

2023 INVESTORS (Short Form) QUESTIONNAIRE

Entity Name: _____

Contact Person: _____

Email Address: _____ Phone Number: _____

Your time and effort in completing this form is much appreciated by the team at Vision Accounting Solutions Ltd.

	YES	NO	If 'YES', please see over for instructions
1. Does the Entity have a bank account?	<input type="checkbox"/>	<input type="checkbox"/>	A1
2. Are the investments managed by a Portfolio Manager?	<input type="checkbox"/>	<input type="checkbox"/>	B1
3. Did the Entity receive any Interest, Dividends or PIE income during the year?	<input type="checkbox"/>	<input type="checkbox"/>	C1
4. Did the Entity receive any Foreign Income or incur Foreign Expenses?	<input type="checkbox"/>	<input type="checkbox"/>	C2
5. Did the Entity make payments on any Loans during the year?	<input type="checkbox"/>	<input type="checkbox"/>	D1
6. Did the Entity sell Real Estate, a Business or any Investments during the year?	<input type="checkbox"/>	<input type="checkbox"/>	E1
7. Did the Entity purchase or dispose of any assets?	<input type="checkbox"/>	<input type="checkbox"/>	F1
8. IN ALL CASES, PLEASE COMPLETE GENERAL INFORMATION AT SECTION G1	<input type="checkbox"/>		G1
9. IN ALL CASES, PLEASE SIGN THE DECLARATION BELOW	<input type="checkbox"/>		

DECLARATION

I accept responsibility for the accuracy and completeness of the information supplied in this questionnaire which is to be used in the preparation of my financial statements. You are not to complete an audit, nor do I wish you to undertake a detailed review of my affairs in order to substantiate the accuracy of my information, and therefore you are not asked to provide any assurance on my financial statements. I understand your work cannot be relied on to detect error and fraud and that you accept 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 you 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 Vision Accounting Solutions Ltd other than those listed above. I accept responsibility for any failure by me to supply all relevant records and information.

I hereby authorise Vision Accounting Solutions Ltd 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 Vision Accounting Solutions Ltd with information required.

Signed: _____

Date: _____

If your Entity is running a business or operating a rental property, you may also need to fill in the RENTAL or BUSINESS questionnaire as well

	Enclosed	Sent by email	Not applicable
A1. Bank account			
Please supply copies of the Entity's bank statements for the year. Electronic format (by email or saved onto a USB stick) is best. Please choose one of these three options:			
1. We prefer a .CSV document of all transactions for the year, together with a statement showing the account balance at 31 March 2023 OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Your bank may be able to provide the bank statements in PDF format OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Paper copies of the bank statements for the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B1 Portfolio Reports			
Please supply the entire Portfolio Report from your Portfolio Manager, which constitutes the Taxation Report AND the Valuation Report as at 31 March 2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C1 Interest, Dividends and PIE income			
Supply certificates and warrants for all interest, dividends and PIE income earned (unless details of this income has already been supplied in the Portfolio Report)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2 Foreign Income and Holdings			
Supply certificates and warrants or other documentation for overseas income.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supply bank transactions for all foreign bank holdings for the year in full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Please supply both the bank statements and .CSV transactions for the full year</i>			
D1 Term Loans			
Please provide the following records:			
- Confirmation of loan balances as at balance date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Details of any agreements repaid or refinanced during the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Loan account statements if available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E1 Buying/Selling Investments, Real Estate or a Business			
- A copy of all documentation including legal settlement statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sale and Purchase Agreements and Valuations			
Note: if your Entity has purchased a business, it will be necessary to complete a Business Questionnaire.			
F1 Assets other than investments, real estate or business			
Please provide a detailed list of:			
- any assets purchased during the year (include the date purchased and the price paid)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- any assets sold (include the date sold and sale value)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- any assets written off/disposed of for no value during the year (include the reason for the write off or disposal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

H1. Bank Account Details

IRD no longer issues refunds by cheque. Refunds can be paid directly into the Entity's bank account.

Please provide us with your preferred bank account details:

Bank

Account Number:

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II. PAPER COPIES OF FINANCIAL ACCOUNTS

It is our practice to send a copy of your accounts and tax returns by email followed by a paper copy in the post. Please indicate if you **do not** want to receive a paper copy in the mail.

<input type="checkbox"/>	Yes please
<input type="checkbox"/>	No paper copy thanks