

Standard Terms of Engagement

Full Legal Name	
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We appreciate the opportunity to work with you and this agreement confirms our appointment to act as your accountants and business advisers.

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 to relevant standards Financial Statements and tax returns for you as required.
- 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 tax returns you agree that we cannot be held responsible for incomplete or erroneous information provided by you. Where we file these 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 Mead Stark Ltd. These records will be retained for a period of at least 7 years after the end of the tax year to which they relate and then safely destroyed.
- 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 understand that a compilation is limited to the collection and summarisation of the financial information supplied by you and does not involve the verification of that information.

In carrying out the engagement for you we will, keep you informed of significant developments and information relating to you, take all reasonable care and skill, comply with our ethical obligations, and endeavour to deliver the desired outcomes timely. Any additional work outside the scope of what we customarily perform for you will be discussed with you.

Confidentiality

We will maintain utmost confidentiality about your business and personal affairs. Unless we have instructions from you to provide your financial information to other parties, they will be provided to only you, and when officially requested by government agencies when we are required to by law, including any reporting to the Financial Intelligence Unit to comply with our obligations under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009. Our confidentiality applies after the engagement has been terminated.

Fees and Charges

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

Note we may withdraw our services and decline to continue further work until our 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.

Invoices:

We may send interim invoices to you, either monthly or on completion of the matter, or termination of our engagement. We may also send you an invoice when we incur a significant expense. Any invoice disputes need to be made within 21 days from the date the original invoice was issued.

Payment:

I acknowledge that accounts Mead Stark Ltd render to me are due for payment in full on the 20th of the month following the date of invoice. I personally guarantee to pay fees rendered to the company (if applicable). I agree that in the event of me not making payment in accordance with these credit terms Mead Stark Ltd is entitled to charge interest on amounts unpaid at a rate of two percent per month, calculated on the 1st day of each month after the due date. I further agree that all expenses, disbursements, and legal costs incurred by Mead Stark Ltd in the recovery of all accounts rendered to me, including reasonable solicitor's fees and/ or debt collection agency fees will be payable by me.

Authorisation for Inland Revenue (IRD):

Authorisation is given to Mead Stark Ltd (or its employees) to act on my behalf for all relevant tax types until further notice. Authority to discuss tax matters and obtain information through all Inland Revenue media and communication channels

Authority for Accident Compensation Corporation:

Authorisation is given to Mead Stark Ltd (or its employees) to act on my behalf for ACC levy purposes. Allowing us to query and change information on your ACC levy account(s) through ACC staff or ACC Online Services, if requested or necessary.

Other Authorisation

Authorisation is given to Mead Stark Ltd (or its employees) to obtain whatever information is required from third parties, such as Banks, Lawyers, financials and commercial organisations with whom I deal details of my financial affairs, if requested or necessary.

Retention of files and documents

Authorisation is given to Mead Stark Ltd to destroy all files and documents for all matters 7 years after our engagement ends, or earlier if we have converted those files and documents to an electronic format.

General:

These Terms apply to any current engagement and also to any future engagements, whether or not we send you another copy of them. We are entitled to change these Terms from time to time, in which case we will send you amended Terms.

The terms and authorisations contained in this memorandum will continue in effect until it is terminated, amended or superseded by either party.

Signature
/ / Date

Signature
/ / Date

It is a requirement of the NZ Institute of Chartered Accountants (<http://www.nzica.com/>), and a prerequisite for obtaining information subject to privacy requirements, that this memorandum be signed. The Inland Revenue Department also now require tax agents to hold a signed authority for all applicable tax types and activities for tax payers represented by an agent.

For the purposes of this memorandum the singular I and my, includes by substitution where applicable, the plurals, we, our and us, and implies to include companies, trusts and partnerships where applicable