

## Portfolio Investment Questionnaire – 31<sup>st</sup> March 2010

Ensure this questionnaire is completed and included with your records

Client Name		Phone:	
Balance Date	31 <sup>st</sup> March 2010	Fax:	
		Email:	
Current Mailing Address			

To: Accountants on Victoria Limited

### Terms of Engagement

I hereby instruct you to prepare our Taxation Returns for the 2010 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
<b>Portfolio Investment Entity Income (PIE)</b>		
Did you have any income from a PIE (Portfolio Investment Entity) during the year?	C	
What was the PIR rate deducted?		
0% C    19.5% C    30% C		
<b>Investment Portfolios</b>		
Did you have any investments in a managed portfolio?	C	
If so please provide:		
Income report for the year 1 <sup>st</sup> April 2009 to 31 <sup>st</sup> March 2010.	C	
Portfolio Valuations report as at 31 <sup>st</sup> March 2009 and 31 <sup>st</sup> March 2010	C	
Transactions reports for the year to 31 <sup>st</sup> March 2010	C	
<b>Portfolio Fees</b>		
Attach details \$ Fees paid from Portfolio.	C	

<b>Foreign Investments Funds (FIF)</b>		
Did you have any investments in Foreign Investment Funds		
Does the cost price exceed \$50,000?	C	
Please provide details of Investments held 1 <sup>st</sup> April 2009	C	
Details of Dividends earned from investments	C	
Investment acquisitions,	C	
Investment disposals	C	
Investments held 31 <sup>st</sup> March 2010.	C	
	C	
<b>Funds Introduced and Withdrawn</b>		
Did you put money into the portfolio during the year to 31 <sup>st</sup> March 2010? Please attach details	C	
Did you take funds from the portfolio during the year to 31 <sup>st</sup> March 2010? Please attach details	C	

**Thank you for completing this questionnaire  
Don't forget to sign it**