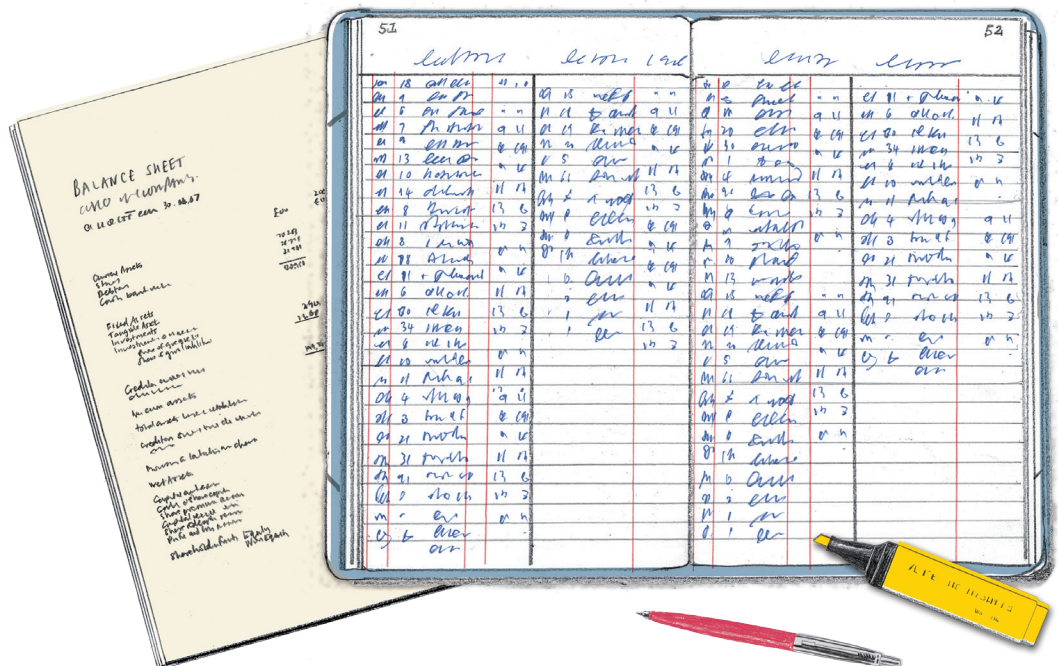


# Your business information

Required for financial year end 2011



# Your details

## Business details

Business name

Balance date

IRD number

**Contact details - to ensure our records are up to date, please complete the following**

Preferred contact method

Business phone

Fax

Home phone

Mobile

Email

Website

Business postal address

Business street address

Home address

**Please sign the Privacy Act authorisation on page 3**

# Privacy Act authorisation

- 1 I/We authorise Grant Thornton New Zealand Limited (Grant Thornton) to act on my/our behalf in respect of the Inland Revenue Department for the purposes of obtaining any information necessary with regard to the administration of my/our income tax account (and other tax accounts) as they see fit.
- 2 I/We authorise any person or company to provide Grant Thornton with such information as Grant Thornton may require to complete the Financial Statements, and/or Tax Return, and any other work Grant Thornton carries out on behalf of myself/ourselves.
- 3 I/We further authorise Grant Thornton to furnish to any third party, financial information of mine/ours as Grant Thornton sees fit that is requested in furtherance of our business activities.
- 4 I/We further authorise that all information is true and correct and is supplied under the terms pursuant to the signed terms of engagement previously issued.
- 5 I/We authorise Grant Thornton to act on my/our behalf in respect of the Accident Compensation Corporation (ACC) for the purposes of querying and/or changing information on my/our ACC levy account(s) through ACC staff, and through ACC Online Services. This authority will also allow Grant Thornton's main representative discretion to delegate access to your ACC information to any member Grant Thornton. Other delegated members of Grant Thornton will also be able to query and change information on your ACC levy account.

Business name

Signed

Name

Designation

Date

# Financial statements

To assist in the preparation of your annual financial statements please complete the following.

