

Date Applied: _____

NEW CLIENT INTERVIEW SHEET

File Name

Business Structure

Company

☐

Sole Trader

☐

Partnership

☐

Trust

☐

Type of Business _____

Date Commenced Trading.....

IRD Number.....

Individual Details

Individuals Full Name IRD Number.....

Individuals Full Name..... IRD Number.....

Individuals Full Name..... IRD Number.....

Individuals Full Name..... IRD Number.....

Contact Details

Telephone (Home)

Telephone (Business).....

Telephone (Cell).....

Fax.....

Email.....

Web Site Address.....

Postal Address

Street Address

GST Cycle (Please Circle)

One Monthly

Two Monthly

6 Monthly

Details of Previous Accountant

Company.....

Accountants Name.....

Address.....

.....

Fax.....

Referred By.....

This document is to confirm our understanding of the terms of our engagement and the nature and extent of the services we will provide. Unless otherwise agreed between us in writing, this document records the entire agreement between us in relation to our engagement. The terms recorded in this Agreement will remain in force until varied by us in writing to you, or until cancelled by either of us by notice in writing to the other.

TERMS OF ENGAGEMENT

General

With regard to the general aspects of the engagement, it is understood and agreed that:-

- a. The client accepts responsibility for all records and information supplied to P. J. Dick & Company Limited and for its completeness and accuracy. P. J. Dick & Company Limited does not accept responsibility for the maintenance of adequate accounting records or internal control structure in the clients organization;
- b. The client accepts responsibility for any failure to supply P. J. Dick & Company Limited with all relevant records and information;
- c. The client accepts responsibility for ensuring that all relevant records and information are at the offices of P.J. Dick & Company Limited or as otherwise agreed in reasonable and sufficient time for processing to be completed by P. J. Dick & company Limited before any statutory or other deadline;
- d. Where the services of an external consultant are required, involving the disclosure of confidential client information, the clients prior consent will be obtained by P. J. Dick & Company Limited;
- e. The client accepts that the work papers, drafts, internal memoranda and similar documents prepared by P. J. Dick & Company Limited in connection with the engagement remain the property of P. J. Dick & Company Limited at all times;
- f. The client accepts that P. J. Dick & Company Limited shall have the right to exercise a possessory lien over any records in their possession relating to any outstanding fee;
- g. The arrangements outlined herein will continue in effect from year to year unless varied in writing.

Financial Statements (Compilation)

- a. Other than tax return schedules of income and expenditure, financial statements will be prepared in accordance with the Professional Engagement Standards and Guidelines as issued by the New Zealand Institute of Chartered Accountants and either the Financial Reporting Act 1993 or if appropriate on a Special Purpose reporting basis;
- b. The client accepts responsibility for providing P. J. Dick & Company Limited with all information necessary to properly prepare the financial statements and present full disclosure of all required matters;
- c. The client accepts responsibility for the accuracy and completeness of the assertions in the financial statements;
- d. Our procedures will not include verification or validation procedures. No audit or review engagement will be performed and accordingly no assurance will be expressed;
- e. Included in our compilation report will be a Disclaimer of Liability Statement, as follows:

A compilation engagement requires us to apply compilation procedures, in accordance with SES-2 Compilation of Financial Information, to compile (the financial information) from information which you provide to us. Those compilation procedures do not include the performance of an audit or review in respect of either of the information you provide or the financial information that is compiled from it. Accordingly, neither we nor any of our employees accept any responsibility, accuracy or completeness of the information from which the financial information has been compiled. The financial information is prepared at your request and exclusively for your benefit. Neither we nor any of our employees accept any liability of any kind whatsoever, including liability by reason of negligence, to either yourself or any other person for losses incurred as a result of placing reliance on the compiled financial information.

- f. The client accepts that, where indicated, a Disclaimer of Liability by P. J. Dick & Company forms part of the financial statements and is to remain attached to all copies of the financial statements distributed to third parties;
- g. It is not intended that the engagement of P. J. Dick & Company for the compilation of Financial Statements be relied upon to prevent or protect or detect fraud and error and the client accepts sole responsibility for such detection and prevention.

Tax and Compliance Services

If requested by the client, P. J. Dick & Company Limited will prepare the file, on time, the following returns:

- a) Income tax returns and election notices for (taxpayer and/or associated persons)
- b) GST Returns
- c) Quarterly FBT returns
- d) Monthly or twice-monthly IR345 Employee Deduction forms and Payment of PAYE deductions.
- e) Any overdue IRD returns as may be required
- f) Statistics New Zealand returns as required

Advisory Services

It is understood and agreed that P. J. Dick & Company Limited may provide general business advisory services and/or tax advisory services from time to time, as required or as requested by the client.

Our Responsibilities

We will not audit, review or carry out any other checks on the accuracy or completeness of the information you provide. It is up to you to give us accurate and complete information to prepare the returns.

1. Your returns will include the following statement: "Prepared without review from information provided by the taxpayer", along with our Firm name as the preparer of your returns.
2. You may use our office address as the mailing address for assessments and/or correspondence from Inland Revenue. If you do this, we will send you copies of any letters received, along with recommendations for your reply if necessary.
3. If you use our office address as the mailing address for assessments, we will check the assessments and let you know the amounts and due dates of tax installments. You are then responsible for paying the correct tax on time.
4. We will advise you about any amounts of tax to be paid and the due dates for payment.

Your Responsibilities

1. You are responsible for what happens in your tax returns. This means you must ensure that the information you give us is accurate and complete, and meets all your obligations set out in the tax laws.
2. You must confirm that you have told us about all sources of income, that all your expense claims were incurred to earn income, and that you have all the supporting documents required by the IRD.
3. If you are aware of any legal or possibly illegal acts that may affect your tax returns, you must let us know full details of these.
4. If you choose to use your own address as the mailing address, we recommend that you immediately provide us with copies of any correspondence you receive from the IRD. This is because there may be a deadline for reply, and if it is not met proposed assessments or reassessments may be issued and you may lose the chance to challenge any issues.
5. You are responsible for paying any penalties and/or interest arising from late payments, errors and wrong estimates or from any other cause.

Tax Agency

By signing this letter you authorise us to act as your tax agent with the Inland Revenue Department, for all tax types and for all your associated entities. As your tax agent we will have access to your tax records at the Inland Revenue Department. Under our agency you will receive an extension of time for filing your income tax returns, provided that your returns have been filed on time in previous years.

Information and Disclosure

The conduct of this engagement is in accordance with the professional standards, rules and ethical requirements of the New Zealand Institute of Chartered Accountants. Information we obtain in the course of this engagement is subject to confidentiality requirements, in addition to our obligations under the Privacy Act 1993. We will not disclose that information to other parties, without your express consent, except as required by law or professional obligations.

However, as members of the New Zealand Institute of Chartered Accountants, we are subject to and bound by the disciplinary procedures and rules of the institute, and our work and files are subject to the practice review rules of the Institute under which compliance with professional standards by members is monitored. These procedures and rules require us to disclose to the institute, its reviewers and/or its disciplinary bodies our files and work papers including client information. By allowing us to undertake this engagement (whether or not you sign this letter), you acknowledge that, if requested, our files relating to this engagement will be made available to the institute, its

reviewers and/or its disciplinary bodies. We assure you that the same ethical standards regarding to confidentiality that we adhere to apply equally to the Institute's reviewers. '

Limitation of Liability

We will not be responsible or liable if information we need to carry out our tasks properly is withheld or concealed from us or wrongly represented to us. Any claim against us must be made and notified to us within one year of the date we complete the work set out in this agreement.

Money We Hold for You

We may sometimes hold money on your behalf. It will be held in Trust in a client bank account, which is completely separate from the Firms funds. The New Zealand Institute of Chartered Accountants has strict rules about the way accountancy firms must handle their clients money, and we follow those rules.

Statutory Records (Companies Only)

- a. Unless agreed otherwise, P. J. Dick & Company Limited will prepare the Annual Minutes and maintain the relevant statutory registers.
- b. The client accepts the responsibility for advising P. J. Dick & Company Limited in writing of all matters an information requiring disclosure such as a director's interest in a contract with the company or use of the company information not otherwise available to him/her.

Variation

Terms of engagement may vary from time to time depending on the nature of the engagement and/or the relationship P. J. Dick & Company Limited has with the client. Variation of the general Terms of Engagement may occur by mutual agreement.

