



Client Full Name (as per IRD)			
Client Address			
Contact Numbers			
Email Address			
IRD Number			
Place of Birth		Date of Birth	

We appreciate the opportunity to work with you and this agreement confirms our appointment to act as your accountants and business advisers for you and any related entities.

These terms of engagement set out the conditions upon which we accept that appointment and needs be completed and returned to us before we can begin any work for you.

- We agree to prepare Financial Statements and tax returns for you and any individuals or other entities associated with you from time to time as required.
- Where required, we will prepare Special Purpose Financial Statements to meet the requirements of the income Tax Act 2007. They may not be suitable for other purposes and are not to be used as general purpose financial statements.
- We will not undertake an Audit or Review of the information you provide to us. Accordingly the Compilation Report disclaimer will apply to any reports we prepare for you.
- We agree to provide general business advice when requested by you, or when we believe that it will benefit you.
- Where we prepare your GST returns you agree that we cannot be held responsible for incomplete or erroneous information provided by you. Where we file these GST returns you also agree that we file these on your behalf as agent and not as principal.
- You agree that any working papers prepared by us in relation to this engagement remain the property of Devine Accounting. These records are retained for a period of at least 7 years after the end of the income year to which they relate and then safely shredded.
- You are responsible for the accuracy and completeness of the information as well as checking the final financial statements and tax returns for reasonableness and correctness.
- You agree that if required by the Anti-Money Laundering and Counter Financing of Terrorism (AML/CFT) Act 2009, we may disclose some of your information to DIA (Department of Internal Affairs) without your prior consent. We reserve the right to verify any ID supplied to us as and when required.

In carrying out the engagement for you we will:

- Keep you informed of all significant developments and information relating to you.
- Take all reasonable care and skill.
- Comply with our ethical obligations to you.
- Use our best efforts to deliver the desired outcomes within agreed or anticipated timeframes and costings.
- Any additional work outside the scope of what we customarily perform for you will be discussed with you **before** any work is started.



Fees and Charges

Fees are determined either by negotiated quote or by the amount of time spent on performing professional services for you, taking into account the skills, specialised knowledge and responsibilities required.

Where you have engaged us to provide professional services to another party or an associated entity, we will invoice that entity directly. However, in the event of late payment or non-payment responsibility remains with you which is acknowledged by those people who sign below.

We may withdraw our services and decline to continue further work until the fee is paid in full or until an acceptable repayment arrangement is installed. Should services be withdrawn we will not be held liable for any penalties or interest charged as a result of late filing of tax returns or other documents.

We reserve the right to charge a late payment penalty and interest on the balance outstanding after the due date at a rate of 1.5% per calendar month or part thereof compounded from due date to date of actual payment.

If a client's debt is passed onto a third party, the client will incur ALL associated costs, including debt collection process cancellation fees if incurred.

Authorisation

You (Devine Enterprises Ltd trading as Devine Accounting) are authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require. I/we authorise you to represent me/us as my/our tax agent and to obtain information from Inland Revenue about all tax types except child support (NCP or CPR) until further notice. This includes obtaining information through all Inland Revenue media and communication channels.

All income tax returns will be signed by me/us however you are authorised to sign any other taxation returns (FBT, GST, PAYE) on behalf of myself/ourselves or any of my/our associated entities.

Authority for Accident Compensation Corporation:

You authorize our organization to act as your agent for ACC levy purposes for all associated entities.

This authorization allows Devine Accounting to query and change information on your ACC levy account(s) through ACC staff, and through ACC Online Services. This authority will also allow Devine Accounting's main representative discretion to delegate access to your ACC information to other members of Devine Accounting. Other delegated members of Devine Accounting will also be able to query and change information on your ACC levy account.

Name Shareholder/Director

Date:

Name Shareholder/Director

Date

Name Shareholder/Director

Date