

Individual Questionnaire – 31st March 2011

Ensure this questionnaire is completed and included with your records

| | | | |
|-------------------------|-----------------------------|--------|--|
| Client Name | | Phone: | |
| Balance Date | 31 st March 2011 | Fax: | |
| | | Email: | |
| Current Mailing Address | | | |

To: Accountants on Victoria Limited

Terms of Engagement

I hereby instruct you to prepare our Taxation Returns for the 2011 year. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the above assignments.

You are to represent me/us as my/our tax agent. All income tax returns will be signed by me/us however you are authorised to sign any other taxation return on behalf of myself/ourselves or any of my/our associated entities.

I also accept that Accountants on Victoria Limited has the right to charge interest on overdue accounts at the rate of 1.5% per month, and that all accounts are due for payment by within 14 days of invoice date. The charging of such interest will be at the discretion of Accountants on Victoria Limited. I/We accept that any collection costs incurred by Accountants on Victoria Limited will be fully recoverable from me/us.

Signature _____ Date _____

| Records Required | Ü | Comments |
|--|------------------|----------|
| Wages/National Superannuation/Benefits | | |
| Please provide us with the names of any organisations you have received the following from: § Wages § ACC Payments § National Superannuation § Any other benefits In most cases IRD will have sent us these details direct, however we do need to check all details have been included. | C C C C | |
| Student Loan | | |
| Do you have a Student Loan? If so, please provide your latest statement from IRD | C | |
| Interest and Dividends | | |
| Please supply the advice slips. § For interest received, you should have an annual advice notice showing the withholding tax deducted. This may be on the bottom of your Bank Statement dated 31 March. § If any dividends are taken as bonus shares, also include these advice slips. | C C | |
| Rental and Leased Property | | |
| Please complete attached rental questionnaire | | |

