



**Entity Name:** \_\_\_\_\_

### **Compilation Terms**

I instruct Business Like NZ Ltd to prepare special purpose financial reports and income tax returns for above named entity for the year ended 31 March 2019. I undertake to supply all information necessary to carry out such services and accept responsibility for the accuracy and completeness of such information or failure to supply relevant records and information.

### **Contact Information**

Have there been any changes to your contact information? If yes, please provide details.

Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### **Changes in Taxable Activity**

Has the nature of your business changed from 1 April 2018 to 31 March 2019. If so, please provide details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Account Manager**

As well as your usual partner contact, should you have any queries, please contact your Account Manager on 09 262 0726 or [info@blnz.co.nz](mailto:info@blnz.co.nz)

Dated: \_\_\_\_\_  
Name of Signature: \_\_\_\_\_  
Signed: \_\_\_\_\_

**Please complete the checklist on the next page to ensure you have provided all the applicable information.**

**Without the signed terms of engagement above and information we cannot schedule your work.**



Entity Name:

Records Required from 1 April 2018 to 31 March 2019 for the above entity

Enclosed N/A

Table with 3 columns: Description, Enclosed, N/A. Rows include Bank Statement, Loan Statement, Interest RWT Certificates, Rates and Insurance Invoices, Rental Statements, Repairs and Maintenance Invoices, Travel, Any other rental expenses, Sale & Purchase Agreements, and Legal Statements.

Mixed Use on Assets from 1 April 2018 to 31 March 2019 (if applicable)

Yes No

These are assets used for both private and business use, for example, baches or holiday homes

Table with 3 columns: Question, Yes, No. Questions include: Is the asset not used for at least 62 days in the financial year? Is the asset used privately? How many nights was the asset used privately? How many nights was the property used privately (includes relatives and friends, or at less than 80% market rental)? How many nights was the asset rented out?

We will contact you with a specific comprehensive questionnaire if the mixed use asset rules apply you.

Checklist for Trusts from 1 April 2018 to 31 March 2019 (if applicable)

Enclosed N/A

Table with 3 columns: Question, Enclosed, N/A. Questions include: Were there any changes to beneficiaries or trustees? Did any settlor or trustee move to a different country? Were there any gifts made during the period? Were there any deeds of acknowledgement of debts/deeds of forgiveness of debts prepared?