ECOVIS KGA LIMITED

2026 Business Administration Questionnaire

Ensure this questionnaire is completed and included with your records that are sent to us.
Please complete a separate questionnaire for each business.

Client Name			
IRD Number		Balance Date	

Business Administration		
Please provide supporting documentation for all transactions noted below	**Yes**	**No**
Have the activities or nature of your business changed in the last year?	☐	☐
Has any restructure or reorganisation of group entities been undertaken during the year?	☐	☐
Have any company share transfers taken place during the last financial year or have there been any changes in the ultimate ownership of the company?	☐	☐
Are any share transfers or ownership changes likely to take place in the coming year? *(Company shareholding changes can affect the company's imputation credit account and/or Qualifying Company, LTC status or continuation of loss)*	☐	☐
If trading as a partnership, have any changes in Partners occurred during the year?	☐	☐
Have there been any changes in Directors during the year?	☐	☐
Have any Directors had an interest in contracts entered into by the company?	☐	☐
Has the business entered into any "major" (significant) transactions during the year?	☐	☐
Have there been any changes to the key documents including company constitution, shareholders agreement, partnership agreement, trust deed etc.	☐	☐
Are there any other important administrative, operational or structural changes or issues we should be aware of?	☐	☐

If you have answered yes to any of the above questions, please provide details below: