CLIENT INTERVIEW AND INFORMATION QUESTIONNAIRE – 2011 TRUST AND ESTATE INCOME

NAME:..

PLEASE HELP US KEEP OUR DATABASE UP TO DATE (note any changes here)

Postal Address:...**Street Address:**...

Home Address:..**Email Address**:..

Contact Names: 1.... **2.**...

RECORDS AND INFORMATION REQUIRED

ENCLOSED TICK HERE

PLEASE PROVIDE THE FOLLOWING:

1 Administration

We appreciate that in many instances we will have details/documentation regarding the following matters. However, it is appropriate to ensure on an annual basis that we have been advised of any changes.

- Have there been any changes in Trustees during the year? **Yes/No**
- Have there been any variations to the Trust Deed, resettlements or other major changes to Trust arrangements during the year? **Yes/No**
- Have any assets or investments been purchased/transferred from the settlor(s) to the Trust during the year? **Yes/No**
- Have any gifts been received during the year (cash, assets, forgiveness of debt? **Yes/No**
- Have there been any capital or income distributions to beneficiaries during the year? **Yes/No**
- Have any advances or loans been made during the year? **Yes/No**

If you have answered yes to any of the questions above, please provide details and copies of the relevant information.)

2 Interest and Dividends

- Interest Certificates and Dividend Certificates
- Overseas Income Records
- Investment Broker Summaries
- Income from Portfolio Investment Entities (PIE)

3 Business Income/Rental Income

Please complete a Business Questionnaire.

CLIENT SIGNATURE:.. **DATE:**......................

*** PLEASE ENSURE YOU HAVE SIGNED THE TERMS OF ENGAGEMENT***