

Date: / /

Deans & Rees Limited
PO Box 51090
Tawa
Wellington 5249

To Deans & Rees Ltd

ENGAGEMENT OF DEANS & REES 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 Deans and Rees website www.deansandrees.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 Deans & Rees Ltd to obtain information from the Inland Revenue Department, ACC, or any other financial institution by way of fax, phone, correspondence and Internet;
- accept a one-off fee of \$275 incl. GST for setup, linking, registrations (where required) and to research IRD history and balances.

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

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

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

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

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

CLIENT DETAILS

ENTITY NAME: _____ ACC NO: _____

IRD NO: _____

ENTITY NAME: _____ ACC NO: _____

IRD NO: _____

ENTITY NAME: _____ ACC NO: _____

IRD NO: _____

YOUR NAME: _____ IRD 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: _____ MOBILE: _____

STREET ADDRESS OF BUSINESS: _____

POSTAL ADDRESS: _____
(If Different From Above)

EMAIL ADDRESS: _____

BUSINESS ACTIVITY: _____

PREVIOUS ACCOUNTANTS DETAILS:

NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____ EMAIL: _____

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

WHO DOES WHAT:

	Client will Complete	D&R to Complete	Acclipse Y/N	Date
PAYE Returns				
GST Returns				
FBT Returns				
Monthly Financial Accounts				
Trustees' Resolutions				
Company Directors' and Shareholders' Resolutions				
Company Statutory Records				

COMPANY ANNUAL RETURN DATE: _____

COMPANY NUMBER: _____ COMPANY KEY: _____

BUSINESS STRUCTURE: _____

GST: GST REGISTERED: YES/NO GST PERIOD: _____ GST BASIS _____

NEXT GST PERIOD ENDS: _____

GST RATIO METHOD: YES/NO RATIO PERCENTAGE: _____

TAX & COMPANY INFORMATION:

BALANCE DATE: _____

BILLING:

BILLING ENTITY: _____

ACCOUNTING SOFTWARE: _____

FOR DEANS & REES TO COMPLETE

POST NEWSLETTER: YES/NO (Email/Post) (Please Circle)

FIXED FEE AGREEMENT: YES/NO

DOCUMENTS: Document Folder: _____

JOBS: Comply with Bulk Job Creation: YES/NO

ADDITIONAL INFORMATION FOR ACCLIPSE