TERMS OF TRADE

Fees

P. J. Dick & Company Limited base fees on the time spent on your business matters, and the value of service provided. In determining a fee, we take into account:

- a. The skill and knowledge required for the type of professional services involved;
- b. The level of training and experience of the persons necessarily engaged in performing the professional services;
- c. The time necessarily occupied by each person engaged in performing the professional services;
- d. The degree of risk and responsibility that performing those services entails;
- e. The importance of the matter to the client;
- f. The complexity of the matter and the difficulty of the work involved;
- g. The urgency and circumstances in which the professional services are performed.

We calculate and bill our fees monthly. Each fee invoice represents work completed by us to the date indicated in that account and will be forwarded to you by the 10th of the month following the fee date.

At the base of each invoice there is a detachable remittance advice. You are requested to return this advice with your payment.

Disbursements are payments made by us n your behalf. These costs are passed on to you as part of our normal monthly billing.

Standard pricing may occur from time to time for certain products or services such as Company Formations, GST Registration, Software, Annual Returns etc. A list of standard prices is available on request.

Credit Terms

If the work is carried out for a limited liability company, or other incorporated body, it is acknowledged that the work is being carried out at the request of those persons who sign this letter and **such persons accept responsibility and liability jointly and severally with the client and each other for the payment of the account.**

If the account is not received by due date, P. J. Dick & Company Limited shall be entitled to look to any or all the parties signing this letter for payment without being obligated first to seek or enforce payment from the client itself.

If payment of any account is not received by the due date:

- a) We may decline to continue further work until the account is paid or arrangements are made for payment.
- b) In accordance with normal commercial practice, we may charge a late payment penalty on any balance outstanding after due date at a rate of 1.5% per calendar month or part thereof compounded from due date to date of actual payment.
- c) We reserve the right to place any outstanding account in the hands of our Solicitors or debt collection agency for collection by legal action if necessary. In those circumstances, the client and each of the signatories

consent to P. J. Dick & Company Limited providing its solicitors or debt collection agency with such details relating to the client and the signatories as may be necessary to collect such outstanding account. In the event that the account is placed with our solicitors or debt collection agency, all fees and/or Court costs incurred in recovery action will be added to the amount owing and will be recoverable from the client and/or signatories.

- d) **Right to claim a General Lien over Books and Records.** It is agreed that P. J. Dick & Company Limited shall be entitled to exercise a general lien over all the books, records, related documents and other such chattels that may come into our possession for the purpose of performing professional services for you until all our costs and charges whatsoever for professional services of any nature to you have been fully paid.

Ownership of Books, Records and Other Documents

It is agreed that ownership of all documents supplied by you to assist in the performance of professional services on your behalf shall remain your property. It is also agreed that all documents produced by P. J. Dick & Company Limited in the performance of these professional services shall remain our property. For the avoidance of doubt, it is agreed that we shall retain ownership of all work papers and drafts created and used by P. J. Dick & Company Limited in the course of performing professional services for you.

Payment

Payment is due 14 days from the date of invoice and may be made by cheque or direct credit into our bank account. If there are any issues concerning the amount of our fee, they must be communicated to us in writing **within 30 days** of the date of the invoice; otherwise it is agreed that the amount is payable. Should you require further information or clarification, please telephone Paul Dick.

Please sign and return this agreement.

I/We agree to the above terms of engagement and terms of trade on behalf of myself/others and all associated entities and warrant that I/we have authority to do so.

Name: _____ Signature: _____ Date: _____.

Name: _____ Signature: _____ Date: _____.

As at 1st October 2018 all Accountants are required under the 'Anti-Money Laundering and Countering Financing of Terrorism Act' (AML) to sight and keep a copy on file of the following information from each client:

Proof of Identity:

- Copy of Passport or
- Copy of Drivers Licence with one of the following: Birth Cert, Firearm Licence, embossed Bank Credit/Debit card, Super Gold Card or Government Agency letter

Proof of Home Address:

- Utility (water, phone or power/gas) or Rates bill, Bank Statement, Insurance Policy (something that shows your name and home address)

Any statements or letters provided must be no more than 12 months old and identification should be current.