



**CLIENT COMPILATION INFORMATION FORM**

**PERSONAL INFORMATION:**

**INDIVIDUAL 1**

**INDIVIDUAL 2**

Mr Mrs Ms Miss Other \_\_\_\_\_

Mr Mrs Ms Miss Other \_\_\_\_\_

**Full Legal Name:** \_\_\_\_\_  
 (Including middle names)

\_\_\_\_\_

**Date & Place of Birth:** \_\_\_\_\_

\_\_\_\_\_

**Postal Address:** \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Residential Address:** \_\_\_\_\_  
 (If different from Postal)

\_\_\_\_\_  
 \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

\_\_\_\_\_

**Mobile Number:** \_\_\_\_\_

\_\_\_\_\_

**Email Address:** \_\_\_\_\_

\_\_\_\_\_

**Photo ID:** Please provide a colour copy of Passport or Driver Licence

**NUMBER OF DEPENDENTS:** \_\_\_\_\_

**Name:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Date & Place of Birth:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**IRD Number:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



I/We acknowledge and accept the terms of the engagement (as amended from time to time) and give my/our approval for Biz Solutions Limited to obtain information as stated.

**Full Legal Names of all Entities (Individuals, Company, Trust, Partnership etc)**

1. _____	IRD No: _____
2. _____	IRD No: _____
3. _____	IRD No: _____
4. _____	IRD No: _____
5. _____	IRD No: _____
6. _____	IRD No: _____

I/we are duly authorized by the above entities to give authority to Biz Solutions Limited for all tax types until further notice. Authority is given to obtain information from Inland Revenue about all tax types (except Child Support). This includes obtaining information through all Inland Revenue media and communications channels.

I/We authorize Biz Solutions Limited to change the registered office of any company listed above to the following address:

C/- Biz Solutions Limited  
 46 Stanley Street  
 Parnell  
 Auckland 1010

Please tick who would be responsible for maintaining the statutory records for the company:

Biz  
 Client

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Individual / Director / Trustee**  
 (circle applicable roles)

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Individual / Director / Trustee**  
 (circle applicable roles)

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Individual / Director / Trustee**  
 (circle applicable roles)

(please cross out the non-applicable ones- in case of company with more than one directors, one director can sign on behalf of others, in case of trust all trustees will need to sign this)



## Terms of Engagement

I/We confirm that the terms of the engagement are as follows:-

1. I/We have engaged Biz Solutions Limited to compile my/our annual income tax returns.
2. I/We authorise Biz Solutions Limited to act as my/our tax agent representative with the Inland Revenue Departments (IRD) for all tax types (except child support) and benefits such as NZ Super, working for families' tax credit, and WINZ.
3. Biz Solutions Limited has not been requested to perform an audit or review engagement.
4. I/We accept and understand that Biz Solutions Limited will provide no assurance regarding the financial information resulting from the compilation process.
5. I/We have provided all the information that is required to enable Biz Solutions Limited to complete the engagement, including income from all sources.
6. I/We accept the responsibility for the accuracy of my income tax returns and the assertions contained within. Biz Solutions Limited responsibility is to compile my income tax return from the data supplied by me.
7. I/We authorise Biz Solutions Limited and their staff to sign taxation returns on my/our behalf in exceptional circumstances where I/we are not available in order to meet filing deadlines and to keep taxation obligation compliant.
8. I/We accept and understand that Biz Solutions Limited will have no responsibility to third parties arising from this engagement.
9. If we give you our work in draft or orally, we do so only on the basis that you may not rely on it in that form. Accordingly, we will not be responsible if you or anyone else relies on our draft Work or oral comments or advice.
10. I/We indemnify Biz Solutions Limited against any and all losses, claims, actions, demands, expenses, damages, liabilities or any other proceedings whatsoever incurred by me in respect of any claim by a third party.
11. All civil liability (including interest and costs) of Biz Solutions Limited which includes any director, partner, employee or agent of Biz Solutions Ltd, to you, concerning the subject matter of this engagement, shall be limited to five times the fee for such assignment.
12. In no circumstances shall Biz Solutions Limited be liable for accidental indirect, special, punitive or consequential damages whatsoever (including loss of profits) even if Biz Solutions Limited has been advised of, knew or should have known of the possibility of such loss or damage.
13. I/We acknowledge and confirm that my prior taxation liabilities have been met in timely manner, otherwise disclosure of the same is required to Biz solutions.
14. I/We, authorise Biz Solutions to undertake a credit check with any credit reporting agencies and at its sole discretion Biz Solutions to assess suitability of acceptance as a client or otherwise.
15. I/We confirm that I have never been bankrupted nor have any legal proceedings filed against me. If any such action has been noted, I will supply details to Biz Solutions.
16. I/We acknowledge that Biz Solutions Limited may be paid administration fee and/or margin from Accountancy software providers, payroll software providers, CRM providers, Forex providers, Employment solution providers, Insurance providers, lending institutions and other financial service providers.
17. I/We will pay fees incurred by me or any of my associated entities by the due date. Any collection costs on late payment of fees is payable by me. Interest at a rate of 1.5% may apply on overdue accounts. Where my associated company or trust is unable to pay the fees due, I will personally pay for such services. Fee is payable 20<sup>th</sup> of the month following the invoice.
18. If the person engaging Biz Solutions Limited is a company, then it grants a security interest to Biz Solutions Limited over all of its present and future accounts receivable to secure all amounts owed by the company to Biz Solutions Limited. The security interest is granted as consideration for Biz Solutions Limited agreeing to accept this engagement.
19. I/We acknowledge that Biz Solutions Limited holds the right to refuse any engagement, without providing reason for the same.
20. We will provide any tax planning, research and consulting services that you request. Fees for these consulting services will be billed at our standard hourly rates in effect at the time the services are rendered, unless a specific fixed fee agreement is entered into for the specific service.

Initial: \_\_\_\_\_



**Terms of Engagement (cont.)**

21. In order to have time to properly prepare (or extend) your tax returns, we ask that you provide the required information within two months after the Company's fiscal year end.
22. You acknowledge and agree that we are not required to continue work in the event of your failure to pay on a timely basis for services rendered as required by this engagement letter. You further acknowledge and agree that in the event we stop work or withdraw from this engagement as a result of your failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable to you for any damages that occur as a result of our ceasing to render services.
23. It is a requirement to keep records related to this engagement and business for seven years. However, Biz Solutions does not keep any original client records, so we will return those to you upon the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by governmental or regulatory agencies.
24. Both parties agree to protect and keep confidential any Confidential Information exchanged with each other. Except as required by law or where we otherwise agree, you will keep confidential our Work, any methodologies and technology used by us to provide the services.
25. Biz Solutions Limited is required to undergo Practice Review by the governing body - NZICA and/or CAANZ as part of being able to offer Accountancy services to the public; and you as a client of the firm authorise Biz Solutions to be able share your financial information and report with the reviewer if your file is randomly chosen for review. This information is always treated with utmost privacy and confidence by the NZICA and/or CAANZ.
26. I/We authorize Biz Solutions Limited to delink my/our tax agent representative with the Inland Revenue Departments (IRD) for all tax types and benefits such as NZ Super, working for families tax credit, and WINZ if completed information has not been provided to Biz Solutions prior to end of respective income tax year due date.
27. Unless we agree otherwise, we will retain ownership of the Intellectual Property in our Work.
28. I/We authorize Biz Solutions Limited to liaise with any lender, credit agency, or Government Department, in relation to any financial affairs, if requested to do so in the course of our appointment.
29. If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation. If the parties are unable to resolve the dispute through mediation within 60 days from the date notice is first given from one party to the other as to the existence of a dispute and the demand to mediate, then they may proceed to resolve the matter by arbitration if this agreement provides that the particular dispute is subject to arbitration, or by whatever other lawful means are available to them if this agreement does not provide for arbitration of the particular dispute. Costs of any mediation proceeding shall be shared equally by all parties. This clause does not apply to any disputes arising from, or connected with, Biz Solutions Limited invoices that you have failed to pay by the due date.
30. We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.
31. I/We authorise Biz Solutions Limited to send newsletter, reminders and updates via email or electronic mechanism from time to time. You can unsubscribe at any time
32. I/We authorise Biz Solutions Limited to provide relevant information in preparations to meet compliance requirements to a nominated third party agent of Biz Solutions Limited
33. Biz Solutions Limited may update the terms of engagement from time to time and most up to date copy will be available on Biz Solutions Limited website and you agree to these terms
34. I/We authorise you to furnish to any reputable third party such as tax trading partners, Forex trading partners and accounting software partners, financial information of mine/ours as you see fit that is requested in furtherance of our business activities



**Terms of Engagement (cont.)**

**35. Anti-Money Laundering and Countering Financing of Terrorism Act 2009**

We are required to comply with all laws binding on us including (but not limited to):

- a. the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 (AML/CFT Act); and
- b. the United States Foreign Account Tax Compliance Act (FATCA); and
- c. the Common Reporting Standard (CRS).

To meet these requirements, we may be required to conduct customer due diligence on you, persons acting on your behalf, and other relevant persons such as your beneficial owners or persons who have effective control of you as a client. We may not be able to act or continue acting for you until this is completed to the required standard. We will advise you what information and documents are required for these purposes. This information could include formal identification, address confirmation, source of funds, transaction details, ownership structures, tax identification details, and any other information considered relevant. Please ensure the information and documents requested are provided promptly to avoid any delays in us acting for you. We will retain the information and documents and may be required to disclose them to government agencies as required by law. We may not be permitted to advise you of the instances when we are required to disclose this information. We may also be required to provide this information to banks with which we place your funds through our trust account.

**36. Authority to Obtain information**

In order to complete your income tax return and/or financial statements, and to deal with any tax related issues for you, it may be necessary to obtain information from banks, other institutions and IRD (for tax types not linked to our agent listing).

Under the Privacy Act 1993 information holders require authorisation prior to being able to release such information. In order to speed the whole process up, please sign below. This will avoid double handling and time costs. If you provide full details to us this authority may not need to be used.

I/We authorise the IRD, ACC, WINZ and COMPANIES OFFICE

\_\_\_\_\_  
[name of Bank or other organisation]  
to supply information relating to my accounts in the name of

\_\_\_\_\_  
[name of account(s)]  
to Biz Solutions and to debit my account(s) for any charges incurred in providing such information.

\_\_\_\_\_  
[Previous accountant(s)]  
to Biz Solutions and to debit my account(s) for any Charges incurred in providing such information.

\_\_\_\_\_  
[Solicitor(s)]  
to Biz Solutions and to debit my account(s) for any charges incurred in providing such information.

This authority continues until such time as it is revoked by me in writing.



<b>OFFICE USE ONLY</b>			
Agency List		LTC	
Database		IRD#	
New Client Letter		GST#	
Professional Letter		PAYE	
Client File		FBT	
Biz Debtors		EOY Letter	
Engagement Letter		Newsletter	
Xero		Mortgage Review Date	
Prior Year Accounts		Management Reporting	M/BiM/6M
AO Tax Notices Setup		Tax Health Check	

**Acceptance of Client Relationship Documentation** (Partner/Manager in charge to complete) \_\_\_\_\_/\_\_\_\_\_

1. Have all Customer Due Diligence (CDD) information for AML/CFT compliance been obtained and CDD conducted? Report on any notable findings?


2. Any ethical issues identified that may affect performance of any engagements of the entities noted in page 2 above. Please provide details.


3. Is there any conflict of interest identified between any for the entities and/or individuals noted in page 2 above and Biz Solutions and/or any Directors or employees of Biz Solutions? Please provide details of any conflict of interest identified.


4. Compatibility of the clients business – list issues identified


5. Review response from the previous Accountant to our ethical clearance letter. Are there any concerns raised?


6. Review our capacity, expertise and experience to undertake the assignment required for the client. Can we undertake the assignment?


7. Conclusion (Should the client and assignment be accepted – reasons)
