

## KGA LIMITED

### 2011 Financial Statements Individual Questionnaire

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Ensure this questionnaire is completed and included with your records  
**Please complete a separate questionnaire for each individual**

Client Name			
IRD Number		Balance Date	

To: KGA Limited

#### Terms of Engagement

I hereby instruct you to prepare my taxation returns for the 2011 year. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. You are hereby authorised to communicate with my bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order to carry out the above assignments.

You are to represent me as my tax agent. All income tax returns will be signed by me however you are authorised to sign any taxation return on behalf of myself or any of my associated entities.

I accept that all advice given to me is based on applicable tax legislation at the current time. If for any reason the law changes after completion of reports, KGA Limited will in no way be held responsible.

I will only accept tax advice given by a principal of the firm in writing.

I/We understand that your fees are based on the time it takes us to do the work and the qualifications, experience and expertise of the people involved. I/We accept that all accounts are due for payment by the 20<sup>th</sup> of the month following invoice date and also that you have the right to charge interest on overdue accounts at the rate of 2% per month, and. The charging of such interest will be at the discretion of KGA Limited. I/We accept that any collection costs incurred by KGA Limited will be fully recoverable from me/us.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Information Required	Ü	Comments
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<b>Residency</b>
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Have you ever lived outside of New Zealand Yes  No

If YES, how long have you lived outside NZ?  
and when did you arrive in NZ and become a resident?

If you believe you are not a New Zealand resident for tax purposes, please write a note to us to explain why

*Transitional resident rules may apply in your favour if you have arrived here after 31 March 2006. Investments in life insurance policies, superannuation schemes, accrued superannuation entitlements, annuities and pensions can be subject to tax but may be exempt. You will need to give us details if you have any of these.*

<b>Wages/National Superannuation/Benefits</b>
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Please provide us with the earning certificate/details of any organisations you have received the following from: § Wages § ACC Payments § National Superannuation § Any other benefits In most cases IRD will have sent us these details direct, however we do need to check all details have been included.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
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<b>Student Loan</b>
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Do you have a student loan?  If so, please provide your latest statement from IRD	<input type="checkbox"/>  <input type="checkbox"/>	
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<b>Interest and Dividends (New Zealand)</b>
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Please supply all advice slips. § Interest received – RWT Certificate § Dividend Statements – Dividend advice slips If any dividends are taken as bonus shares, also include these advice slips.	<input type="checkbox"/> <input type="checkbox"/>	
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<b>Other Income</b>
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Provide details of: Income received from <ol style="list-style-type: none"> <li>1. partnerships,</li> <li>2. property dealing,</li> <li>3. share market dealing</li> <li>4. Income distributions from an estate</li> <li>5. Income distributed from a trust</li> <li>6. Royalty income</li> </ol> Any other income received not referred to above.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Loss Attributing Qualifying Company – if you have been allocated a share of a loss other than from a company that we are aware of, please provide details	<input type="checkbox"/>	
Income from Financial Arrangements § Provide full details of all financial arrangements entered into, e.g. forward exchange contracts, dealings on futures markets, commercial bills, capital notes, government stock and corporate or local body bonds.	<input type="checkbox"/>	
Expenses § Provide details of all costs incurred to derive the above income, e.g. income protection insurance, ACC levies, interest paid, etc.	<input type="checkbox"/>	

Information Required	Ü	Comments
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<b>Investments in foreign companies</b>		
<p>If the total cost (as an individual) of your foreign equity investments as listed below is less than \$50,000 for the whole year, you will only have to give us details of the income you have derived from them</p>	<input type="checkbox"/>	
<p>Complete Form B to determine if more than \$50,000, if so, please provide details as listed below:</p>	<input type="checkbox"/>	
<b>1. Equity investments</b>		
<i>Shares</i>		
<p>§ Australian Shares – Do you have Australian shares? If yes please complete the Australian Market exemption test attached to determine whether the shares are exempt from the new regime – Form A.</p>	<input type="checkbox"/>	
<p>○ Shares are exempt – provide us with dividend details including dividends taken as bonus shares</p>	<input type="checkbox"/>	
<p>○ Shares are not exempt – please complete Form B</p>	<input type="checkbox"/>	
<i>Other foreign shares</i>		
<p>○ Do you have other foreign shares – Please complete Form D</p>	<input type="checkbox"/>	
<i>Investments in foreign Unit trust – please complete Form C to see if you qualify for the Australian exemption.</i>		
<p>○ Investment is exempt</p>	<input type="checkbox"/>	
<p>○ Investment is not exempt – please complete Form D</p>	<input type="checkbox"/>	
<i>Investments in foreign life insurance endowment etc policies.</i>		
<p>○ Please complete Form D (do not include policies entered into in New Zealand with a company having offices here)</p>	<input type="checkbox"/>	
<i>Investments in foreign superannuation or pension fund.</i>		
<p>○ Please complete Form D</p>	<input type="checkbox"/>	
<i>Investments in any other kind of foreign equity scheme.</i>		
<p>○ Please complete Form D</p>	<input type="checkbox"/>	

<b>Rental or Investment Property</b>
Please complete attached rental questionnaire

<b>Redundancy Rebate</b>	
<p>Have you received a redundancy payment on or after December 2006?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If so, you might be entitled to a rebate payment.</p>	
<p>Please provide us details of the nature and amount paid.</p>	

<b>Low Income, Donations, Housekeeping and Childcare Tax Rebates</b>	
<p>Can you claim rebates for the above?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If Yes, have you sent your rebate claim form to Inland Revenue?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If not, do you want us to complete your rebate claim form?</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>Income under \$9,880 rebate:</p>	
<p>If your total income is under \$9,880 you may be eligible for a rebate. How many weeks in the year to 31 March 2008 did you work 20 hours or more in paid employment?</p>	

