



## TERMS OF ENGAGEMENT FOR CHARTERED ACCOUNTANCY SERVICES

Between  
Taurus Group Ltd  
and

\_\_\_\_\_ "You"

Please take time to read these terms and conditions which form the agreement between **you and Taurus Group Limited** governing the provision of accounting and business services. They apply to all our clients.

This agreement replaces all prior agreements and understandings relating to the supply of accounting and other services. The terms in this letter will remain in force until varied by us in writing to you, or until cancelled by either of us by notice in writing to the other. The obligations contained in this agreement shall survive termination.

We undertake to provide you with accounting services as instructed in our Terms of Engagement set out below.

We are committed to attend diligently to your affairs for which we accept your instructions and we shall provide efficient professional accounting services that comply with all relevant statutes. In return you agree to pay our fees and any disbursements we have paid on your behalf.

We will charge fair and reasonable fees at scale rates for the accounting and business services rendered, based on the degree of responsibility, complexity and skills involved and the time required to undertake the work.

We will render monthly interim invoices payable by the 20<sup>th</sup> of the month following the invoice date.

### **Our Account**

Our invoices are due for payment on the **20<sup>th</sup> of the month following the date of the invoice**. If you have difficulty paying any invoice, contact us and we shall set up a reasonable repayment programme. If necessary, we may be able to arrange a loan through Lumley Finance (N.Z.) Limited for you.

We reserve the right to cease working on your behalf where your account is two months overdue and to charge interest at the rate of 14% per annum on any such accounts.

### **Recovery of Fees**

If we are required to take any action to recover payment of our fees, our disbursements or our expenses, we are authorised to use, only to the extent necessary to recover such payment, your private information as that term is used in the Privacy Act 1993. You shall be liable to indemnify us for all costs including debt collection fees and legal fees in recovering any amount due under this agreement.

### **Our Responsibilities**

We will compile your financial statements in accordance with Service Engagement Standard No.2 *Compilation of Financial Information* (SES-2) issued by the New Zealand Institute of Chartered Accountants. Our procedures will not include verification or validation procedures. You will remain responsible for the accuracy and completeness of the information given to us. No audit or review engagement will be performed and accordingly no assurance will be expressed.

We will prepare the financial statements at your request and for your purposes only and we will not be liable for any loss, claim or demand by any third person.

We will also prepare, where instructed, statutory and other returns eg. GST, FBT and Companies Office returns etc.

You authorise us to prepare your income tax returns and to act as your Agent for Inland Revenue Department matters, and to have access to all tax types and all tax information pertinent to the completion of your financial statements and tax returns.

You authorise us to obtain information from Banks, Inland Revenue, Financiers, Solicitors and other third parties to assist us in the preparation of your financial statements.

Where appropriate you authorise us to establish and operate a trust account in your name for the purpose of negotiating cheques received on your behalf eg. tax refund cheques, make payments on your behalf from monies you may hold in our Trust Account and to withdraw fees and make disbursements. We may ask you to make payment into our Trust Account on account of disbursements. On occasion, once you have approved invoices for our fees, we shall make payments for these from your trust account.

We will treat all information you provide to us as strictly confidential and will not reveal that information unless we are required by law to do so or you request us to supply the information to a third party.

We will provide you with a copy of this Agreement once signed.

### **Your Responsibilities**

You engage Taurus Group Limited to be your Accountant.

You are responsible for the accuracy and completeness of the information supplied and requested by us that is used in the preparation of your financial statements and income tax returns.

You accept that no audit or review will be completed to substantiate the accuracy of the information you supply to us.

You acknowledge and accept that as a part of the ongoing quality control and initiatives of the Institute of Chartered Accountants of New Zealand, files relating to assignments completed on your behalf may be examined on a random basis by an official reviewer appointed by the Institute for that purpose.

The terms in this letter will remain in force until varied by us in writing to you, or until cancelled by either of us by notice in writing to the other.

**On behalf of**  
**TAURUS GROUP LIMITED**



**Alan Calder**  
**Director**

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**Clients Name:** \_\_\_\_\_

**Clients Signature** \_\_\_\_\_ **Date**    /    /200

For up to date information on our Company and the services available to you we recommend you visit our website. ([www.taurusnz.co.nz](http://www.taurusnz.co.nz))

**Taurus Group Limited**  
**P O Box 3275**  
**Christchurch**

To: Taurus Group Ltd.

**AUTHORITY TO ACT AS TAX AGENT**

I/We authorise Taurus Group Ltd to act as my/our Agent for Inland Revenue Department matters, and to have access to all tax types and all tax information pertinent to enable the completion of my/our financial statements and tax returns.

This authority replaces the present authority held by Taurus Accounting Solutions Ltd and is effective from 1 April 2009 or at an earlier date if practical.

**AUTHORITY TO OBTAIN INFORMATION**

Taurus Group Ltd are hereby authorised to communicate with my/our bankers, solicitors, finance companies and all government agencies to obtain such information as you require in order carrying out the preparation of my/our financial statements and tax returns.

Entity Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

(Named person / Director / Trustee / Partner / Parent or Guardian)  
(Delete where applicable)