



Client Name _____ IRD Number _____

Email _____

We appreciate the opportunity to work with you and this agreement confirms our appointment to act as accountants and business advisors for you and any related entities.

To : SOM Accounting Limited

Terms of Engagement

I hereby instruct you to prepare my Financial Statements and Taxation Returns for the period ended 31st March 2025. I undertake to supply all information necessary to carry out such services and will be responsible for the accuracy and completeness of such information. I understand that you will rely upon the information provided by me. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I understand that during the preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations. However, you will inform me of any such matters which come to your attention during the course of your engagement.

I understand that the Financial Statements and Taxation Returns are prepared for my own use and to determine my taxation liabilities. If this should change in any material respect I will inform you immediately. You will not accept any responsibility to any person, other than me, for the contents of the Financial Statements.

I understand that the Annual Financial Statements you will prepare will be special purpose Financial Statements to meet the requirements of the Income Tax Act 2007 and the Tax Administration (Financial Statements) Order 2014. I understand that they may not be suitable for other purposes and are not to be considered general purpose Financial Statements prepared under generally accepted accounting principles. This engagement will be performed in accordance with the Service Engagement Standard No. 2 issued by the Chartered Accountants New Zealand and Australia.

I understand that I am required to provide you with accurate and complete information. You will compile my Financial Statements and tax returns with due professional care, in accordance with the standards issued by CAANZ. However, I understand that the responsibility for meeting my tax obligations remains with me.

Fees

Fees are determined by the duration of time spent on performing professional services for me, considering the skills, specialised knowledge and responsibilities required. I acknowledge your right to charge me interest and debt collection costs should my invoice for work done become overdue.

Authorisation

I acknowledge that all income tax returns will be signed by me, however, SOM Accounting Limited is authorised to sign any other taxation returns (FBT, GST, PAYE) on behalf of myself and my associated entities.

Authority is given to obtain information from Inland Revenue, other government agencies and financial institutions about all tax types (except child support) in order to complete the assignment. This includes obtaining information through all Inland Revenue media and communication channels.

Name _____ Position (Only required for Trusts, Companies or Partnerships
– e.g. Trustee, Director, or Partner) _____

Signature _____ Date _____