

TERMS OF ENGAGEMENT

Client:

IRD No:

We hereby authorise Target Accounting Limited to undertake accounting services as required for our entities.

We accept responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of all accounting services. We do not want Target Accounting Limited to undertake a detailed review of my affairs in order to substantiate the accuracy of the information, and accept Target Accounting Limited are unable to provide assurance on the Financial Statements.

We understand that the Financial Statements/Tax Return(s) are prepared by Target Accounting Limited for my/our use only for the purpose of determining Income Tax liabilities, and as such Target Accounting Limited accepts no responsibility to any other persons for the contents of the Financial Statements. If accounts are required for any other purpose we will inform you of this.

We give Target Accounting Limited full authority to contact any organisation, via telephone, writing or internet access, including banks, solicitors, the Inland Revenue (IRD), the Accident Compensation Corporation (ACC) and all other government agencies for obtaining information necessary to complete the accounting services.

We authorise Target Accounting Limited to act as your agent for ACC levy purposes for all associated entities. This authorisation allows Target Accounting Limited to query and change information on your ACC levy account(s) through ACC staff, and through ACC Online Services

We give Target Accounting Limited full authority to represent me/us as tax agent and to discuss with and obtain information from Inland Revenue for all tax types, this may be via telephone, in writing, internet access or info express and to sign any taxation returns on behalf of myself/ourselves or any of my/our associated entities as deemed necessary.

We authorise you to furnish to any third party, financial information of mine/ours as you see fit that is requested in furtherance of our business activities. We may utilise the services of third parties, including tax pooling intermediaries, from time to time and as separately notified to you to manage your tax affairs. To perform the services, we provide these third parties with access to your data to the extent this is required to perform the services, This require information being sent to these services providers in accordance with our Privacy Policy.

We agree to the following conditions which apply to services provided on credit by Target Accounting Limited;

1. An invoice will be raised by Target Accounting Limited for services and/or a goods supplied including disbursements once work completed is of significance and warrants the raising of an invoice.
2. Under the normal terms of trade, payment will be made within 14 days from receipt of the invoice.
3. Accounts not settled as per 2 above may incur a 2.5% per month compounding interest charge on the outstanding balance, at your discretion.
4. In the event that it may be necessary to take collection action to secure payment of an account, all such costs incurred shall be to my account. We shall be liable for all costs incurred by you in recovering the amount owing including but not limited to ledger management, debt collection agency commission, fees and legal costs.
5. We agree Target Accounting Limited may advise the Inland Revenue to pay any refunds for this company or any of my other entities direct to them to hold in trust, then deduct any fees owed to them for this or any of my other entities before forwarding the remaining balance of Inland Revenue Refund on to me/us.
6. Title to all processed documentation, resultant information, goods supplied and intellectual property remains the property of Target Accounting Limited until the outstanding account and additional charges as per 3 and 4 above are settled in full.
7. To comply with the Anti-Money Laundering obligations we will supply a copy of my/our Drivers Licence and/or Passport to verify my/our identity. We/I agree to the verification process being completed electronically.
8. To authorise Target Accounting Limited to check our credit status with any credit agency or agencies
9. In consideration of Target Accounting Limited supplying services to us (the Client), We jointly and severally guarantee and indemnify as a principal debtor, the payment on demand to Target Accounting Limited of all moneys now owing and all future sums of money owing by the Client in respect of services supplied or to be supplied by Target Accounting Limited to the Client or any other liability of the client to Target Accounting Limited. This Guarantee and Indemnity shall constitute an unconditional and continuing guarantee and indemnity and shall be irrevocable and remain in effect until the whole of moneys owing to Target Accounting Limited by the Client and all other obligations have been fully paid, satisfied and performed.

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Signed and include copy of Photo ID

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Date