

2025 Trust & Estate Questionnaire

for the income tax year starting 1 April 2024 to 31 March 2025

Please ensure you sign and return this questionnaire with all relevant information. Please mark the ENCLOSED box to confirm information is enclosed. If question is not applicable please mark the N/A box.

Note: Incomplete information will result in a delay in starting your accounts and may increase costs to you.

Name of Trust:

1. HAVE YOU WOUND UP THE TRUST?

☐ Y

☐ N

A RESIDENCY

ENCLOSED

N/A

2. DOES THE TRUST HAVE ANY OVERSEAS SETTLORS/TRUSTEES/BENEFICIARIES?

Please provide names and details

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3. AT THE TIME OF SETTLEMENT WAS THE SETTLOR A NON RESIDENT?

☐ Y

☐ N

B ASSETS

ENCLOSED

N/A

4. HAVE YOU PURCHASED ANY PROPERTY (INCLUDING FAMILY HOME) AFTER 27 MARCH 2021?

Please provide details of property purchased

(Including sale and purchase agreements, settlement statements and valuation)

☐ Y

☐ N

☐
☐

\$

5. BANK ACCOUNTS

Please provide year end statements and closing balances

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☐

\$

6. FIXED ASSETS (FAMILY HOME, HOLIDAY HOMES, BOATS, CARAVANS ETC.)

Please provide purchase details

(Invoices for items over \$1,000, sale & purchase agreements and settlement statements)

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☐

\$

7. HAVE YOU SOLD ANY PROPERTY PURCHASED ON OR AFTER 29 MARCH 2018?

Please provide details of property sales

(Including sale and purchase agreements, settlement statements and valuation)

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\$

Please provide details of any assets sold or written off

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\$

8. INVESTMENTS (E.G. TERM DEPOSITS, NZ & OVERSEAS SHARES)

Please provide details including:

Cost of investments (including premiums and other contributions) Purchase/contribution and sale/distribution details

Market values as at 01/04/2024 and 31/03/2025

Investment advisor reports and their contact details

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C LIABILITIES

ENCLOSED

N/A

9. LOANS & MORTGAGES

Please provide loan statements/summaries

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\$

10. FINANCE LEASES/HIRE PURCHASE (HP)

Please provide details of any finance leases/hire purchases

(E.g. sale & purchase agreements, lease agreements and details of leased asset (e.g. vehicle))

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\$

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INCOME & EXPENSES (NZ & OVERSEAS)		ENCLOSED	N/A
11. INTEREST & DIVIDENDS RECEIVED		<input type="radio"/>	<input type="radio"/>
Please provide statements			
\$			
12. PORTFOLIO INVESTMENT ENTITY (PIE) INCOME		<input type="radio"/>	<input type="radio"/>
Please provide PIE statements			
\$			
13. RENTAL INCOME/PARTNERSHIP/BUSINESS INCOME		<input type="radio"/>	<input type="radio"/>
Please complete separate Business & Property Questionnaires			
\$			
14. OTHER INCOME		<input type="radio"/>	<input type="radio"/>
Please provide details (Options, government stock, share trading etc.)			
\$			
15. MANAGEMENT FEES ON PORTFOLIO		<input type="radio"/>	<input type="radio"/>
Please provide invoices			
\$			
16. INTEREST PAID IN RELATION TO INVESTMENTS		<input type="radio"/>	<input type="radio"/>
Please provide interest summaries			
\$			

E TRUST DOCUMENTS		ENCLOSED	N/A
17. COPIES OF TRUST DEED (FOR NEW CLIENTS ONLY) AND ANY VARIATIONS OF THE DEED		<input type="radio"/>	<input type="radio"/>
(e.g. trustee resignations, beneficiary changes)			
18. DEED OF ACKNOWLEDGMENT OF DEBT AND GIFTING DOCUMENTS		<input type="radio"/>	<input type="radio"/>
19. PLEASE PROVIDE NAMES OF ALL BENEFICIARIES UNDER THE AGE OF 20		<input type="radio"/>	<input type="radio"/>
20. PLEASE PROVIDE YOUR LAWYERS EMAIL ADDRESS IF YOU WOULD LIKE US TO CONTACT THEM DIRECTLY FOR THE ABOVE INFORMATION		<input type="radio"/>	<input type="radio"/>
21. WOULD YOU LIKE US TO SEND THE DOCUMENTS TO OTHER TRUSTEES FOR SIGNATURE?		<input type="radio"/>	<input type="radio"/>
Please provide their email address			

F HOW WOULD YOU LIKE TO SEND US YOUR DOCUMENTS	
via Xero Portal	<input type="radio"/>
via Email	<input type="radio"/>
Hard Copy	<input type="radio"/>

G HOW WOULD YOU LIKE TO RECEIVE YOUR COMPLETED DOCUMENTS	
Collect documents from PKF Withers Tsang office	<input type="radio"/>
Collect documents and meet with accountant/partner to review the results	<input type="radio"/>
Courier to home/office address	<input type="radio"/>
Post to home/office address	<input type="radio"/>
Email and post copies to home/office address (Please note we are not responsible for any loss of documents sent via courier or post and a courier (signature required) must be used if package is too large for standard NZ postal delivery)	<input type="radio"/>

Your Name::	Signature:
Name of Trust or Estate::	Designation:
Email:	Phone:
Postal Address:	Date: