



Add Value Accountants Limited

Promoting success in life

Chartered Accountants

Office: 69 A Girven Road Bayfair.
Postal: Box 10329 Mount Maunganui 3152
Phone: 07-572-2815 Fax: 07-574-9936

Your Name	
Your Address	

Terms of Engagement

As members of the Chartered Accountants of Australia and New Zealand we are to inform you the nature of our engagement is compiling of your information to comply with taxation requirements. We will not be completed an audit, but if we detect deviations to the taxation rules we will advise you. It is your responsibility to attend to these matters. Responsibility for reliability, accuracy and completeness of the accounting records and information will always remain with you.

In the preparation of your taxation return we will retain information forming substantive work papers. These work papers will be retained by us, and remain our property until released to you or your nominated agent. These work papers will be available to our auditors in completing quality assurance of our procedures.

Phone	Mobile	Home	Fax	Email
Full name	«firstname» «surname»		IRD Number	

Our fees are normally based on hours worked charged at rates appropriate to the work performed and the levels of expertise required. At the commencement of each year we will advise you of our estimated fee for the work contemplated if requested. If our costs seem likely to exceed this figure, we will discuss the matter with you. In the unfortunate circumstance that a disagreement arises between us over our fees, if the matter cannot be resolved amicably by discussion (which is the preferred option) then we both agree to use the Fees Resolution Service of the Chartered Accountants of Australia and New Zealand to resolve the matter. Details of this Service are available from the Institute. You should be aware that, like all other providers of services, we are entitled to retain possession of your records that have been used in relation to this engagement until outstanding fees are settled.

Our Fees are due for payment on the 20th of the month following billing date of Invoice. Accounts are payable in Cash, Cheque or Direct Credit to the Bank Account 02-0372-

0017815-00. It is our discretion to collect funds failing non payment and delay of collection will not validate non payment. At our discretion we will apply a 2% per month fee on all overdue amounts. If legal action is necessary «mail_name» agrees to be liable for legal and collection charges on unpaid accounts. Further to this you acknowledge and agree all work performed for Companies and Trusts will be personal guaranteed.

I/We accept responsibility for the accuracy and completeness of the information attached, which is to be used in the preparation of my/our taxation returns. I/We understand detection of errors and fraud are our responsibility, that Bruce Habberfield Lee or Add Value Accountants Limited or any Employee of the entity accepts no liability for the accuracy and completeness of the information supplied.

I/We authorise Bruce Habberfield Lee and Add Value Accountants Limited or any of the company's employees to communicate with my /our Bankers, Solicitors, Finance Companies, Government Agencies and receive / obtain any information which may be required to assist in the preparation of the financial statements. In Particular I/We authorise Bruce Habberfield Lee and Add Value Accountants Limited to obtain information from the Inland Revenue Department for all tax types.

That information may be obtained or provided using a variety of means which is for example in person, telephone, written mail, electronically, email and web-based, but not limited to these means.

Look forward to hear from you.

Bruce H Lee

Bruce Habberfield Lee Chartered Accountant
Add Value Accountants Limited

Signature Required

We require that you agree to our linking of our practice for all tax types with the IRD and that Bruce Habberfield Lee or any Employee of Add Value Accountants Limited will have access to this resource. Please sign and return the attached copy of this letter to confirm that you agree with the above terms of the arrangement for our compilation of your financial information / financial statements. The terms recorded in this letter will be effective for this and all future engagements that are similar in nature unless we advise you of any change in our arrangements. Acknowledged on behalf of :

Signature of appointing party

Date

Full Name and Title

IRD Number «tax_no»