

JACAL 2017 Client Compliance Declaration

1. Welcome to our 2017 Client Questionnaire

IMPORTANT - PLEASE READ BEFORE CONTINUING

As you are working your way through the questionnaire, there will be additional information that you will need to supply to us after you have completed and transmitted the questionnaire. A copy of the questionnaire will be emailed back to you once we have received and uploaded it to our system. At the end of the questionnaire you will be asked how you would like to send this information in - either by post/courier, email or a face to face meeting.

You are able to move both forward and backwards in the questionnaire, but once you have completed the questionnaire and pressed the "Done" button you are no longer able to access it. You may exit the questionnaire part way through and then go back and resume the questionnaire, but only if you have "Cookies enabled" on your computer.

Your time and effort in completing this form is much appreciated by the team at JACAL. Please note however that we are unable to commence work on your assignment until we have received the questionnaire and any supporting documents back in our office.

Johnston Associates Chartered Accountants Limited (JACAL)



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2. Contact Details

* Please list the entities and individuals you are preparing this questionnaire for.

* Have your contact details changed since the last questionnaire?

- Yes
- No



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3. Client Details

* Please update any changes below.

Phone Number:

Email Address:

Postal Address:

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4. Finalisation of Accounts/Tax Returns

If you require the financial statements by a certain date, please let us know below.

Date financial statements required by

* Instead of an email copy in PDF format, would you like to receive your accounts and/or tax returns by post in printed copy form?

Email only please

Via post



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5. Email address for financial statements

* *Please confirm the email address that you would like your accounts and/or tax returns sent to once finalised.

Email Address as entered in Question 3

Other (please specify)

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6. Postal address for financial statements

* Please confirm the postal address that you would like your accounts and/or tax returns sent to once finalised.

Postal Address as entered in Question 3

Other (please specify)



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7. Finalisation of Accounts/Tax Returns

* Please confirm the number of bound copies of the financial statements that you require (max. 5).

Number of bound copies required:

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8. Fee Synergy Payment Option

* We have engaged Fee Synergy Finance to provide monthly payment option on our invoices.

The benefits to you as a client include:

- Options for payments spread over 4, 6, 8, 10 or 12 months;
- Direct debit payments from your bank account;
- Additional line of credit without affecting existing finance arrangements;
- Competitive fees and charges which are tax deductible.

If you wish to take up this option please indicate below and we will contact you to discuss further.

Yes

No

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9. Declarations

*** Terms of Engagement:**

Accepted

I/We hereby instruct you to prepare my/our Financial Statements and Taxation Returns for the period ending 31 March 2017. 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. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the financial statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements.

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. You are authorised to link myself/ourselves or my/our associated entities to your agency tax list and view our tax information via the IRD internet services.

Financial Statements prepared by you will carry the following disclaimers: "A compilation is limited primarily to the collection, classification and summarisation of financial information supplied by the client. A compilation does not involve the verification of that information. We have not performed an audit or review engagement on the financial statements and therefore neither we nor any of our employees accept any responsibility for the accuracy of the material from which the financial statements have been prepared. Further, the financial statements have been prepared at the request of, and for the purposes of, our client only and neither we nor any of our employees accept any responsibility on any ground whatsoever, including liability in negligence, to any other person."

*** Third Party Authorisation:**

Accepted Not Accepted

You are hereby authorised to communicate with my/our bankers, solicitors, finance companies and other government agencies to obtain such information as you require in order to carry out the above assignments.

*** Deposits of Tax Refunds into Johnston Associates Trust Account:**

Accepted Not Accepted

Should the occasion arise I/we authorise JACAL to bank taxation refunds received from the Inland Revenue Department on our behalf, into the Johnston Associates Trust Account. If a situation arises where these refunds are required for the payment of JACAL professional fees, further written authorisation will be required by me/us.

*** Payment of Fees:**

(JACAL accepts Amex, Visa and Mastercard for payment of accounts.)

Accepted

Our fees are based on the time necessarily spent on your affairs and include reimbursement for disbursements. Where appropriate, accounts may be rendered whilst work in progress. Our normal terms of payment are within 14 days of receipt of invoice unless we make arrangements to the contrary. Should accounts become overdue we reserve the right to charge interest at our overdraft rate and debt recovery costs. By agreeing to the acceptance below you accept personal liability for fee charges relating to the Company, Entity, Business, Individual, of which you are a Shareholder, Director, or an authorised agent to engage our services on behalf of. This applies to all fees rendered by our firm for all work undertaken.



*** I hereby confirm the above declarations have been answered and request Johnston Associates Chartered Accountants Limited to commence work on my/our assignment.**

Confirmed - the above declarations have been answered

*** Please type in your name and date**

If you will be providing supporting documentation, please advise how you will be sending this in:

- Mail/Courier
- Email (scanned documents)
- Face to face meeting (our preferred option) - please contact me for a meeting time

Available meeting times

Are there any additional comments or information that you would like to share with us: