

Name: \_\_\_\_\_

## 2026 Annual Business Questionnaire

Information required for financial statements and tax returns.

*Please ensure this form is completed in full. Only complete the sections of the questionnaire if you answer "yes" to the relevant question.*

<p><b>1 Major Changes</b></p> <p>Has the nature of your business activity changed during the financial year? <span style="float: right;">YES      NO</span></p> <p>If yes, please provide details:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>			<p>If "No" go to Question: <b>2</b></p>																										
<p><b>2 Records / Accounting Systems</b></p> <p>What accounting system have you used during this financial year?</p> <p style="text-align: right;">Xero      MYOB</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table> <p style="text-align: right;">Yes      No      B TSR Linked      MYOB B/up</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table> <p>- Invite user (BTSR)</p> <p>- Other product used (Reckon, QuickBooks, Cash Manager, Accredo, Other)</p> <p><i>Contact advisor for list of reports required</i></p> <p>Please provide the following:</p> <p>- Your manual cashbook (if one is kept) including:</p> <p style="padding-left: 20px;">- Completed Bank Reconciliation as at balance date</p> <p style="text-align: right;">Enclosed      N/A</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table> <p>Bank Statements for the year and one month following balance date including:</p> <ul style="list-style-type: none"> <li>- Business Accounts</li> <li>- Savings Accounts</li> <li>- Credit Card Statements</li> <li>- Foreign Bank or Investment Accounts</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table> <p>- If you have no computer system or cash book please ensure:</p> <ul style="list-style-type: none"> <li>- All transactions are detailed on bank statements</li> <li>- Please clearly identify bankings which are not sales</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table> <p>- Please provide a detailed list of any proceeds or sales not banked during the financial year.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>																														
<p><b>3 Cash on Hand</b></p> <p>Did you have any cash, cheques or floats on hand at balance date <span style="float: right;">YES      NO</span></p> <p>Please provide the following records:</p> <ul style="list-style-type: none"> <li>- Total sales not banked (cash, eftpos) at balance date:</li> <li>- Total till floats at balance date:</li> <li>- Total petty cash on hand at balance date:</li> </ul>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>									<p>If "No" go to Question: <b>4</b></p>																				
<p><b>4 Accounts Receivable (Debtors)</b></p> <p>Did you have any Accounts Receivables (Debtors) at balance date? <span style="float: right;">YES      NO</span></p> <p>Please provide a detailed list of any amounts owing to you at balance date including:</p> <ul style="list-style-type: none"> <li>- Date of invoice</li> <li>- Debtor &amp; details</li> <li>- Amount owing (GST inclusive)</li> </ul> <p>- The total amount (GST inclusive) of all Accounts Receivable at balance date is:</p> <p><b>Note:</b> Bad debts must be written off before balance date if you do not consider them to be collectable.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table> <p style="text-align: right;">Enclosed      N/A</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> </table>							<p>If "No" go to Question: <b>5</b></p>																						

<b>5 Accounts Payable (Creditors)</b>	<b>YES</b>	<b>NO</b>		If "No" go to Question: <b>6</b>
Did you have any Accounts Payable (Creditors) at balance date?	<input type="checkbox"/>	<input type="checkbox"/>		
Please provide a detailed list of any amounts owing by you at balance date including:	<b>Enclosed</b>	<b>N/A</b>		
- Date of invoice	<input type="checkbox"/>	<input type="checkbox"/>		
- Creditor's name				
- Type of expense				
- Amount owing (GST inclusive)				
- The total amount (GST inclusive) of all Accounts Payable at balance date is:			\$	<input type="text"/>

<b>6 Stock on Hand (Inventory)</b>	<b>YES</b>	<b>NO</b>		If "No" go to Question: <b>7</b>
Do you carry stock?	<input type="checkbox"/>	<input type="checkbox"/>		
Please provide the following:				
- Value of stock (inventory) at balance date (excluding GST):			\$	<input type="text"/>
- Value of goods held on layby at balance date:			\$	<input type="text"/>
- Total deposits received on layby goods held at balance date:			\$	<input type="text"/>
- Details of any stock subject to security or retention of title				<i>(Please retain workpapers to support these totals)</i>

<b>7 Work in Progress</b>	<b>YES</b>	<b>NO</b>		If "No" go to Question: <b>8</b>
Do you have any Work in Progress at balance date?	<input type="checkbox"/>	<input type="checkbox"/>		
<i>(Work started but not completed or invoiced by balance date)</i>				
Please provide the following information:				
- Actual material cost to date (excluding GST):			\$	<input type="text"/>
- Employee labour costs to date:			\$	<input type="text"/>
- Overhead costs to date (excluding GST):			\$	<input type="text"/>
- <b>Total Work in Progress</b>			\$	<input type="text"/>
				<i>(Please retain workpapers to support these totals)</i>

<b>8 Fixed Assets</b>	<b>YES</b>	<b>NO</b>		If "No" go to Question: <b>9</b>
Have you purchased, disposed of, or made any improvements to fixed assets during the financial year?	<input type="checkbox"/>	<input type="checkbox"/>		
Please provide a list and the following details for any assets purchased over \$1,000 or sold during the financial year, including:	<b>Enclosed</b>	<b>N/A</b>		
- Date of purchase or sale	<input type="checkbox"/>	<input type="checkbox"/>		
- Whether the asset is new (as opposed to second-hand)	<input type="checkbox"/>	<input type="checkbox"/>		
- Description of asset	<input type="checkbox"/>	<input type="checkbox"/>		
- Cost / sale price of asset (inclusive of GST)	<input type="checkbox"/>	<input type="checkbox"/>		
- How was the asset paid for / where was the money deposited	<input type="checkbox"/>	<input type="checkbox"/>		
- Trade in details and value (inclusive of GST)	<input type="checkbox"/>	<input type="checkbox"/>		
- A copy of the invoice, any HP and/or finance agreement	<input type="checkbox"/>	<input type="checkbox"/>		
- Details of any assets scrapped / written off	<input type="checkbox"/>	<input type="checkbox"/>		

<b>9 Contingent Liabilities</b>	<b>YES</b>	<b>NO</b>		If "No" go to Question: <b>10</b>
Do you have any Contingent Liabilities at balance date?	<input type="checkbox"/>	<input type="checkbox"/>		
Please provide a list on any matters which may lead to a future liability which remains uncertain at balance including estimated value.				
- Total estimated value of contingent liabilities at balance date:			\$	<input type="text"/>

<b>10 Mortgage, Loans and Hire Purchase Agreements</b>	<b>YES</b>	<b>NO</b>		If "No" go to Question: <b>11</b>
Did you have any Loans and/or Hire Purchases during the financial year?	<input type="checkbox"/>	<input type="checkbox"/>		
Please provide the following records:	<b>Enclosed</b>	<b>N/A</b>		
- Copies of any agreements that have been entered into during the financial year	<input type="checkbox"/>	<input type="checkbox"/>		
- Details / statements of any agreements repaid or refinanced during the financial year	<input type="checkbox"/>	<input type="checkbox"/>		
- Confirmation of Loan and HP balances at balance date	<input type="checkbox"/>	<input type="checkbox"/>		
- Loan and HP account statements if available	<input type="checkbox"/>	<input type="checkbox"/>		

**11 Company Administration / Registration**

If "No" go to Question: 12

Are you a Registered Company?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Please provide the details to the following:

*Company Details:*

- Any changes in Directors during the financial year
- Any share transfers taken place during the financial year
- Any share transfers likely to take place in the coming year?  
(this could affect the company's Qualifying Company or Look-through status and any imputation credits held)

Enclosed	N/A
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

*Related Party Transactions:*

- A list of all transactions between the Company and any Directors, Shareholders or related entity (i.e. Family Trust) during the financial year.  
(E.g. salaries, dividends, interest, purchases of assets or trading stock from/to a Director/Shareholder)

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

- If Baker Tilly is not the registered office for the company please supply a copy of the Interest Register showing the above listed transactions have been entered.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

(At the time of the distribution the Directors must sign a certificate stating that the company is solvent)

*Private Use of Business Vehicles and Other Benefits*

- Please provide details of vehicles available for private use and other benefits provided to the Directors, Shareholders and Employees

<input type="checkbox"/>	<input type="checkbox"/>
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**12 Motor Vehicle Expenses**

If "No" go to Question: 13

Do you have a Motor Vehicle that is used for business purposes?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Generally you are required to keep a log book for a period of three months (every three years) to ascertain the portion of your car expenses that are business related. If you have not kept a log book for any vehicle, which has private use, the maximum deduction is 25% for the expenditure for that vehicle.

Please check that your current business percentage is still valid and provide:

- Period log book kept: From:  To:
- Private portion of vehicle usage:  %
- Where fuel for the car is not purchased separately, total mileage travelled during the financial year  kms
- Business use of any private vehicle  \$

(Please keep all appropriate records to support your claim.)

**13 Business Expenses Paid Privately**

If "No" go to Question: 14

Did you pay for any Business Expenses Privately? (i.e. not paid out of your business bank account)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Please provide a list of any and all business expenses paid from private sources during the financial year including:

- Date of purchase
- Details of purchase and type of expense
- Amount of purchase including GST
- Copy of the receipts

Enclosed	N/A
<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

**14 Private Use of Goods and Services**

If "No" go to Question: 15

Did you incur any costs which have a private use component?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

Please provide details of all goods and services used privately including:

- Purchases, materials, stock and other goods own use  \$
- Telephone
  - Private tolls  \$
  - Private rental  \$  %
  - Private internet  \$  %
  - Private cellphone  \$  %
- Insurance  \$  %
- Power  \$  %

**15 Mixed Use Assets**

Did you have any of the following assets which is used both privately and for income earning use, and is also unused for 62 days or more during the financial year?

- A property (such as a holiday home)
- A ship, boat, or similar craft
- An aircraft

YES	NO
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

If "No" go to Question: 16

Please note "private use" of an asset is by you, your family or associated people. It can also include use (by any other person) who is charged or pays you less than 80% of market rate.

If you have any of the above please advise and provide:

- The number of days the asset was used to derive income
- The number of days the asset was used for private purposes
- The number of days it was unused
- Total income received (including from income earning days and "private" days)
- Expenses relating to the asset for the year (e.g. rates, power, insurance, fuel etc)

<input type="text"/>	days
<input type="text"/>	days
<input type="text"/>	days
\$ <input type="text"/>	
\$ <input type="text"/>	

**16 Entertainment Expenses**

Did you incur any entertainment expenses during the financial year?

YES	NO
<input type="text"/>	<input type="text"/>

If "No" go to Question: 17

Please provide details of business expenditure in New Zealand on food, beverages and recreation and any transport or accommodation related to these.

Enclosed	N/A
<input type="text"/>	<input type="text"/>

**17 Home Office Expenses / Allowance**

Do you want to claim a Home Office Allowance for the year?

YES	NO
<input type="text"/>	<input type="text"/>

If "No" go to Question: 18

If you use your own home for business purposes, please provide:

- Percentage of home used for business purposes
- or
- Area of home used for business purposes (e.g. office or storage)
- Total area of home (including garage)
- and
- Expenses

<input type="text"/>	%
<input type="text"/>	sq. m
<input type="text"/>	sq. m

- Power

\$ <input type="text"/>
-------------------------

- Insurance

\$ <input type="text"/>
-------------------------

- Repairs (supply details)

\$ <input type="text"/>
-------------------------

- Rates

\$ <input type="text"/>
-------------------------

- Wood / Power / Gas

\$ <input type="text"/>
-------------------------

- Rent

\$ <input type="text"/>
-------------------------

- Mortgage interest

\$ <input type="text"/>
-------------------------

- Corporate lease fees

\$ <input type="text"/>
-------------------------

**18 Income or Losses Received (other than from business activity)**

Did you receive any other Income (e.g. interest and dividends) or Losses during the financial year, other than from the business activity, or have investments in a Managed Portfolio Scheme?

YES	NO
<input type="text"/>	<input type="text"/>

If "No" go to Question: 19

Please provide the following records:

- A copy of all Interest Resident Withholding Tax certificates received
- A copy of all Dividend Advice notices (including dividend reinvestment plan and bonus issue information)
- Details of shares bought and/or sold during the financial year
- Details of any other income received from rents, royalties, share of partnerships / trust and estate income
- Details of any losses received from partnerships, companies, look-through companies, trusts, estate etc

Enclosed	N/A
<input type="text"/>	<input type="text"/>

<p><b>19 Foreign Income, Expenses and Investments</b></p> <p>Did you receive any foreign income or incur foreign expenses or own foreign shares?</p> <p>Please provide the following details for all overseas bank accounts and investments, even if they do not pay dividends, including:</p> <ul style="list-style-type: none"> <li>- Name of Bank or Investment Company and country of residence (if known)</li> <li>- Date of purchase, sale and/or investment</li> <li>- Original cost prices of shares or units (if known)</li> <li>- Number of shares held and market value at the beginning and end of the financial year</li> <li>- Please supply a copy of all documents regarding investments</li> </ul>	<p>YES      NO</p> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> <p>Enclosed      N/A</p> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table>  <table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table>							<p>If "No" go to Question: 20</p>			
<p><b>20 Buying/Selling Businesses, Real Estate, and Investments</b></p> <p>Did you buy or sell a Business, Real Estate, or Investment during the financial year?</p> <p>For any purchase and/or sale of a business, Real Estate, Investment (e.g. shares) please provide the following:</p> <ul style="list-style-type: none"> <li>- A copy of the Legal Settlement Statement</li> <li>- A copy of the Sale and Purchase Agreement</li> <li>- A copy of the Invoice</li> <li>- A copy of the Invoice for Legal Expenses, Commission paid etc</li> </ul> <p>In certain circumstances the sale of assets, such as land (including buildings) or shares, may be assessable, including where the taxpayer trades in the asset and/or where the asset is purchased with an intention of resale.</p> <p><b>Land and Buildings</b></p> <p>If you sell a residential property on or after 1 July 2024, the brightline test will apply if your brightline end date is within two years of your brightline start date.</p>	<p>YES      NO</p> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> <p>Enclosed      N/A</p> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> <table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table>									<p>If "No" go to Question: 21</p>	
<p><b>21 Legal Expenses and Solicitor's Statements</b></p> <p>Did you make any payments to a lawyer or solicitor?</p> <p>If "yes" please provide statements for accounts and any payments (including legal fees, settlement statements, etc)</p> <p><b>Note:</b> Some legal expenses are not tax deductible, it is necessary to review the invoices</p>	<p>YES      NO</p> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> <p>Enclosed      N/A</p> <table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table>					<p>If "No" go to Question: 22</p>					
<p><b>22 Lease and Rental Agreements</b></p> <p>Did you enter into any new Rental or Lease agreements during the financial year?</p> <p>Please provide copies of any and all new lease and/or rental agreements entered into during the financial year.</p>	<p>YES      NO</p> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> <p>Enclosed      N/A</p> <table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table>					<p>If "No" go to Question: 23</p>					
<p><b>23 Goods and Services Tax (GST)</b></p> <p>Are you registered for GST?</p> <p>Please confirm how you prepare your GST Returns (basis)</p> <p>Please provide a copy of:</p> <ul style="list-style-type: none"> <li>- All GST Returns filed during the financial year</li> <li>- A copy of all workings supporting the figures on your GST returns</li> </ul>	<p>YES      NO</p> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> <p>Payments    Invoice    Hybrid</p> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr><td style="width: 33%;"></td><td style="width: 33%;"></td><td style="width: 33%;"></td></tr> </table> <p>Enclosed      N/A</p> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> <table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table>										<p>If "No" go to Question: 24</p>
<p><b>24 Wages / PAYE Returns</b></p> <p>Do you employ staff?</p> <p>Please provide the following:</p> <ul style="list-style-type: none"> <li>- Your wages book for the year, or</li> <li>- Annual Summary reports from your computerised payroll system</li> <li>- Holiday pay owing as at balance date</li> <li>- Annual leave taken up to 63 days after balance date</li> </ul>	<p>YES      NO</p> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> <p>Enclosed      N/A</p> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table> <table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table>									<p>If "No" go to Question: 25</p>	

<p><b>25 Fringe Benefit Tax (FBT)</b></p> <p>Do you pay FBT?</p> <p>Please provide the following records:</p> <ul style="list-style-type: none"> <li>- A copy of all FBT Returns filed with Inland Revenue during the financial year</li> <li>- A copy of all workings supporting the figures on your FBT Returns</li> </ul>	<p>YES      NO</p> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table> <p>Enclosed      N/A</p> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table>					<p>If "No" go to Question: 26</p>

<p><b>26 Insurance</b></p> <p>Do you pay and claim Insurance expenses?</p> <p>Please provide copies of all your insurance invoices providing a breakdown of the premiums paid for and analysis of expenses.</p>	<p>YES      NO</p> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table> <p>Enclosed      N/A</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table>					<p>If "No" go to Question: 27</p>

<p><b>27 Attribution Rules</b></p> <p>If the business was operated through a company or a trust, was more than 80% of the taxable income derived from one client or source?</p>	<p>YES      NO</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table>			<p>If "No" go to Question: 28</p>

<p><b>28 Earthquake</b></p> <p>Do you have any Earthquake (EQC) related insurance payouts?</p> <p>For Earthquake related EQC and/or Insurance payouts received during the financial year please attach supporting schedules received and include details of:</p> <ul style="list-style-type: none"> <li>- Date received</li> <li>- Amount received</li> <li>- Where it has been coded in your accounting system</li> <li>- GST returned on payment (if applicable)</li> </ul> <p>Has your insurer accepted and quantified your material damage/business interruption insurance claim during the financial year?</p> <p>Please provide a copy of the documents and the following information:</p> <ul style="list-style-type: none"> <li>- The amount determined</li> <li>- When the agreement was reached with your insurer</li> <li>- Details of what the claim relates to</li> </ul>	<p>YES      NO</p> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table> <p>Enclosed      N/A</p> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table>  <p>YES      NO</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table> <p>Enclosed      N/A</p> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table>											<p>If "No" go to Question: 29</p>

<p><b>29 Cryptocurrency</b></p> <p>Do you own any cryptocurrency assets?</p> <p>If yes, please provide detail of the transactions you have made, including purchases, sales for fiat currency and transfers between cryptocurrencies.</p>	<p>YES      NO</p> <table border="1" style="width: 100%; height: 20px; margin-bottom: 5px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table> <p>Enclosed      N/A</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table>					<p>If "No" go to Question: 30</p>

<p><b>30 Contact Information</b></p> <p>Contact Person: _____</p> <p>Email Address: _____</p>	<p>Office Phone: _____</p> <p>Mobile Phone: _____</p>
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<p><b>31 Notes / Other Relevant Information</b></p>

*If you require assistance to complete this Questionnaire please call us on (03) 343 0599.*