

TERMS OF ENGAGEMENT

Client Name:

IRD Number:

Phone: Mobile:

DOB.....POB..... Country:.....

Postal Address:

E-mail Address:

I appoint Murray Sharma & Associates Limited (MSA) as my accountants to prepare my annual accounts and to act on my behalf for income tax purposes.

I understand this entails MSA registering me as a client at the Inland Revenue Department and ACC, which entitles me to extension of time arrangements for filing of tax returns (except NCP or CPR) with IRD.

I authorize MSA to obtain relevant information from IRD (through all IR media & communication channels), ACC, Bank, Solicitors, other Government Agencies and any other relevant authorities, physically or by electronic means, authorise MSA to get Authority & update my company register in regards to complete the assignment.

I accept responsibility for the accuracy and the completeness of the information supplied which is to be used in the preparation of my financial statements. MSA will not complete an audit, nor do I authorize MSA to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore I accept that MSA may be unable to provide complete assurance in relation to my financial statements.

I understand MSA work may not be relied upon to detect error and fraud, and that MSA accepts no liability for the accuracy and completeness of information supplied by me. I further understand that financial statements will be prepared at my request and for my purpose only and that MSA will not be liable for any losses, claims or demands by any third person or party, which is unrelated to the negligence of MSA.

In line with AML/CFT regulations we now require a copy of a valid photo ID and Proof of Address from yourself (*i.e. Drivers License/Passport and some sort of your utility bill*).

I would like to be linked for following tax types (please tick):

ACC GST Income Tax PAYE Companies Office Others _____

Client Signature.....

Date