

Accountants Plus Ltd
P O Box 38 991
Wellington Mail Centre
Lower Hutt 5045

To Accountants Plus Ltd

ENGAGEMENT OF ACCOUNTANTS PLUS LTD AS OUR ACCOUNTANTS

We wish to engage your services as our accountants and fully accept your Terms of Engagement as supplied by you.

We undertake to supply all information necessary for you to carry out such services, and we accept full responsibility for the accuracy and completeness of such information. We understand that you will rely upon the information provided by us to undertake such services.

We understand that the Financial Statements and Taxation Returns are prepared for our own use and to determine our taxation liabilities. If this should change in any material respect, we will inform you immediately. We accept you will not accept any responsibility to any person, other than us, for the contents of the Financial Statements.

DECLARATION:

I/we:

- have received a copy of the Terms of Engagement;
- have read, understood and agree to abide by the Terms of Engagement;
- accept and understand that the Terms of Engagement may change from time to time, and that we can access copies of the current Terms of Engagement from the Accountants Plus website www.accountantsplus.co.nz;
- authorise any person or company, under the Privacy Act 1993, to provide you with any information you may require in providing the Services;
- undertake to pay accounts as they fall due;
- acknowledge that in default of prompt payment, interest will accrue at the rate of 2.5% per month;
- agree all unpaid accounts will incur collection/legal fees (as between solicitor and client);
- elect Accountants Plus Ltd to obtain information from the Inland Revenue Department, ACC, or any other financial institution by way of fax, phone, correspondence and Internet;
- authorise Accountants Plus Ltd to act as our agent for ACC levy purposes for all associated entities. This authorisation allows Accountants Plus Ltd to query and change information on our ACC levy account(s) via ACC staff, and via ACC Online Services. This authority will also allow our organisations' main representative discretion to delegate access to your ACC information to other members of our organisation. Other delegated members of our organisation will also be able to query and change information on your ACC levy account.

1 _____ IRD #: _____ - _____ - _____ SIGNED: _____
(NAME)

2 _____ IRD #: _____ - _____ - _____ SIGNED: _____
(NAME)

3 _____ IRD #: _____ - _____ - _____ SIGNED: _____
(NAME)

4 _____ IRD #: _____ - _____ - _____ SIGNED: _____
(NAME)

5 _____ IRD #: _____ - _____ - _____ SIGNED: _____
(NAME)

Date: ____/____/____

CLIENT DETAILS

ENTITY NAME: _____ ACC NO: _____

ENTITY NAME: _____ ACC NO: _____

ENTITY NAME: _____ ACC NO: _____

YOUR NAME: _____ ACC NO: _____
DIRECTOR / SHAREHOLDER / TRUSTEE / BENEFICIARY

SPOUSES NAME: _____ IRD NO: _____
DIRECTOR / SHAREHOLDER / TRUSTEE / BENEFICIARY

CHILDREN'S NAME: _____ IRD NO: _____ DOB: _____
DIRECTOR / SHAREHOLDER / TRUSTEE / BENEFICIARY

CHILDREN'S NAME: _____ IRD NO: _____ DOB: _____
DIRECTOR / SHAREHOLDER / TRUSTEE / BENEFICIARY

CHILDREN'S NAME: _____ IRD NO: _____ DOB: _____
DIRECTOR / SHAREHOLDER / TRUSTEE / BENEFICIARY

CONTACT NAME: _____

CONTACT TELEPHONE NO: _____ FAX NO: _____

HOME TELEPHONE NO: _____ CELLPHONE: _____

STREET ADDRESS OF BUSINESS: _____

POSTAL ADDRESS: _____
(if Different From Above)

EMAIL ADDRESS: _____

BUSINESS ACTIVITY: _____

LINKING: ALL MAIL TO COME TO AGENCY / MAIL TO REMAIN WITH CLIENT GST / PAYE

WHO DOES WHAT:

	We will complete	A Plus to complete
PAYE Returns		
GST Returns		
FBT Returns		
Monthly Financial Accounts		
Trustees' Resolutions		
Company Directors' and Shareholders' Resolutions		
Company Statutory Records		