ANNUAL CLIENT QUESTIONNAIRE - General

Trading Entity (Company, Trust, Partnership or Sole Trader)

Entity Name: .... IRD number: ....

Business description: .... Year End: ....

Phone Number: ....

Email Address: ....

INSTRUCTIONS:
Please tick all sections either **YES** or **NO.** If you are unsure tick the box marked **?** and we can contact you to discuss further.
Important: Where you tick **YES** please provide all **relevant documents**.
Please note we welcome and encourage you to email all appropriate information to us at **jobreceipting@gra.co.nz**
When you have completed the Questionnaire please sign and date the last page.

Has not traded - please prepare nil return *(tick if applicable)* ☐

If your contact details have changed in the last 12 months, please tick if applicable and provide details ☐

1. Record Keeping	YES	NO	?
	✓PLEASE TICK ONE		
Banklink	☐	☐	☐
Xero *(please ensure you invite us to view your reports at xero@gra.co.nz)*	☐	☐	☐
MYOB (*please state version ....*)	☐	☐	☐
Cashbook spreadsheets	☐	☐	☐
Coded Bank statements - 1 April to 31 March inclusive *(charges may apply)*	☐	☐	☐
Other	☐	☐	☐

User name: .... Password: ....

2. Bank Account and Loan Statements as at 31 March	YES	NO	?
	✓PLEASE TICK ONE		
Bank accounts	☐	☐	☐
Loan statements	☐	☐	☐

3. Accounts Receivable *(money owed to this business from your customers)* as at 31 March	YES	NO	?
	✓PLEASE TICK ONE		
Provide detailed schedule of balances	☐	☐	☐

4. Accounts Payable *(money owed by this business to suppliers)* as at 31 March	YES	NO	?
	✓PLEASE TICK ONE		
Provide detailed schedule of balances	☐	☐	☐

5. Stock *(Finished goods to be sold to customers)* and Work in Progress *(unfinished goods that will be sold to customers once finished)* as at 31 March	YES	NO	?
	✓PLEASE TICK ONE		
Provide detailed schedule of balances	☐	☐	☐

6. Hire Purchase and Finance Leases	YES	NO	?
	✓PLEASE TICK ONE		
Provide all copies of documents relating to HP's and Finance Leases	☐	☐	☐

7. Assets and Investments

YES NO ?

✓PLEASE TICK ONE

Were any Assets or Investments purchased during the year? ☐ ☐ ☐

Were any Assets or Investments sold during the year? ☐ ☐ ☐

Were any Assets or Investments scrapped or written off during the year? ☐ ☐ ☐

Provide details and copies of documents where applicable including for eg: Invoices, Sale & Purchase Agreements, Settlement Statements, Chattels and/or Property Valuation Reports, Annual Investment Portfolio Schedules

8. Other Income

YES NO ?

✓PLEASE TICK ONE

Interest ☐ ☐ ☐

Dividends ☐ ☐ ☐

Overseas ☐ ☐ ☐

Other ☐ ☐ ☐

Please provide details

9. Vehicle Expenses

YES NO ?

(If vehicle owned privately and used for business purposes)

✓PLEASE TICK ONE

Log book ☐ ☐ ☐

Details of vehicle expenses for the year ☐ ☐ ☐

10. Business Expenses paid personally

YES NO ?

✓PLEASE TICK ONE

Provide a summary of any expenses relating to this business that were paid for by you personally ☐ ☐ ☐

11. Other important information *(please provide details)*

YES NO ?

✓PLEASE TICK ONE

ACC invoices received and also the ACC number for this entity ☐ ☐ ☐
(typically only those entities which employ staff, including shareholders remuneration, pay ACC)

ACC number ....

Documents and/or information required for Trusts
- Deed of Gift ☐ ☐ ☐
- IRD Gift Statement ☐ ☐ ☐
- Deed of Acknowledgment of Debt ☐ ☐ ☐
- Any changes to Trustees ☐ ☐ ☐

Rental property management reports ☐ ☐ ☐

Documents and/or information required for Companies *(including LAQC and LTC)*
- Any changes to Directors or Shareholders ☐ ☐ ☐

12. Other Information

Is there any other information you think we should know when preparing your accounts and tax returns? If so, please comment:

....

....

....

13. DECLARATION

(a) I confirm that I have provided you with all the relevant information for the preparation of my Financial Statements and tax returns. I hereby instruct you to prepare any Financial Statements and tax returns on a special purpose-reporting basis to comply with the requirements of the Income Tax Act. I understand that the Financial Statements should not be relied on for any other purpose and as a result may not comply with Generally Accepted Accounting Principles.

(b) I accept responsibility for the accuracy and completeness of the information supplied above. You are not to complete an Audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information and therefore you are unable to provide any assurance of my Financial Statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for any losses, claims, and demands by any third party.

(c) I also accept responsibility for all other records and information supplied to you other than those listed below. I accept accountability for any failure by me to supply all relevant records and information to you for the preparation of the Financial Statements. I understand that the onus for tax liability ultimately rests with me and that I should be accountable for meeting my tax liabilities.

(d) You are authorised to contact banks and/or relevant parties to obtain missing information. Naturally, I will reimburse your firm for any incidental cost in doing so.

(e) I authorise you to act as my agent with the Inland Revenue Department and to link myself and related entities to your agency list. I also authorise you to transfer any tax refund to my spouse/partner where they may have tax to pay.

(f) I acknowledge your invoice is due for payment on the 20th of the month following invoice date unless prior arrangements have been agreed upon beforehand. I understand interest may be charged on overdue accounts.

(g) I have read and agree to the Standard Engagement Terms for the Provision of Services by Gilligan Rowe & Associates Ltd as available on your website. I also acknowledge that these terms may change from time to time (at least 6 monthly) and I will let you know should I disagree with any condition of service. If I don't contact you, you may assume that I agree with your terms.

(h) The person or persons signing below acknowledge that they sign in both a personal capacity and as an agent of the company and/or Trust as if we were the principal debtor, and jointly and severally with the company/trust.

(i) **GILLIGAN ROWE & ASSOCIATES LIMITED hereby gives notice to the client that on 1 April 2011 changed its trading entity to a Limited Partnership (LP), such entity having the same management and effective ownership as Gilligan Rowe & Associates Limited.**

In signing this annual client questionnaire, the client agrees that any reference in any document hereafter to Gilligan Rowe & Associates Limited shall mean Gilligan Rowe & Associates LP and the client agrees to and acknowledges the assignment of all contracts, agreements and obligations between the client and Gilligan Rowe & Associates Limited to the Limited Partnership known as Gilligan Rowe & Associates LP from 1 April 2011.

Name: ______________________ ☐ **Director** / ☐ **Trustee** / ☐ **Individual** *(Circle one)*

Signed: ______________________

Date: ______________________

Your time and effort in completing this form is much appreciated by the team at GRA.