

Rental Income

Do you own a rental property/properties?
(where we don't prepare the information for you)
if yes: Please complete the Rental Properties Annual Questionnaire

Interest Dividends

Did you receive any interest or dividends during the period under review?
if yes: Please provide copies of Resident Withholding Tax Certificates (RWT)
Please provide copies of Dividend Statements

Sundry Income

Did you receive any other income?
if yes: Please provide us with details of other income earned

Deductible Expenses

Expenses

Can you claim expenses?
if yes: Please provide full details of any expenses incurred in deriving income.
Types of expenses include:
Management Fees \$ _____
Accounting Fees \$ _____
Interest Paid on funds borrowed \$ _____
Legal Fees \$ _____

Other Expenses

Other expenses

Is any property owned by the trust?
if yes: Please provide details of any capital and/or maintenance expenditure incurred on the property and who it was paid by

Business Income

Bank Account

Does the trust have a separate bank account?
if yes: Please provide bank/trust account statements, cheque books and details of deposits

B. Gifts

If any gifts have been made during the year, please provide
Copies of the documentation, e.g. gift statements or deeds of reduction of debt.

C. Assets Transferred Into, or Out of the Trust

If any transactions involving the transfer of assets have taken place, please provide copies
of valuations and transfer documentation, e.g. sale and purchase agreements. If
documentation is not available, please provide details of the solicitor involved in the
transaction(s) so we can obtain this information from them on your behalf.

Solicitor:

Firm:

I/We hereby instruct you to prepare my/our financial reports and taxation returns for the current period. I/We undertake to supply all information necessary to carry out such services, and will be responsible for the accuracy and completeness of such information. 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 the fulfilling of any statutory audit requirements. You are hereby authorised to communicate with the appropriate Bankers, Solicitors, Finance Companies and other persons or organisations to obtain such further information as you may require in order to carry out the above assignments.

CLIENT'S SIGNATURE:

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DATE: