

MURRAY SHARMA & ASSOCIATES LIMITED

ACCOUNTANTS BUSINESS ADVISORS AND TAX CONSULTANTS

PRINCIPAL: Navin Sharma B.Com, MTINZ



TERMS OF ENGAGEMENT

Client Name:

IRD Number:

Postal Address:

Phone..... Fax.....

Mobile..... DOB.....

E-mail Address:

I appoint Murray Sharma & Associates Limited (MSA) as my accountants to prepare my annual accounts and to act on my behalf for income tax purposes.

I understand this entails MSA registering me as a client at the Inland Revenue Department and ACC, which entitles me to extension of time arrangements for filing of tax returns with IRD.

I authorize MSA to obtain relevant information from ACC, Bank, Solicitors, Government Agencies and other relevant authorities, physically or by electronic means, authorise MSA to get Authority & update my company register in regards to complete the assignment.

I accept responsibility for the accuracy and the completeness of the information supplied which is to be used in the preparation of my financial statements. MSA will not complete an audit, nor do I authorize MSA to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore I accept that MSA may be unable to provide complete assurance in relation to my financial statements.

I understand MSA work may not be relied upon to detect error and fraud, and that MSA accepts no liability for the accuracy and completeness of information supplied by me. I further understand that financial statements will be prepared at my request and for my purpose only and that MSA will not be liable for any losses, claims or demands by any third person or party, which is unrelated to the negligence of MSA.

I would like to be linked for following tax types (please tick):

☐ ACC ☐ GST ☐ Income Tax ☐ PAYE ☐ Companies Office ☐ Others

Client Signature.....

Date

Member of the Taxation Institute of New Zealand

TELEPHONE: 64-9-827-6872		P.O. Box 15544, New Lynn, Auckland
FASCIMILE: 64-9-826-5412	<i>Maximizing your financial Success.</i>	5 Rata Street, New Lynn,
EMAIL: info@murraysharma.co.nz		Auckland, NEW ZEALAND
		WEB: www.murraysharma.co.nz