

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

Date Prepared: .....

**Name:** .....

**Balance Date:** .....

|                                   |
|-----------------------------------|
| <b>NON-TRADING TRUST FOR 2020</b> |
|-----------------------------------|

**Terms Of Engagement**

The ..... 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,

\_\_\_\_\_  
Trustee's Signature

\_\_\_\_\_  
Date

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

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