Customer Profile

confidential - customer profile

Bursull Pty Ltd

ABN 551 0040 9194

Trading as

EnVision Partners

Dated 4 May 2016

Version 3

Customer Name ______________________________

Consultant/Manager Name ______________________________

Appointment Details ______________________________

Disclaimer

The contents of this Customer Profile are for the sole use of EnVision Partners. The details will be treated with the utmost confidentiality in accordance with our Privacy Policy. To view our privacy policy go to www.envision.com.au/privacy.

PLEASE COMPLETE AND RETURN THIS PROFILE BEFORE YOUR SCHEDULED MEETING

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Chinchilla, QLD Australia 4413

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PLEASE READ THESE INSTRUCTIONS

Why do you need to complete this questionnaire?

This questionnaire is designed to provide your Consultant/Manager with the personal and financial information required to develop appropriate advice to meet your needs and personal circumstances.

The information you provide will be used strictly for this purpose.

When should you complete the questionnaire?

You should complete the questionnaire and return it before your initial consultation.

We have designed the questionnaire to make the collection of information as easy as possible for you. You can answer many sections by writing 'see attached' and we will collate the information from statements you have provided.

We understand some customers may feel uneasy about supplying personal information to a person they have never met, or may not wish to provide detailed information before a first interview. However, we urge you to complete and return the questionnaire before the meeting, as we believe we can have a more accurate and meaningful discussion. We treat your information in accordance with our privacy policy and can assure you it is treated with confidentiality.

Sections for completion

Part 1: CURRENT DETAILS
(Please complete for all consultations)

Part 2: TAXATION COMPLIANCE & BUSINESS ADVISORY PRODUCTS QUESTIONNAIRE
(Please complete for all consultations relating to taxation compliance and EnVision Partners business advisory products)

Part 3: SEEKING ADVICE QUESTIONNAIRE
(Please complete if you are seeking taxation advice on an individual situation or a once off taxation matter)

Part 4: CHECKLIST
(What to bring to your appointment)

What if you can't supply the information?

You should attach the documents this form prompts you to supply, if possible. If you are unable to provide all the requested information beforehand, please bring it with you to the consultation or authorise us to obtain it from your other professional advisors.

We will assist you to complete any gaps at the first meeting.

EnVision Partners Products & Services

EnVision Partners products and services of interest to you

- ❑ Taxation & GST Compliance
- ❑ ASIC
- ❑ QBCC Financial Review
- ❑ CGT Calculations
- ❑ Property Purchase / Sale Apportionments
- ❑ Resource Industry Compensation
- ❑ Chief Financial Officer (CFO) Services
- ❑ Budget & Cashflow Forecasts
- ❑ Bookkeeping System Review
- ❑ Marketing
- ❑ QBCC Reporting Review
- ❑ Government Applicants
- ❑ Strategic Business Mentoring
- ❑ Ownership & Structures
- ❑ Buying or Commencing a Business
- ❑ Preparing Your Business for Sale
- ❑ Succession Planning
- ❑ Estate Planning
- ❑ ID Document
- ❑ Byron Capital Private Investors
- ❑ Superannuation & Self Managed Super Funds
- ❑ Retirement Planning
- ❑ STM

Newsletters and seminars

Would you like to receive newsletters from us?	Yes / No
Would you like to receive emails **only on** your industry related topics?	Yes / No
Would you like to be notified of future seminars?	Yes / No

PART 1: Current Details

	Customer 1	Customer 2
Title *(please circle)*	Mr / Mrs / Ms / Miss / Dr / Other:___	Mr / Mrs / Ms / Miss / Dr / Other:___
Surname		
First name		
Second name		
Preferred name		
Home address		
Postal address		
Business address		
Home Telephone		
Business Telephone		
Mobile		
Email		
How do you prefer to be contacted?	Telephone ❑ Email ❑ Post ❑	
Primary Contact *(who is the best/primary contact person?)*		
Date of Birth		
Place of Birth		
Marital status (circle)	Single / Married / Separated / Divorced / De Facto / Widowed	Single / Married / Separated / Divorced / De Facto / Widowed
Referred by *or* **How did you hear about us?**		

	Sex	Full name	Date of birth	Financial dependant Y/N	Dependant until age	Married Y/N	No. of Children
Children							

PART 2: Taxation Compliance & Business Advisory Products Questionnaire

An Overview of Your Business

What is your business/business name?

Number of locations:

List of Services offered:

Your Business Objectives

What are your financial objectives?

Note: We will discuss your objectives with you in detail at the first interview. Use this space to outline what you wish to achieve as a guide for this discussion

Short Term Objectives:

Long Term Objectives:

Are there any special personal, family or business circumstances that you wish us to take in to consideration?

Your Current Trading Entity/Structure

Please circle the applicable option/s:		
Sole Trader	Partnership	Discretionary Trust
Unit Trust	Company	Self Managed Superannuation Fund

	Yes	No
Are you an employer, and if so, how many people do you employ?	❐	❐

What are the biggest challenge/concerns with your business?

What type of bookkeeping system are you using? *(please circle)*			
Manual cashbook	BankLink	Phoenix	Quickbooks
MYOB	Xero	Reckon	Intuit
Other:			

	MAC	PC
Which type of computer operating system do you use?	❐	❐

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How would you describe the organisation of your records at your home/office?		

	Yes	No
Would you like assistance to improve your bookkeeping and systems?	❐	❐

	Yes	No
Do you complete your own Activity Statements?	❐	❐

	Yes	No
Do you have any outstanding liabilities with the Australian Taxation Office (ATO)?	❐	❐

	Yes	No
Are you up-to-date with your ATO lodgement?	❐	❐

	Yes	No
If you are an employer, are you up-to-date with your Superannuation Guarantee obligations for your employees?	❐	❐

	Yes	No
Do you or other related person or entities have any investments e.g. shares, managed funds, etc?	❐	❐

What are the biggest challenges/concerns with your current accountant?

What are your expectations of your accountant and other professional advisors?

What is your annual accountant budget?

What is your current fee relationship with your accountant?

How often would you like to meet with your accountant?

	Yes	No
Have you informed your previous accountant that you are meeting with us?	❐	❐

	Yes	No
Do you have an outstanding balance with your previous accountant?	❐	❐

PART 3: Seeking Advice Questionnaire

Reason/s for Seeking Advice

Please take the time to state your reasons for seeking advice.

(e.g. purchasing a rental property, Capital Gains Tax question of the sale of asset, etc)

PART 4: Checklist

- ❑ Completed profile and signed acknowledgement below
- ❑ Copy of your last completed Financial Statements and Tax Returns
- ❑ Computer backup of your accounting records
- ❑ Any other documents you may want us to review
- ❑ Return of all documentation prior to your scheduled appointment time to EnVision Partners

CUSTOMER ACKNOWLEDGEMENT

- I/We acknowledge that the particulars in this document are true and complete.

Name: ______________________________

Signature: ____________________ **Date:** ____________________

Name: ______________________________

Signature: ____________________ **Date:** ____________________

CONSULTANT/MANAGER ACKNOWLEDGEMENT

Consultant/Manager: ______________________________

Signature: ____________________ **Date**: ____________________

Consultant/Manager Notes:

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