

Companies Questionnaire

1. Please supply company minute book and company registers.
In some cases we keep them here.
2. Do you use a business vehicle for private use? Yes/No
3. Please attach FBT returns if you have them.
4. Are there any debentures or other securities granted by the company? Yes/No
If yes: What security and to whom?
.....
5. State maximum JUSTIFIABLE salary and directors fees for each shareholder. Discuss with us if needed.

NAME	% S/HOLDING	AMOUNT
•%	\$ _____
•%	\$ _____
6. Have there been any changes in shareholding during the last 12 months? Yes/No

Never change company shareholding without conferring with us because there are tax implications.
7. Does any employee earn more than \$100,000 including other benefits like the value of a car available for private use? Yes/No

Notes To Assist Completion of Business Questionnaire

1. **Cars**
If you sell your car or any private asset to your company, it can be taken by a liquidator if your company fails.
2. **Protection**
You can protect yourself from loss of assets owned by your company by taking a debenture over the company assets.
3. **Shareholder remuneration**
Company shareholder/employees must be able to justify remuneration credited to them. Unjustifiable income is a dividend which requires directors to comply with the "solvency test".
4. **Fringe benefit tax**
You can avoid paying Fringe Benefit Tax by simply making an annual adjustment to your accounts for the benefit. This saves paper work because Fringe Benefit Tax returns are no longer required and we do not have to show the amount of the benefit in your accounts. If you pay Fringe Benefit Tax, we recommend you discuss this matter with us.

Signed _____

Dated ____/____/____