

TERMS OF ENGAGEMENT

All Accounting Solutions Limited will prepare your annual financial statements, all Inland Revenue returns where required, provide advice, and any other jobs as requested, from the information provided by you.

All Accounting Solutions Limited will not audit or otherwise verify the data you submit, and by agreeing to these terms you warrant that all information provided by you is accurate. We may provide you with questionnaires or worksheets to assist us in obtaining the necessary information. You should retain all the documents and other data for at least seven years to satisfy various statutory requirements.

You acknowledge that All Accounting Solutions will delegate the necessary or implied authority to our employees to carry out the services on our behalf. Therefore, reference to All Accounting Solutions Limited in these terms also includes our employees acting under such authority.

It is AGREED by the parties as follows:

Provision & Retention of Necessary Information

1. The Client agrees to provide to All Accounting Solutions Ltd all information necessary for the proper completion of tax returns and accounts.
2. The Client agrees to provide details of transactions outside of the business bank account, this includes cash, credit card or other personal accounts.
3. The Client agrees to allow All Accounting Solutions Ltd to obtain information from Inland Revenue about all tax types (except Child Support), through all Inland Revenue media and communication channels and to sign tax returns on my/our behalf.
4. All original documentation should be retained by the Client. All Accounting Solutions Ltd will request copies of documentation when needed, however the Client is to keep copies of documentation (receipts, invoices, and other records) for at least 7 years.
5. The Client agrees that All Accounting Solutions Ltd may take copies of documentation (electronic or hardcopy) and enter the Client's information into its practice management and accounting applications. The client allows All Accounting Solutions Ltd to use and store such information for the purpose of providing & managing the services supplied by All Accounting Solutions Ltd.

PRIVACY

By confirming your agreement to these terms, you authorise All Accounting Solutions Limited under the provisions of the Privacy Act 1993 to access any information held by your bankers, solicitors, finance companies, IRD, any other organisation or department that may be required throughout the course of our engagement, and to also obtain credit reports from any credit reporting agency.

LIABILITY

We will not be liable for any loss or damage of any kind whatsoever, arising from the supply of the services by us to you including consequential loss whether suffered or incurred by you or another person and whether in contract or tort (including negligence) or otherwise and irrespective of whether such loss or damage arises directly or indirectly from the services provided by us to you. If any provision of these terms is invalid, void, or illegal or unenforceable the validity existence, legality and enforceability of the remaining provisions will not be affected, prejudiced, or impaired. Failure by us to enforce any of these terms will not be deemed to be a waiver of any of our rights or obligations under these terms

INLAND REVENUE ("IRD")

You give authority for All Accounting Solutions Limited to:

1. Act on your behalf with IRD for all tax types until further notice as your Tax Agent, and to link your tax records to All Accounting Solutions Limited Tax Agency for all tax types.
2. Obtain any information from IRD relating to your tax affairs which includes accessing information via IRD's online website services, and to become the mailing address for any correspondence from IRD. The communication above will be by various means, including telephone, email, and other correspondence.
3. Sign any IRD correspondence on your behalf, which includes any IRD returns. Although All Accounting Solutions Limited may prepare IRD returns on your behalf, you acknowledge that this does not absolve you of the responsibility for ensuring any IRD returns filed are true and correct, and meeting any other IRD obligations.

I, _____ give authority to **All Accounting Solutions Ltd** to act on behalf of
(Name of person giving authority)

(Name of individual/entity)

for all tax types (except NCP or CPR) until further notice. Authority is given to obtain information from Inland Revenue about all tax types (except NCP or CPR). This includes obtaining information through all Inland Revenue media and communication channels.

Signature..... Date

FEES AND PAYMENT TERMS

1. The client accepts the fee quoted by All Accounting Solutions Ltd and agrees to pay the fee as invoiced by All Accounting Solutions Ltd by the due date, a standard within 10 working days or on other terms agreed with All Accounting Solutions Ltd in writing. Fees remaining unpaid and outside the terms of agreement may incur interest of 2% per month of the outstanding fee until paid. Any collection costs will also be recoverable. Any fees for a company or trust are personally guaranteed.
2. The client accepts that once work is completed, All Accounting Solution Ltd.'s policy is to file a tax return with the Inland Revenue once the client's account is up to date.
3. All Accounting Solution Ltd has the right to increase its accounting fee to reflect its standard price list on an annual basis, or to reflect the actual work that needs to be performed for the Client that was previously estimated. All Accounting Solutions Ltd will advise you of the amount of the increase in fee either before or at the time the necessary work is started.

Term of Agreement

This agreement shall be for an indefinite term and shall be terminable by either party giving two weeks written notice in advance to the other if wishes to terminate the agreement. Where the client has outstanding fees more than 30 days after the due date All Accounting Solutions Ltd reserves the right to hold the provision of further services or terminate its agreement to provide accounting services.

OTHER RESPONSIBILITIES

All Accounting Solutions Ltd shall not be held responsible for any penalties and/or interest imposed by the IRD as a result of the client's actions or are beyond our control, including the late or non-provision of any necessary information whether written or verbal or the late payment of our invoices.

All Accounting Solutions Ltd shall take all necessary care and skill in completion of the Client's work and shall keep all information of the Client confidential in all respects unless it is required to be divulged by Court Order or by law.

DECLARATION:

I/WE

- Have read, understood, and agree to abide by the Terms of Engagement.
- Authorise any person or company, under the Privacy Act 1993, to provide All Accounting Solutions Limited with any information required in providing the services.
- Undertake to pay accounts as they fall due.
- Agree all unpaid accounts will incur collection/legal fees (as between solicitor and client).

Signed and accepted for:

Company Name _____

Director Name _____

Signature _____

Date _____ IRD Number _____

Individuals Name _____

Signature _____

Date _____ IRD Number _____

Individuals Name _____

Signature _____

Date _____ IRD Number _____

Note: For us to satisfy AML regulations we need all individuals to send us a copy of photo identification (Driver's Licence / Passport etc.) and proof of address (phone or power bill, bank statement etc.)

All Accounting Solutions Limited