



Terms of Engagement Confirmation

Name	_____
IRD Number	_____
Address	_____ _____
Phone	_____
Mobile	_____
Email	_____
Fax	_____

I accept responsibility for the accuracy and the completeness of the information supplied to Cabral Business Solutions Limited which is used in the preparation of the Financial Statements. Cabral Business Solutions Limited is not to complete an audit or undertake a detailed review of my/our business affairs in order to substantiate the accuracy of the information, and therefore Cabral Business Solutions Limited is not to provide any assurance on the Financial Statements. I understand the work cannot be relied on to detect error and fraud and that I accept responsibility for the accuracy and completeness of the information supplied to Cabral Business Solutions Limited and that Cabral Business Solutions Limited or their agents will not be liable for any losses, claims, and/or demands by any third party resulting from this engagement.

I request that Cabral Business Solutions Limited compile my/our financial year end accounts and related income tax return(s) from the information that I have supplied. I have included income from all sources. I accept responsibility for any additional tax, penalties, and/or use of money interest imposed (by way of audit activity or otherwise) by the Inland Revenue Department resulting from information used to compile returns by Cabral Business Solutions Limited.

I accept that I have primary responsibility for meeting my/our tax obligations. These obligations include keeping the required records, ensuring tax returns are true and correct, filing my/our tax returns on time and meeting my/our tax payment obligations. I accept that considerable uncertainty can arise when applying tax law to specific situations and Cabral Business Solutions Limited cannot guarantee their advice will be accepted by the Inland Revenue Department.

I also give Cabral Business Solutions Limited full authority to contact my/our Bank, lawyer, WINZ, ACC and the Inland Revenue Department for any purposes relating to my/our affairs. This authority also applies for the Client Linking System with the Inland Revenue Department and Cabral Business Solutions Limited as tax agent for all tax types. I acknowledge that this information would not otherwise be available due to the Privacy Act restrictions, but I give full authority for this statement to be used as written confirmation of my/our agreement for Cabral Business Solutions Limited obtaining information from the Bank, lawyer, WINZ, ACC and the Inland Revenue Department which includes online services and Info Express for the above mentioned purposes.

I confirm the above authorisations and conditions of appointment and agree with the terms of the assignment as summarised above.

Authorised Signature(s) _____

Date _____

Date _____