

PETERS DOIG LIMITED

DIRECTORS:

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ANNUAL INDIVIDUAL INFORMATION SHEET – 2011

Dear Client

We ask that you study the attached questionnaire carefully and answer those questions and provide those records which are applicable to your business. This information and the required records are essential for the completion of your accounts and provided they are passed in to this office promptly, your accounts should be processed with minimal delay.

TERMS OF ENGAGEMENT

I/We accept responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I/we wish you to undertake a detailed review of my/our affairs in order to substantiate the accuracy of my information, and therefore you are unable to provide any assurance on my/our financial statements. I/we understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me/us. I/we further understand that the financial statements will be prepared at my/our request and for my/our purposes only and that you will not be liable for any losses, claims or demands by any third person.

I/we also accept responsibility for all other records and information supplied to you other than those listed. I/we accept responsibility for any failure by me/us to supply all relevant records and information to you.

I/we authorise Peters Doig Limited to act as your agent for ACC levy purposes for all associated entities. This authorisation allows us to query and change information on your ACC levy account(s) through ACC staff and online services. This authority will also allow us discretion to delegate access to your ACC information to other members of our organisation. Other members of our organisation will also be able to query and change information on your ACC levy account.

In terms of the Privacy Act I/we hereby authorise Peters Doig Ltd, to obtain copies of missing statements, details of any blank cheques or deposits and any other information required from my/our bank/stock firm/solicitor etc and I/we hereby authorise the bank/stock firm/solicitor etc to provide the required information.

I/we authorise Peters Doig Limited to deduct any outstanding accounting fee directly from any Inland Revenue refund cheque and if further fees are incurred due to debt collection these will be recoverable.

I/we also authorise you to obtain information on my behalf from the Inland Revenue Department including via 'Online Services' for all tax types.

I/we also authorise Peters Doig Limited to forward a copy of my/our financial accounts to our bank on request.

Your Signature _____ / _____ / _____ Date ____ / ____ / ____

(All Partners/Shareholders to Sign Please)

INFORMATION REQUIRED

Income:

Wage Summaries and NZ Superannuation Summaries come directly to us from IRD; however it is helpful if you had more than one job to list these.

Rental Properties:

To help us to easily complete your rental account please provide the following details:

- Total gross rental received (include number of weeks rented)
- Rates and insurance paid
- Details of loans – interest paid and year end balance
- Letting or management fees
- Repairs and maintenance – include details of any individual items over \$500.
- Details of any other property expenses

If any new properties have been purchased during the year please provide a copy of the legal settlement statement and something (such as a rates account) with the Government Valuation detailed.

Other Income:

- | | |
|---|-------------------------------|
| € Notices for Dividend & Imputation Credits | € Income from an Estate |
| € Notices for Interest & Withholding Tax | € Trust or Partnership Income |
| € Notices for Bonus Issue Shares | € Overseas Income |
| € Directors Fees / Shareholder salaries from other entities | |

Other Income: Do you have investment in shares other than those listed on the NZ and Australian stock exchanges. If yes, then we require full details. (For individuals it applies only to your overseas investments over \$50,000)

Prescribed Investor Rate: If you have PIE income (e.g. KiwiSaver) please provide copies of the annual summary from the provider so we can check the correct amount of tax is being deducted.

Rebates:

If you want us to claim on your behalf, please put your receipts in a separate envelope, Child Care Fees up to \$940 and Donations have no rebate limit so please retain all donations receipts.

Working for Families: There are more changes to Working for Families for the 2011/12 year. Please provide details so we can ascertain any payment due to you from IRD

Child’s Name DOB IRD #

Child’s Name DOB IRD #

Child’s Name DOB IRD #

Your Contact Details:

Telephone No:

Fax No:

Cellphone No:

Email Address:

Change of Address if not correct on first page:

