

2024 Annual Authority to Prepare

Authority to prepare Financial Statements and Tax Return(s)

[Entity]

[Entity]

[Entity]

[Entity]

I hereby instruct Baker Tilly Staples Rodway Christchurch Limited (Baker Tilly) to prepare my financial statements and tax return(s) for the 2024 financial year.

Baker Tilly is hereby authorised under the terms of the Privacy Act (2020) to communicate with my bankers, solicitors, and finance companies to obtain such further information required in order to carry out the above assignments. This authority is to remain in force until further notice.

Baker Tilly is authorised to act as agent and obtain information for the purpose of the Inland Revenue agency list for all tax types until further notice. This includes obtaining information through all Inland Revenue media and communication channels.

I authorise Baker Tilly to act as our agent for ACC levy purposes and for all associated entities. This authorisation allows Baker Tilly to query and change information on our ACC levy account(s) through ACC staff, and through MyACC for Business. This authority will also allow the organisations' main representative discretion to delegate access to our ACC information to other members of the organisation. Other delegated members of the organisations will also be able to query and change information on our ACC levy account(s).

I also acknowledge that:

- I have read and understood the contents of the Engagement Letter (copy previously supplied to me).
- I may have provisional or terminal tax to pay during the year. The payment dates will vary depending on my provisional tax calculation method and GST filing frequency. If I have not been advised of such payments by Baker Tilly four working days before the tax is due, it will be my responsibility to contact Baker Tilly to ascertain if tax is payable.

I understand and where applicable authorise:

- Baker Tilly to retain all information supplied unless I specifically request that it be returned to me.
- Baker Tilly to use this information to prepare my financial statements and tax return and any ancillary documents, or any other document requested by me, and specifically authorise Baker Tilly to supply these to any requisite statutory authority.
- Baker Tilly to retain my name and email address on any manual or computerised database for the purpose of forwarding any correspondence, newsletters, invoices, or other documentation.
- Baker Tilly to prepare my financial statements on a Special Purpose reporting basis to comply with the requirements of the Income Tax Act unless a requirement exists to prepare financial statements in accordance with generally accepted accounting practice.
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- In furtherance of any tax compliance matters, you also authorise us to engage any third party as we see fit and provide to them all necessary financial information relating to any of the above-listed entities. To be clear, this authority would (for example) allow us to send to a tax pooling intermediary your tax information. It would also authorise us to allow a tax pooling intermediary to directly access your tax information from Inland Revenue.

Declaration:

I have reviewed the questionnaires and supplied all necessary information. I accept responsibility for the accuracy and completeness of all information supplied which is to be used in preparation of my financial statements and tax return(s). Baker Tilly are not to complete an audit, nor do I wish Baker Tilly to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore Baker Tilly are not asked to provide any assurance on my financial statements. I understand the work completed by Baker Tilly cannot be relied on to detect error and fraud and that Baker Tilly accepts 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 Baker Tilly 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 Baker Tilly other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information to Baker Tilly.

Signature

Date