2020 TRUST INFORMATION QUESTIONNAIRE

Terms of Engagement and Information Declaration

Please amend any information recorded below that is incorrect and sign the below declaration

Name:	Salutation:
Street Address:	Postal Address:
E-mail address:	IRD Number:
Business Phone:	Home Phone:
Mobile Phone:	Nature of Business:

This document outlines our firm's involvement as your accountants with your Financial Statements (If required) and Tax Return (the Documents) for the financial year ended 31 March 2020. Chartered Accountants Australia and New Zealand has recommended these be documented and as a result we are required to retain a signed copy of this document on file.

You instruct NDCA Limited to prepare your Documents for the year ended 31 March 2020. You undertake to supply all information necessary for this engagement and to be responsible for the accuracy and completeness of such information. You accept that we are able to assume that any uncompleted sections of the questionnaire are not relevant or applicable to this engagement. Our services are not intended to, and accordingly will not result in the expression of an opinion on the tax return in so far as third parties are concerned.

We will compile the Documents in accordance with the Compilation Engagement Standards SES-2 issued by Chartered Accountants Australia and New Zealand.

By signing and accepting these terms of engagement effective 31 March 2020 it is understood and agreed that our standard terms of engagement will apply.

If you have any questions about the contents of this document, please contact your Account Manager at our firm. If the services outlined are in accordance with your requirements and our standard terms are acceptable to you, please sign this letter below and return this to our offices together with all relevant information as soon as possible.

We, the undersigned, accept and agree to the contents of the most recent Terms of Engagement document with NDCA Limited, and give authority to NDCA Limited to act on behalf of the taxpayer named for all tax types until further notice, and to link with the IRD as your Tax Agent. ***The IRD requires all trustees to sign this Authority to Act.***

This authority can be revoked at any time by providing written or e-mail advice to NDCA Limited.

By signing this document, you declare you have provided NDCA Limited with all relevant documents and information in relation to the 2020 financial year, including declaring all cash, property and overseas transactions.

Please enter any further information on the back of this form.

Client Signature:	Full Name:	Date:
Client Signature:	Full Name:	Date:
Client Signature:	Full Name:	Date:
Client Signature:	Full Name:	Date:

You are ultimately responsible for the statements provided and for any interest and penalties charged by the IRD which result from the omission or ambiguity of information provided by you.

Please tick where appropriate: *(if left blank we assume it is not applicable)*

	PART A – INCOME	Yes / No
1.	Did the trust receive income from another trust, unit trust or an estate? If yes - please provide details of income received, including Name of the Trust……………………………………………………… IRD no. of the Trust……………………………………………………… Beneficiary Income……………………………………………………… Tax paid by trust………………………………………………………………	
2.	Did the trust receive any partnership income? (Where we don't prepare the Information for the trust) If yes - please provide details of this income, including Name of the Partnership…………………………………………….. IRD no. of the Partnership………………………………………….. Total partnership income…………………………………………… Total partnership tax credits…………………………………………..	
3.	Did the trust receive any income from Foreign Investments? If yes - have you attached all tax deduction certificates	
4.	Did the trust receive any business income during the year? If yes – please give details.	
5.	Did the trust receive any rental income? If yes - please provide details of the following (if there is more than one property please show details separately in terms of each property) • Rent received details: o No. of months the property was rented …………………………………………………. o No. of months the property was available for renting ……………………………….. o Total rent received …………………………………………………………………………………… • Expenses to be claimed, including o Commission paid to real estate agencies for renting property …………………….. o Interest paid on loans/mortgages ………………………………………………………………. o Insurance ………………………………………………………………………………………………….. o Power/ Light and gas ………………………………………………………………………………… o Repairs & maintenance ………………………………………………………………………………. o Any improvements or fixed asset additions ………………………………………………. o Other expenses (please specify) …………………………………………………………………	
6.	a) Did the trust buy or sell any rental properties during the year?	

	b) If yes – continue with Questions 6 a & b c) If no – continue with Question 7 a. Property purchased, please provide details of the following: o Full address of the property …………………………………………………………………………… o Copy of the sale & purchase agreement o Copy of solicitors settlement statement for the property o Copy of the latest Government property valuation o Copy of valuation completed by a registered property valuer / consultant b. Property sold, please provide details of the following: o Full address of the property …………………………………………………………………………… o Copy of sale & purchase agreement o Copy of solicitors settlement statement o Details of commission paid to Agency, if any	
7.	a) Did the trust receive income from interest or dividends during the year? b) If yes - have you supplied all Resident Withholding Tax Certificates (RWT) and Dividend Statements?	◯ ◯
8.	a) Did the trust have any investments in PIEs? If yes – attach any investment summary schedules received for the year including b) details of the prescribed investor rate (PIR) used.	◯ ◯
9.	Is the trust a shareholder in a look through company (LTC)? If yes - please provide details of the following: Name of the LTC ………………………………………………………………… IRD No. of the LTC ………………………………………………………… Total amount of profit/loss ……………………………………………	◯ ◯
10.	Did the trust receive any other type of income other than that stated above? If yes – have you supplied all the relevant information?	◯ ◯
11.	Has the trust income changed/or will it be likely to change for the coming year? *This is particularly relevant for provisional tax payments.*	◯ ◯

	PART B – EXPENSES	**Yes / No**
12.	Can the trust claim expenses? If yes – please provide full list of any expenses incurred in deriving income Types of expenses can include, but is not limited to: • Management fees • Accounting fees • Interest paid on funds borrowed • Legal fees • Other…	◯ ◯

	PART C – INFORMATION	Yes / No
13.	Does the Trust have a separate bank account? a) If yes and you have a Xero account: please provide copies of the final bank statements as at the above date and the one after. b) If yes and you do not have a Xero account: please provide copies of all the bank statements for the year as well as one month into the new year.	
14.	Does the trust have any Trust documents or minutes that we have not prepared on behalf of the trust? If yes – please provide copies	
15.	Have there been any transactions with beneficiaries during the year? If yes – please provide a copy of the transaction, deed of gift, or advise the following for ALL beneficiaries. • Name • Date of Birth • IRD number • Money advanced • Tas Paid on Behalf of • School fees paid	
16.	Did the settlor make any advances to the trust during the year? If yes – please advise dates and amounts.	
17.	Please advise dates of birth for any beneficiaries under the age of 16: Name: ……………………………………………… DOB: …………………………………………………… Name: ……………………………………………… DOB: …………………………………………………… Name: ……………………………………………… DOB: ……………………………………………………	
18.	Did the trust purchase or sell any government or local body stock or corporate bonds this year? If yes – please provide documentation. • Are there any claimable losses brought forward from previous years? • Have all the trust assets been insured in the trustee's names as joint owners? • Has the settlor completed a memorandum of wishes? • Did the settlor make any advances to the trust during the year? • Has a lease for life been entered into? If yes – provide a copy. • Has there been a change in trustees during the year? • Have any beneficiaries or trustees become non – residents? If yes – please provide details.	
19.	General comments (eg. any change in the activities of the trust, change of trustees, any subsequent events) …… …… …… ……	

PLEASE ENSURE THAT YOU SIGN OUR TERMS OF ENGAGEMENT FORM AND RETURN IT TO US WITH YOUR RECORDS. WE ARE UNABLE TO COMMENCE WORK UNTIL WE RECEIVE A SIGNED TERMS OF ENGAGEMENT FROM YOU.

THANK YOU FOR COMPLETING THIS FORM