

## TERMS OF ENGAGEMENT

*This document sets out our standard terms of engagement for the compilation of client's tax returns and Financial Statements.*

*As the client:*

- You hereby instruct Pocock Hudson to prepare the Financial Statements/Tax Return(s) for the year end.*
- You accept responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of the Financial Statements and/or Tax Return(s).*
- You accept responsibility for all other records and information, supplied to Pocock Hudson and for any failure to supply all relevant records and information to Pocock Hudson.*
- As Pocock Hudson's advice will be based on the information you provide, Pocock Hudson cannot accept responsibility for any inaccuracies or omissions in that information or for any delays or other problems beyond Pocock Hudson's control.*
- As considerable uncertainty can arise when applying tax law to specific situations Pocock Hudson cannot guarantee its advice will be accepted by the Inland Revenue Department.*
- You understand that the Financial Statements and/or Tax Return(s) are prepared by Pocock Hudson for your use only for the purpose of determining any Income Tax liabilities, and as such Pocock Hudson accepts no responsibility to any other persons for the contents of the Financial Statements. If accounts are required for any other purpose you will inform Pocock Hudson of this.*
- You do not want Pocock Hudson to complete an audit.*
- You do not want Pocock Hudson to undertake a detailed review of your affairs in order to substantiate the accuracy of the information and accept Pocock Hudson are unable to provide assurance on the Financial Statements.*
- You understand that a compilation engagement cannot be relied on to detect error and fraud.*
- You accept that as taxpayer you have primary responsibility for meeting your tax obligations. These obligations include keeping the required records, ensuring tax returns are true and correct, filing your tax returns on time and meeting your tax payment obligations.*
- You give Pocock Hudson full authority to contact any organisation, via telephone, writing or Internet access, including banks, solicitors, the Inland Revenue Department (IRD), the Accident Compensation Corporation (ACC) and all other government agencies for the purposes of obtaining information necessary to complete the Financial Statements and/or Tax return(s). You acknowledge that this information would not otherwise be available due to the Privacy Act restrictions but you give full authority for this statement to be used as written confirmation of our agreement to Pocock Hudson obtaining from any organisation for the above mentioned purposes.*

- *You give Pocock Hudson full authority to access and change information from the IRD for all tax types, this may be via telephone, in writing, Internet access or info express.*
- *You give Pocock Hudson full authority to access and change information from the ACC through ACC Online and/or directly with ACC staff.*
- *You give Pocock Hudson full authority to represent you as tax agent.*
- *If deemed desirable you give full authority to Pocock Hudson to sign Taxation Returns on our behalf.*
- *These terms are agreed upon in conjunction with the original engagement letter signed when you became clients.*
- *You accept Pocock Hudson's invoicing and payment terms as disclosed on Pocock Hudson's website. (These are available in hard copy if required.)*