2019 TRUST INFORMATION QUESTIONNAIRE

Period Covered: 1 April 2018 to 31 March 2019

Trust Name: 

Names of Trustees:

Please ensure that this form is completed in full. Check with us if you are uncertain of what type of information we require.

<table>
<thead>
<tr>
<th>INFORMATION TO BE PROVIDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please ensure that all information is provided to assist in the preparation of the trust’s accounts. Time spent seeking extra information not originally provided will increase costs.</td>
</tr>
</tbody>
</table>

With regard to this annual work, our responsibilities are restricted to the analysis of the information that you provide to us and the accurate compilation of the trust’s Return of Income. You are responsible for ensuring the information is complete. You are ultimately responsible for the statements provided and for any interest and penalties charged by the IRD which result from the omission or ambiguity of information provided by you. (We may perform other services for you in addition to this annual work which is not covered by the engagement statement).

Please tick where appropriate:

**PART A - INCOME**

1. Did the trust receive income from another trust, unit trust or an estate
   - Yes
   - No
   - If yes - please provide details of income received, including
     - Name of the Trust:
     - IRD no. of the Trust:
     - Beneficiary Income:
     - Tax paid by trust:

2. Did the trust receive any partnership income? (Where we don’t prepare the Information for the trust)
   - Yes
   - No
   - If yes - please provide details of this income, including
     - Name of the Partnership:
     - IRD no. of the Partnership:
     - Total partnership income:
     - Total partnership tax credits:

3. Did the trust receive any income from Foreign Investments?
   - Yes
   - No
   - If yes - have you attached all tax deduction certificates
4. Did the trust receive any **business income** during the year?  
   **Yes** [  ]  **No** [  ]  
   If yes – please give details.

5. Did the trust receive any **rental income**?  
   **Yes** [  ]  **No** [  ]  
   If yes - please provide details of the following *(if there is more than one property please show details separately in terms of each property)*
   - Rent received details
     - No. of months the property was rented  
     - No. of months the property was available for renting  
     - Total rent received  
     - Expenses to be claimed, including
       - Commission paid to real estate agencies for renting the property  
       - Interest paid on loans/ mortgages  
       - Insurance  
       - Power/ light and gas  
       - Rates/ water rates  
       - Repairs & maintenance  
       - Any improvements or fixed asset additions  
       - Other expenses (please specify)  
   **Yes** [  ]  **No** [  ]

6. Did the trust buy or sell any rental properties during the year  
   **Yes** [  ]  **No** [  ]  
   If yes - continue with Question 5a & b
   a. **Property purchased**, please provide details of the following
      - Full address of the property…………………………………………………
      - Copy of sale & purchase agreement  
      - Copy of solicitors settlement statement for the property  
      - Copy of the latest Government property valuation  
      - Copy of valuation completed by a registered property valuer/consultant  
   b. **Property sold**, please provide details of the following
      - Full address of the property…………………………………………………
      - Copy of sale & purchase agreement  
      - Copy of solicitors settlement statement  
      - Details of commission paid to Agency, if any
7. Did the trust receive income from **interest or dividends** during the year?  
   If yes - have you supplied all Resident Withholding Tax Certificates (RWT) and Dividend statements  
   Yes ☐ No ☐

8. Did the trust have any investments in PIEs?  
   If yes – attach any investment summary schedules received for the year including details of the prescribed investor rate (PIR) used.  
   Yes ☐ No ☐

9. Is the trust a shareholder in a look through company (LTC)?  
   If yes - please provide details of the following  
   - Name of the LTC……………………………………………………….
   - IRD number of the LTC………………………………………………..
   - Total amount of profit/loss …………………………………………  
   Yes ☐ No ☐

10. Did the trust receive any other type of income other than that stated above  
    If yes - have you supplied all the relevant information  
    Yes ☐ No ☐

11. Has the trust income changed/or will it be likely to change for the coming year?  
    This is particularly relevant for provisional tax payments.  
    Yes ☐ No ☐

**PART B – EXPENSES**

12. Can the trust claim expenses?  
    If yes - please provide full of any expenses incurred in deriving income  
    Types of expenses can include:  
    - Management Fees $  
    - Accounting Fees $  
    - Interest Paid on funds borrowed $  
    - Legal Fees $  
    - Other ……………………………. $  
    Yes ☐ No ☐

**PART C - INFORMATION**

13. Does the Trust have a separate **bank account**?  
    If yes – please provide copies of the final bank statements as at the above date and the one after.  
    Yes ☐ No ☐

14. Does the trust have any **Trust documents or minutes** that we have not prepared on behalf of the trust? If yes – please provide copies  
    Yes ☐ No ☐
15. Have there been any transactions with beneficiaries during the year?  

| Yes | No |

If yes – please provide a copy of the transaction, deed of gift, or advise the following:

<table>
<thead>
<tr>
<th>Beneficiary 1</th>
<th>Beneficiary 2</th>
<th>Beneficiary 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IRD Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Money Advanced</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax Paid on Behalf of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Fees Paid</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16. Did the settlor make any advances to the trust during the year?  

| Yes | No |

If yes – please advise dates and amounts.

17. Please advise dates of birth for any beneficiaries under the age of 16:

<table>
<thead>
<tr>
<th>Name: ……………………………………………</th>
<th>DOB: ……………………………</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ……………………………………………</td>
<td>DOB: ……………………………</td>
</tr>
<tr>
<td>Name: …………………………………………...</td>
<td>DOB: ……………………………</td>
</tr>
</tbody>
</table>

18. Did the trust purchase or sell any government or local body stock or corporate bonds this year?  If yes – please provide documentation.

| Yes | No |

Are there any claimable losses brought forward from previous years?

Have all the trust assets been insured in the trustee’s names as joint owners?

Has the settlor completed a memorandum of wishes?

Did the settlor make any advances to the trust during the year?

Has a lease for life been entered into? If yes – provide a copy.

Has there been a change in trustees during the year?

Have any beneficiaries or trustees become non-residents? If yes – please provide details.
19. **General Comments** (eg any change in the activities of the trust, any subsequent events, any contingent liabilities)

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

**DECLARATION**

I understand that the above information will be used by SME Financial Limited in the preparation of financial statements and taxation returns as agent on my behalf. I have read and understood the obligations which I am required to meet included in the “Information to be Provided” section.

Under the terms of the Privacy Act (1993), I ________________________________ authorise SME Financial Limited to obtain from any third party any records or information you require for the purpose of preparing my Financial Statements and Income Tax Returns and accordingly any such third party is authorised to provide you with information required.

**Trustee Signature** ________________________________ **Date** ________________

**Trustee Signature** ________________________________ **Date** ________________

**Trustee Signature** ________________________________ **Date** ________________

PLEASE ENSURE THAT YOU SIGN OUR TERMS OF ENGAGEMENT FORM AND RETURN IT TO US WITH YOUR RECORDS. WE ARE UNABLE TO COMMENCE WORK UNTIL WE RECEIVE A SIGNED TERMS OF ENGAGEMENT FROM YOU.

THANK YOU FOR COMPLETING THIS FORM