

## TERMS OF ENGAGEMENT

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

### Accountants Statement

This statement is an acknowledgement of the terms of engagement for the preparation of your Financial Statements and/or taxation returns by Business & Tax Advisors Ltd. We will compile these from the information provided by you in accordance with Generally Accepted Accounting Principles and with reasonable standards of skill, diligence and care generally exercised by accountants in public practice in New Zealand. We will provide a disclaimer to the Financial Statements as we are reliant on the information supplied.

### Clients Acknowledgement:

I/We accept responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of my Financial Statements and/or taxation returns. You are not to complete an audit, nor do I wish you to undertake a detailed review of my/our affairs in order to substantiate the accuracy of my information, and therefore you are unable to provide any assurance on my/our financial statements and/or taxation return. I/We understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I/We further understand that the financial statements and/or taxation returns will be prepared at my request and for the purposes only and that you will not be liable for any losses, claims or demands by any third person.

I/We understand that you will advise us prior to the due date when income taxation payments, based on my/our tax return(s), are required to be paid. I/We are responsible for meeting my/our tax obligations and for any interest and penalties imposed by Inland Revenue Department for non-compliance with those obligations. This includes **Provisional Tax**, as well as agree that I/we understand our obligations in terms of the **Brightline Test regime** where applicable.

**I/We accept that you will charge for your work and that invoices issued by you are payable within 07 days following the date of invoice**, unless a special arrangement has been made in writing. Interest maybe charged on overdue accounts and all costs incurred in the collection of overdue accounts will be my/our responsibility and will be added to my/our account.

*I/We accept that payment for the work done by you, is not dependent on the outcome of IRD's assessment of tax return/s submitted by you.*

### Inland Revenue Department and other Authorisation:

I/We authorise for you to link for all tax types (except NCP or CPR) with the Inland Revenue Department and to access such information as you may require to perform your work and services on my/our behalf until further notice. This includes obtaining information through all Inland Revenue media and communication channels including electronic ones. I/We further authorise you to access and alter such information you may require to perform your work, from any other related organisations or related parties. These organisations include ACC, The Companies Office and all other Government Departments.

.....  
(Signed)

.....  
(Name & Position)

IRD Number: .....

(Date) .....