1 Accounts receivable - amounts owing to you		Yes	No	N/A	GT use
1	Provide a list of accounts receivable at balance date indicating whether amount(s) are GST inclusive or exclusive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Clearly mark any doubtful debts ie. debtors that, as at balance date, you do not believe you will be able to collect/fully collect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note: Bad debts must be written off in the debtors ledger by balance date to be deductible for tax purposes.					
3	If monthly accounts receivable control records are kept, provide:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	i monthly summaries of transactions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ii details of journal entries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Inventories and work in progress		Yes	No	N/A	GT use
1	Provide a list of inventory and work in progress on hand at balance date indicating whether amounts are GST inclusive or exclusive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Include inventory sold on consignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Provide details of inventory in transit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Banking and cash details		Yes	No	N/A	GT use
1	Do you have a computerised cashbook/accounting package?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If no go to 3.2, if yes, advise:					
	Name of package	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Version	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Password	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3 Banking and cash details (continued)	Yes	No	N/A	GT use
Provide:				
i disk or print-out of transaction (general) ledger with year to date transactions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii year to date trial balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii final bank reconciliation and last bank statement at balance date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv now go to 3.4				
2 Do you have a manual cashbook?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If no go to 3.3, if yes, provide:				
i the cashbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii the bank reconciliation at balance date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii the last bank statement at balance date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv if the cashbook has not been reconciled please provide details requested in 3.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v now go to 3.4				
3 If no cashbook kept, provide:				
i bank statements for the full year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii cheque butts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii deposit books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Any other business bank accounts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide all bank statements with supporting details for the full year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Petty cash - provide a summary and analysis of transactions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Cash on hand - advise amount received but unbanked at balance date: \$				
7 Cash received during year not banked - provide a list of any income received that was not banked and details of what it was used for, eg payment of business accounts, personal expenditure, banked into another account.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Is there an overdraft facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, advise the overdraft interest rate as at balance date: _____ %				
Details of the assets the overdraft is secured over:				

4 Accounts payable - amounts owing by you		Yes	No	N/A	GT use
1	Attach details of accounts payable at balance date indicating whether amount(s) are GST inclusive or exclusive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	If your supplier retains title to the goods until they are paid for, mark these items "ROT."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Remember to include full details of sundry amounts owing (eg wages and PAYE).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Holiday pay				
i	value of holiday pay owing at balance date: \$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii	value of holiday pay taken within 63 days after balance date: \$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Goods and services tax (GST)		Yes	No	N/A	GT use
1	Provide copies of all GST returns for the year, along with your workings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Fringe benefit tax (FBT)		Yes	No	N/A	GT use
1	Provide copies of all FBT returns for the year, along with your workings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Property, plant and equipment		Yes	No	N/A	GT use
1	Purchased during the year - provide copies of invoices, full details of the GST inclusive cost and date of acquisition. State whether the asset is new or second-hand, attach details of any trade-in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Date: _____ Description: _____ Amount: _____				
	/ / _____ \$ _____				
	/ / _____ \$ _____				
	/ / _____ \$ _____				
For property purchases provide:					
i	agreement for sale and purchase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii	solicitor settlement statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii	valuation (if done)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv	details of any borrowings (including a copy of the loan document if possible)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7 Property, plant and equipment (continued)		Yes	No	N/A	GT use
2	Disposed of during the year - provide details of any sales, noting dates, amounts and where the proceeds were banked:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Date:				
	/ /				
	Description:				
	Amount:				
	\$				
	/ /				
	\$				
	/ /				
	\$				
3	Assets scrapped during the year - review your latest property, plant and equipment schedule and note any items which have been scrapped, or are no longer used:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Date:				
	/ /				
	Description:				
	Amount:				
	\$				
	/ /				
	\$				
	/ /				
	\$				
4	Were all assets purchased, sold or traded-in included in the relevant GST returns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Land and buildings		Yes	No	N/A	GT use
1	If leased				
	i when does the lease terminate?				
	ii what is the lease payment? \$	<input type="checkbox"/>	per month	<input type="checkbox"/>	per annum
2	If owned, provide the latest rateable or independent valuations:				
	i date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ii land value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iii value of improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iv valuation prepared by	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Advise whether you have entered into an agreement to buy or sell property during the year with settlement occurring after balance date. Attach details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9 Investments		Yes	No	N/A	GT use
1	Provide full details of:				
i	all funds placed on deposit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii	loans made by the business during the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii	resident withholding tax (RWT) certificates of interest received. If none have been provided by your bank please request a copy from them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv	any government stock or local body debentures or bonds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v	dividends received including dividends from power companies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vi	any funds in portfolio investment entities (PIEs) and the prescribed investor rate (PIR) used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Overseas holdings		Yes	No	N/A	GT use
1	Provide full details of any holding in offshore entities, eg bank accounts, superannuation schemes, unit trusts, life insurance policies, shares in overseas companies, loans to foreign entities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note: If you have offshore investments we will need to contact you in relation to applying the foreign investment fund (FIF) rules.					
11 Loans and borrowings/overdrafts		Yes	No	N/A	GT use
1	Provide closing statement or summary of activity for all business loans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide details of how borrowings/overdrafts are secured (over what assets, etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Advise if any new borrowings this year. If yes, provide a copy of the agreements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Advise full details of loans settled during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Hire purchase/leases		Yes	No	N/A	GT use
1	Provide details of hire purchase agreements entered into during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide details of hire purchases settled during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Provide details of non-cancellable leases.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 Rental allowance for home office and storage		Yes	No	N/A	GT use
1	Did you use part of your residence for business purposes? If yes, provide details of GST inclusive outgoings during the year:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i	home phone line rental and advise who makes the payment			\$	
ii	power/gas			\$	
iii	mortgage interest (excluding principal repayments)			\$	
iv	insurance: - buildings			\$	

13 Rental allowance for home office and storage (continued)		Yes	No	N/A	GT use
- contents	\$				
v rates	\$				
vi water rates	\$				
vii repairs and maintenance (please provide details)	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
viii if rented, total rent paid	\$				
ix other	\$				
	\$				
2	Is your house owned by a trust?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	If you have not claimed before, provide:				
i	original purchase price of home including legal fees and date of acquisition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii	cost of additions since purchase and dates of additions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii	government or independent valuation nearest purchase date showing split between:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Land value: \$				
	Value of improvements: \$				
iv	type of construction eg wooden, brick, stucco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v	area of room in house used as an office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vi	area of garage used for business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vii	total area of house (excluding garage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
viii	total area of garage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	If you have changed homes during the year, advise the above details separately for each, and the date you shifted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	If you commenced or ceased renting during the year, provide details of the dates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 Shareholder/proprietor adjustments		Yes	No	N/A	GT use
1	Business accounts paid personally - provide a full list (GST inclusive).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Vehicles for private use (self employed only) - provide details of the percentage of private use of vehicles as supported by your log book.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14 Shareholder/proprietor adjustments (continued)		Yes	No	N/A	GT use
3	Goods or services (including stock) taken for own use - provide details of all goods and services taken for personal use, including value at cost.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Goods or services (including stock) supplied to shareholders or employees for less than market value? Provide details:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 Wage records and ACC		Yes	No	N/A	GT use
1	We need to reconcile your wage records to your financial statements. Provide the following:				
	i IR345 – employer deductions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ii IR348 – employer monthly schedules for the financial year to balance date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide copies of all Accident Compensation Corporation invoices issued to you by the ACC during the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16 Other information		Yes	No	N/A	GT use
1	Legal expenses - provide copies of solicitors' settlement statements and invoices for all legal transactions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Dividend or interest RWT/NRWT paid - if you have paid resident and/or non-resident withholding tax, provide copies of the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	i IR15 - RWT certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ii IR15P – RWT payment slip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iii IR15S – RWT reconciliation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iv IR67 - NRWT certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	v IR67P – NRWT payment slip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	vi IR67S – NRWT reconciliation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	vii IR4K – dividend RWT payment slip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Entertainment expenses - most entertainment expenses are restricted to 50% deductibility for tax purposes. However, some are still fully deductible or qualify for a partial exemption eg overseas expenditure on entertainment, business travel expenditure. Provide full details:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Did you make any payments to non-residents? For example, an offshore insurance company, royalty payments, dividends, interest, contract payments for services to non residents, rental of overseas equipment. Advise full details:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Have any employees been working overseas for the business during the year? Or has the business had offshore employees working in New Zealand during the year? If yes, give brief details:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16 Other information (continued)		Yes	No	N/A	GT use
6	i has there been any change in the nature of your business since last balance date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ii are there any material events subsequent to balance date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	if yes, list brief details of changes or events:				
7	Are there any contingent liabilities (a possible obligation arising from events before balance date?) If yes, advise:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Have directors meetings been held during the year? If yes, state in which country they where held if not New Zealand:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	If a company, has there been any change in the shareholding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If yes, provide details of who the new shareholders are, who the old shareholder was, number of shares and a date change:				

**17 Notes – please provide any other information you consider relevant**

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