

If any assets have been bought on Hire Purchase, or are leased, please provide a copy of the relevant document.

Full details of any Fixed Assets sold, traded in, scrapped or no longer in use, are required including details of any insurance claims. Include details of sale proceeds and the relevant legal statements.

If you own any land or buildings please attach a copy of the latest local body or independent valuation.

4. Investment Property

If applicable, please provide the following information:

- (i) sale and purchase agreement, and solicitors settlement statement
- (ii) registered valuation (and chattels valuation if available)
- (iii) period available for rental (if not full year)
- (iv) property manager statements
- (v) is the property rented to an associated person or entity?

5. GST

Copies of GST returns filed in the year, together with GST workpapers.

6. Motor Vehicle Expenses

– Companies

If your vehicle is owned or leased by your company and you have been paying Fringe Benefit Tax, no apportionment is required.

7. Loans/Mortgages

Details of loans or mortgages raised or repaid during the year (preferably including agreements and solicitors' statements) and details of security given.

Statements from your bank advising interest and principal repaid during the year and confirmation of loan/mortgage balance and interest rate at balance date.

12. Confirmation of Instructions

In furnishing this information, I accept responsibility for the accuracy and completeness of the information supplied which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are unable to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error and fraud and that you accept no liability for the accuracy and completeness of the information supplied by me. I further understand that the financial statements will be prepared at my request and for my purposes only and that you will not be liable for any losses, claims or demands by any third person.

I also accept responsibility for all other records and information supplied to you other than those listed. I accept responsibility for any failure by me to supply all relevant records and information to you.

Under the terms of the Privacy Act (1993), I authorise PKF Ross Melville to seek additional information as they may require for the proper completion of my financial statements and income tax returns.

Client Name:

Date:

Signature:

