**TO WHOM IT CONCERN**

**Dear Sir/Madam,**

# **2019 Annual Accounts and Tax Returns**

It is this time of the year again, are you ready?

Attached please find the Annual Questionnaires which list details of all documents and information required to complete your returns. Please take time to go through these, as a little time spent in preparation can save a lot of time and cost later on.

You will find a number of questions do not apply to you/your business. (The forms are designed to cover all circumstances). Please mark not applicable (N/A) next to the questions that are not relevant to you.

**Our Annual Engagement Letter is part of the questionnaire. This letter sets out the Terms of Engagement so it is clearly understood that the responsibility for the supply, accuracy and completeness of the information from which your accounts and/or tax returns are prepared is your responsibility.**

**Please make sure all questionnaires are fully completed and signed. Ensure all documents, records, files, bank statements, bank certificates, cheque butts and any other related information are ready to be picked up or send to my office before any work will commence for the 2019 Financial Year.**

**Please take note: All formal correspondence relating to arrangements with the IRD/Companies Office or other Financial Institutions will be charged accordingly. This is an official arrangement and goes on the client file.**

Should you have any questions, please do not hesitate to contact me.

Yours sincerely,

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**CHARTWELL ACCOUNTANTS LIMITED**