

To: Harts, Chartered Accountants  
PO Box 58442  
Botany, Auckland 2163

Date Prepared: .....

**Name:**

**Balance Date:** 31 March 2024

<b>NON-TRADING COMPANY FOR 2024</b>
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**Terms Of Engagement**

..... had no taxable activity during the financial year and accordingly I authorise you to prepare a non-trading taxation return.

I also authorise you to act as the agent in dealing with all taxation matters with Inland Revenue.

Yours faithfully,

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-Mail Address