



PO Box 79185, Avonhead, Christchurch 8446

Letter of Engagement / Authority to Act

Name: _____

IRD No: _____

Occupation: _____

Address: _____

Phone No.: _____

Email: _____

I/we hereby authorise OCI Communication Ltd to act on my behalf for all tax types until further notice.

I/we authorise OCI Communication Ltd to obtain any information necessary to furnish returns from relevant parties including but not limited to Inland Revenue, Accident Compensation Corporation, financial institutions, suppliers, and clients. This includes obtaining information via phone, fax, internet, email, or online services available on Inland Revenue's website or any other method necessary. I/we authorise OCI Communication Ltd to sign and file returns on my/our behalf.

I/We authorise OCI Communication Ltd to receive any refund/s on my/our behalf and deposit this to OCI Communication trust account by adding the OCI Communication trust account to my/our IRD account. I/We authorise OCI Communication Ltd to deduct specified fees as advised to me/us, and pay the net balance out to me/we the account holder/s. I/We agree to pay OCI Communication Ltd fees for work completed at the rates shown on www.ocicommunication.co.nz.

All financial records remain my property and responsibility and can on request be held by OCI Communication Ltd for the period specified by statutory requirements; all working papers are to remain exclusive property of OCI Communication Ltd.

OCI Communication Ltd is to complete a compilation that is limited primarily to the collection, classification and summarisation of financial information supplied by me and does not involve the verification of that information. OCI Communication Ltd is not to perform an audit or review on the financial statements which are prepared at my request and for my purpose only and neither OCI Communication Ltd nor any of its employees are to accept any responsibility for the accuracy of the material from which the financial statements have been prepared and therefore responsibility on any ground whatsoever, including liability in negligence, to any other person.

Signed by _____

Signature/s _____

This Day ____ of _____ 20__ .