

Fact Finder

 | Confidential Client Information.

Initial contact with: _____

Date:

Covisory
PARTNERS

YOUR PERSONAL DETAILS

Name:

Contact Phone Number: Mobile Number:

e-mail :

Date of Birth:

Address:

NZ IRD No.(if you have one):

Country of birth/domicile:

Country/ countries of tax residence:

Background Details

1. When did you arrive in New Zealand or when do you intend to arrive? Date: / /
2. Have you ever been a New Zealand Tax resident before? Yes / No
3. Did you spent more than 183 days in the past 12 months in NZ? Yes / No
4. Do you have a home that is available to you to use in New Zealand (including a home that is rented)? Yes / No
5. Do you maintain a home in a country outside New Zealand that is available to you to use (including a home that is rented)? Yes / No
6. Are you an employee or a business owner?

If employee: provide name of the employer & position

Employer: _____ Position: _____

Remuneration: _____ Share options: _____ Yes / No

If business owner: provide a brief description of your business:

7. Are you Married Yes / No

If married please list name of spouse and any dependents

Full Name	Date of Birth	Relationship

YOUR ASSETS / INVESTMENTS / FINANCIAL INTERESTS

8. Outline of global assets and liabilities & country where situated

Type	Assets \$	Liabilities \$	Country	Ownership Type (Y / N)			
				Joint	You	Spouse	Trust
Home							
Cash and Bank Deposits							
Motor vehicles							
Investment Property							
Business interests							
Shares							
Life Insurance policies							
Collectables							
Superannuation							
Holiday Home							
Other assets							
Personal loans/ overdrafts etc							
Current tax debts							
Totals							

9. Provide details of any interest in foreign superannuation/ retirement schemes, interests in foreign life insurance policies or interest in other foreign investment funds i.e. mutual funds.

Name of Scheme	Approximate Value	Type: (i.e. Superannuation/ Life insurance/ Government social security, mutual funds)

10. Do you have a will? Yes / No

If you have a will please outline when it was prepared, in which jurisdiction and provide us with a copy of the document.

Date: _____

Jurisdiction _____

YOUR ASSETS / INVESTMENTS / FINANCIAL INTERESTS

11. Are you a settlor / grantor of any foreign or domestic trust or a founder of a foreign foundation or have a right to benefit from them? Yes / No

You may be a settlor of a trust if you made an initial or any contribution to the trust or if you have a de facto control over the trust. If yes, list the trusts, the date and country of establishment and the names of trustees.

Note please provide copies of the trust / foundation documents.

Trust/ Foundation Name	Type: Discretionary/ Life, etc.	Country of Establishment	Year	Trustees Names

12. Do you own shares or interest in a foreign company, unit trust, fund, bonds, commercial bills, government stock or have a right to benefit from a foreign foundation? Yes / No

Company/ Fund/ Foundation Name	Country	Type (shares, bonds..)	Shareholding/ Interest %	Approximate yearly income from investment	Listed Yes / No

13. Do you have any foreign bank accounts or foreign loans? Yes/ No

Bank Name	Country	Type (fixed deposit, cheque, savings, etc)	Estimated Balance

14. Do you have any property or negatively geared assets? Yes / No

Asset Type	Country	Asset Estimate Value	Loan/ Mortgage Value

If you require additional space for any question please attach a separate page to the Fact Finder along with all other required documents in checklist. Please clearly show question number you refer to.

YOUR ASSETS / INVESTMENTS / FINANCIAL INTERESTS

15. Do you have any other income

(e.g. income from royalties, estate, any other overseas income, property dealing, etc..) Yes / No

Income Type	Country	Estimate Value

QUESTIONS YOU SEEK ADVICE ON

16. If you have any specific questions you wish to obtain advice on, please list them below:

FACT FINDER CHECK LIST

This document should be accompanied by:

- | | |
|--|---|
| <input type="checkbox"/> Trust documents, <i>where relevant</i> | <input type="checkbox"/> Prior year tax returns |
| <input type="checkbox"/> Foundation documents, <i>where relevant</i> | <input type="checkbox"/> Copies of passport |
| <input type="checkbox"/> Company registers, <i>where relevant</i> | <input type="checkbox"/> Copy of two utility bills confirming residential address |
| <input type="checkbox"/> Incorporation certificate | <input type="checkbox"/> Additional Information relating to any question |
| <input type="checkbox"/> details of directors | |
| <input type="checkbox"/> details of shareholders | |
| <input type="checkbox"/> corporate structure diagram | |

Contact Details

Covisory Partners Limited, Suite B, 7 Windsor Street, Parnell, Auckland 1151, New Zealand

(T) :+64 9 307 1777 nigel@covisory.com

