

## Taxation Return Terms of Engagement – 31 March 2023

Ensure the Terms of Engagement are signed and included with your records

Client Name:	Phone:	
IRD Number:	Fax:	
Balance Date: 31 March 2023	Email:	

To:

### Terms of Engagement

I/We hereby instruct you to prepare my/our Taxation Returns for the year/period ending 31 March 2023 for the above entity and any associated entities or personal returns. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I/We understand that you will rely upon the information provided by me/us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the accounts in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I/We understand that during preparation of the Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however, should anything come to light of this nature during this process you will bring that to my/our attention. I/We agree that these reports are special purpose reports as defined by Chartered Accountants Australia New Zealand (CAANZ).

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

By signing the Terms of Engagement, you confirm that Rostrevor Professional Group Limited has authority to communicate with and obtain information from Inland Revenue, your bank or financial institution, Fonterra/Farm Source and any other third party concerning your tax and other necessary affairs if the information sought is relevant to the engagement. This includes obtaining information via online services available on Inland Revenue's website, phone, fax or letter.

You are to represent me/us as my/our tax agent. You are therefore authorised to sign any taxation return on behalf of myself/ourselves or any of my/our associated entities.

Please note, we may get a commission on computer subscriptions, like Xero. Please ask if you would like more information.

Where the Letter of Engagement is addressed to more than one addressee, each addressee is a party to, and is bound by, the terms of the Contract. We will treat you as having accepted this Contract if you continue to instruct us after you receive it.

### Accident Compensation Corporation

*You authorise our organisation to act as your agent for ACC levy purposes for all associated entities. This authorisation allows our organisation to query and change information on your ACC levy account(s) through ACC staff, and through 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.*

Signature \_\_\_\_\_

Date \_\_\_\_\_