

Client Name: _____

Address: _____

Date: _____

Dear Sir/Madam

Engagement of Professional Services

Accountants First Ltd agrees to provide the following professional services:

- Completion of general purpose financial statements and filing of your income tax return based upon information you have provided to us.
- To act as your agent in all dealings with the Inland Revenue Department ('IRD') in respect of income tax matters, GST, PAYE and any other tax type when applicable, including filing of your tax returns once all relevant information has been received in time, and to have access to all tax types. We will not be liable for any penalties imposed by the IRD as a result of your failing to supply us with complete and relevant information. We will be available at any time to advise you of any financial matters you may require our opinion on. We will also report on any matters that come to our attention in the process of completing your financial statements and tax returns that will be of benefit to you. You are authorised to sign tax returns on our behalf. We will provide any other services as are agreed upon between us from time to time.

You agree to and confirm that:

- you will supply us with all relevant information necessary in order to prepare general purpose financial statements/reports and comply with the Income Tax Act 2007, Income Tax Administration Act 1994 and the Goods and Services Act 1985;
- you are responsible for the payment of all taxes;
- we have not been engaged to detect fraud or error; and
- We are not liable to any third party to whom the financial statements/reports are provided.

Our fees will be billed as the work progresses and are based on our standard hourly rates plus reimbursement of our direct expenses. We also authorise you to deduct your fees from our Tax refund from Inland Revenue Department. Payment is on receipt or 'by the 20th of the month following invoice. In the event that it is necessary to take legal action to recover overdue accounts, all legal costs incurred, debt collection costs, by us will be accrued to you the client. Also, interest at the rate of 2% per month will be charged from the due date.



We shall be entitled to exercise a general lien over the books, records, related documents, and other such chattels that may come into our possession for the purpose of performing professional services for you until all costs and charges whatsoever or professional services of any nature to you have been fully paid. I personally accept liability and provide a personal guarantee for your charges if the information supplied herein relates to the Company of which I am a Director/ Shareholder/ Manager or Associate.

You authorise us to obtain any further information necessary for the completion of your financial statements or tax returns from any third party you had dealings with during the year. You provide this to overcome the restrictions on the Privacy Act 1993. This will normally be used for obtaining information from financial institutions and legal firms.

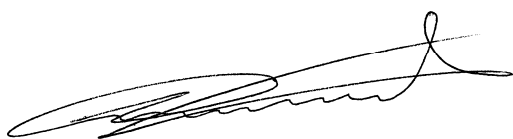
We acknowledge and agree that, as part of the on-going quality control initiatives of the New Zealand Institute of Chartered Accountants, files relating to assignments completed on our behalf may be examined on a random test basis by an official reviewer appointed by the Institute for that purpose.

The arrangements outlined in this letter will continue in effect from year to year unless amended or superseded by mutual agreement.

If the services outlined are in accordance with your requirements and if the above terms are acceptable to you, please sign the enclosed copy of this letter and return it to us. Should you wish to discuss any aspect of this letter, please contact our office?

We appreciate the opportunity of providing these services and we commit to providing you with quality service in a timely and efficient manner.

Yours faithfully,



IMRAN KAMAL
DIRECTOR
Email: Imran@accountantsfirst.co.nz

Accepted by:

Name of client: _____

Position: _____

Signature: _____

Date: _____

