



Entity Name:

Compilation Terms

I instruct Business Like NZ Ltd to prepare special purpose financial reports and income tax returns for the above named entity for the year ended 31 March. 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 and 31 March?
If so, please provide details.

Client Authority

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

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 to 31 March for the above entity

Enclosed N/A

All Bank Statements in the Trust's name	<input type="checkbox"/>	<input type="checkbox"/>
All Loan Statements in the Trust's name	<input type="checkbox"/>	<input type="checkbox"/>
Interest RWT Certificates	<input type="checkbox"/>	<input type="checkbox"/>
Dividend Statements	<input type="checkbox"/>	<input type="checkbox"/>
Details of any other income derived by the Trust	<input type="checkbox"/>	<input type="checkbox"/>
Details of any expenses incurred by the Trust	<input type="checkbox"/>	<input type="checkbox"/>
Legal Statements relating to Trust Administration	<input type="checkbox"/>	<input type="checkbox"/>
Legal Statements relating to any property transactions	<input type="checkbox"/>	<input type="checkbox"/>

Trust Documentation

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

Enclosed N/A

Were there any changes to beneficiaries or trustees/executors?	<input type="checkbox"/>	<input type="checkbox"/>
Did any settlor or trustee move to a different country?	<input type="checkbox"/>	<input type="checkbox"/>
Were there any gifts made during the period?	<input type="checkbox"/>	<input type="checkbox"/>
Were there any deeds of acknowledgement of debts/deeds of forgiveness of debts prepared?	<input type="checkbox"/>	<input type="checkbox"/>

Overseas Investments

Records Required from 1 April to 31 March

Enclosed N/A

There are new rules for the taxing of overseas investments so please provide the following:

Interest Certificates	<input type="checkbox"/>	<input type="checkbox"/>
Dividend Statements	<input type="checkbox"/>	<input type="checkbox"/>
Other Income	<input type="checkbox"/>	<input type="checkbox"/>
A list of all overseas investments – include cost, currency, date of purchase. These will also include foreign superannuation and life insurance schemes and property.	<input type="checkbox"/>	<input type="checkbox"/>
There may be further information required once we have assessed what method of calculating your foreign investment income may apply.	<input type="checkbox"/>	<input type="checkbox"/>

Rental Properties or Mixed-Use Holiday Homes

Records Required from 1 April to 31 March

Enclosed N/A

Complete the Rental Property Checklist if applicable -

Download form at: www.businesslike.co.nz/checklists