\_\_

IRD Number: \_\_\_\_\_

Signee: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

IRD Number: \_\_\_\_\_

Signee: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

IRD Number: \_\_\_\_\_

Signee: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

IRD Number: \_\_\_\_\_

Signee: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

IRD Number: \_\_\_\_\_

Signee: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

IRD Number: \_\_\_\_\_

Signee: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

IRD Number: \_\_\_\_\_

Signee: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

IRD Number: \_\_\_\_\_

Signee: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

IRD Number: \_\_\_\_\_

Signee: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

IRD Number: \_\_\_\_\_

Signee: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_