

The purpose of this questionnaire is to assist you to form a business trust. The questionnaire has been divided into 9 parts:

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| Part 1: Our family details | Part 2: Our beneficiaries |
| Part 3: Our trust | Part 4: Our company’s details |

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| **Part 1 Our family details** | | |
| Who is the estate plan being created for | ☐ Single person ☐ A couple | |
| Are you an existing client of ours: | ☐ Yes ☐ No | |
| Are you married or in a civil union: | ☐ Yes ☐ No Date of Marriage or civil union: | |
| Are you a de facto couple: | ☐ Yes ☐ No Date you started living together: | |
|  | Partner 1 | Partner 2 |
| My Full legal names: (as they are on my passport or birth certificate) (first name, middle name(s) and family name) |  |  |
| I am known by the name: |  |  |
| I use another name. My alias (first name, middle name(s) and family name) is: |  |  |
| My date of birth is: |  |  |
| My city of birth is: |  |  |
| My country of birth is: |  |  |
| I am: | ☐ Male ☐ Female  ☐ Transgender/Non-binary | ☐ Male ☐ Female  ☐ Transgender/Non-binary |
| My street address is: |  |  |
| Suburb: |  |  |
| City: |  |  |
| Province: |  |  |
| Country: |  |  |
| Post code: |  |  |
| My postal if different: |  |  |
| Suburb: |  |  |
| City: |  |  |
| Country: |  |  |
| Post code: |  |  |
| My New Zealand IRD number |  |  |
| I am resident for taxation purposes in another country: | ☐ Yes ☐ No  Country: | ☐ Yes ☐ No  Country: |
| If yes overseas tax identity number: |  |  |
| My business Phone: |  |  |
| My mobile Phone: |  |  |
| My home Phone: |  |  |
| My email: |  |  |
| My passport details:  **Please email us a colour pdf copy of your passport, and if you hold a New Zealand Visa a colour pdf copy of your visa.** Please sign your passport if it is not signed. | Country:  Passport number:  Expiry date:  If an overseas passport New Zealand Resident Visa details: | Country:  Passport number:  Expiry date:  If an overseas passport New Zealand Resident Visa details: |

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| **Part 3: Our Beneficiaries** | |
| **The Beneficiaries whom we want to benefit** |  |
| Myself: | ☐ Yes ☐ No |
| My partner: |  |
| Our Family Trust (normally) – details: | ☐ Yes ☐ No |
| My children: (Not normal if there is a family trust) | ☐ Yes ☐ No |
| My grandchildren: (Not normal if there is a family trust) | ☐ Yes ☐ No |
| Others: | ☐ Other companies (details):  ☐ Yes ☐ No  ☐ Other Trusts (details):  ☐ Yes ☐ No  ☐ Others (details):  ☐ Yes ☐ No |

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| **The full names of our Beneficiaries** | Partner 1 | Partner 2 |
| **Our children and grandchildren:** | Partner 1 | Partner 2 |
| **My First Child**: Full legal names (from their passport/birth certificate) (first name, middle name(s) & family name), date & country of birth, residential address, & email:  Gender:  Is this child a joint child: | ☐ Male ☐ Female☐ Non-binary  ☐ Yes ☐ No | ☐ Male ☐ Female☐ Non-binary  ☐ Yes ☐ No |
| **My Second Child:** Full legal names (from their passport/birth certificate) (first name, middle name(s) & family name), date & country of birth, residential address, & email:  Gender:  Is this child a joint child: | ☐ Male ☐ Female☐ Non-binary  ☐ Yes ☐ No | ☐ Male ☐ Female☐ Non-binary  ☐ Yes ☐ No |
| **My Third Child**: Full legal names (from their passport/birth certificate) (first name, middle name(s) & family name), date & country of birth, residential address, & email:  Gender:  Is this child a joint child: | ☐ Male ☐ Female☐ Non-binary  ☐ Yes ☐ No | ☐ Male ☐ Female☐ Non-binary  ☐ Yes ☐ No |
| **My Fourth Child:** Full legal names (from their passport/birth certificate) (first name, middle name(s) & family name), date & country of birth, residential address, & email:  Gender:  Is this child a joint child: | ☐ Male ☐ Female☐ Non-binary  ☐ Yes ☐ No | ☐ Male ☐ Female☐ Non-binary  ☐ Yes ☐ No |
| **Grandchildren:** Full legal names (from their passport/birth certificate) (first name, middle name(s) & family name), date & country of birth, residential address, & email:  Gender:  Is this grandchild a joint grandchild: | ☐ Male ☐ Female☐ Non-binary  ☐ Yes ☐ No | ☐ Male ☐ Female☐ Non-binary  ☐ Yes ☐ No |

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|  | Partner 1 | Partner 2 |
| **Other Primary Beneficiaries:** Full legal names (from their passport/birth certificate) (first name, middle name(s) & family name), date & country of birth, residential address, & email:  Gender:  Their relationship to you: | ☐ Male ☐ Female☐ Non-binary | ☐ Male ☐ Female☐ Non-binary |

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|  | Partner 1 | Partner 2 |
| **Charities:** Full legal names:  Address:  Email: |  |  |

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| Part 3 **Our business trust** | Partner 1 | Partner 2 |
| **We want the Trust to be called:** |  |  |
| **Settlor**:  (normally yourself) | ☐ Myself  ☐ Myself and my partner  ☐ Other only. Full legal names: | ☐ Myself  ☐ Myself and my partner  ☐ Other only. Full legal names: |
| **My own Trustee company as Trustee**  Name of Trustee Company: | ☐ Yes ☐ No  Trustee Limited | ☐ Yes ☐ No  Trustee Limited |
| **Initial Trustees or Directors of Trustee Company**:  Full legal names (as they are on their passport or birth certificate) (first name, middle name(s) and family name), residential addresses, email, mobile and IRD number for every Director, and their relationship to you | ☐ Myself  ☐ Myself and my partner  ☐ Myself and others:  ☐ Others on their own:  Details of the others: | ☐ Myself  ☐ Myself and my partner  ☐ Myself and others:  ☐ Others on their own:  Details of the others: |
| **Initial shareholders of Trustee Company**:  Full legal names (as they are on their passport or birth certificate) (first name, middle name(s) and family name), residential addresses, email, and mobile for every shareholder | ☐ Myself  ☐ Myself and my partner | ☐ Myself  ☐ Myself and my partner |
| **Backstop Trustees or Directors of Trustee Company**: | ☐ The Trustees of my will | ☐ The Trustees of my will |
| **Initial Protector** (the dispute resolver with power to hire and fire trustees): | ☐ Myself  ☐ Myself and my partner | ☐ Myself  ☐ Myself and my partner |
| **Backstop Protector**:  For Others. Full legal names (as they are on their passport or birth certificate) (first name, middle name(s) and family name): | ☐ The Trustees of my will  ☐ My children at age 25/30/35  ☐ Some of my children at age 25/30/35. Specify:  ☐ Others. Full legal names (as they are on their passport or birth certificate) (first name, middle name(s) and family name), residential addresses, email, and mobile: | ☐ The Trustees of my will  ☐ My children at age 25/30/35  ☐ Some of my children at age 25/30/35. Specify:  ☐ Others. Full legal names (as they are on their passport or birth certificate) (first name, middle name(s) and family name), residential addresses, email, and mobile |
| **Provisions to be made from the Trust:** |  |  |
| **Principal Primary Beneficiaries:**  Include Full legal names | ☐ Myself  ☐ Myself and my partner | ☐ Myself  ☐ Myself and my partner |
| **While I am alive** give priority to the needs of: | ☐ Myself  ☐ Myself and my partner | ☐ Myself  ☐ Myself and my partner |
| **After my death:** |  |  |
| Keep the Trust going long term: | ☐ | ☐ |
| Distribute the Trust’s assets to the Family Trust: | ☐ Yes ☐ No | ☐ Yes ☐ No |
| Other (and details): | ☐ Yes ☐ No | ☐ Yes ☐ No |

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| **Part 4: My company’s details:** | | |
|  | **Partner 1** | **Partner 2** |
| My Bank name(s): |  |  |
| **I have my own private company** | ☐ Company | ☐ Company |
| Name of the Company/Business: |  |  |
| NB: Attach a copy of the last annual accounts. | | |
| There are losses carried forward: | ☐ $ | ☐ $ |
| It is a Loss attributing Qualifying Company | ☐ | ☐ |
| There are retained earnings | ☐ $ | ☐ $ |
| The shareholders have given personal guarantees to: | ☐ Landlord  ☐ Company bankers | ☐ Landlord  ☐ Company bankers |
| Risks are fully covered by insurance | ☐ | ☐ |
| The income paid to me by the Company is (before tax): | $ | $ |
| My accounting firm: | Firm: | Accountant: |
|  | Phone Number: | Email: |
|  | Postal address: | |
| The assets to be sold to the Trust: |  | |

Other information as to your wishes: