



Please complete for each entity/individual that we complete annual accounts for.

Annual Engagement – 2021

Ensure this is **completed, signed** and included with your records

Client Name	
IRD Number	
Balance Date	2021

To: Green Grass Accounting Limited

Terms of Engagement

I hereby instruct you to prepare my Financial Statements and Taxation Returns for the year ended on the date specified above. I undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. I understand that you will rely upon the information provided by us. Your services are not intended to, and accordingly will not result in the expression by you of an opinion on the Financial Statements in so far as third parties are concerned, or in the fulfilling of any statutory audit requirements. I understand that during preparation of the Financial Statements and Taxation Returns you will not be specifically investigating non-compliance with laws and regulations – however, should anything come to light of this nature during this process, you will bring that to my attention.

I understand that the Financial Statements and Taxation Returns are prepared for my own use and to determine my taxation liabilities. If this should change in any material respect, I will inform you immediately. You will not accept any responsibility to any person, other than us, for the contents of the Financial Statements.

All other terms and conditions of this engagement are the same as those referred to in the Engagement Letter signed previously.

Green Grass Accounting Limited is hereby authorised to communicate with my Bankers, Solicitors, Finance Companies, Accident Compensation Commission and Inland Revenue, to obtain such information as you may require in order to carry out the above assignments.

Signature _____

Date _____

Reminder

Have any of your details changed –

Address? Bank account? Mobile? Email address? An addition to the family?

Your business has changed? You have ceased trading or started a new business?

You have overseas income that we don't know about? You have other income you need to declare?

You don't need a form for that! Please get in touch and let us know so we can update our records.