

## QBCC CLIENT QUESTIONNAIRE

**Client Name:** \_\_\_\_\_

**For the period:** \_\_\_\_\_ **to** \_\_\_\_\_

To assist in our review, please answer the following questions and provide a brief explanation where applicable. If there is insufficient room, please attach a statement of explanation.

|                                                                                                                                                                                                                                                                                                                                |                                     |                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------|
| <p>1. Are there any relevant financial matters that you are aware of that are not contained in the financial statements? If yes, please advise</p> <p>.....</p> <p>.....</p>                                                                                                                                                   | <p>Yes <input type="checkbox"/></p> | <p>No <input type="checkbox"/></p> |
| <p>2. Are there any related party (see Note 1) transactions or assets included in the financial statements? If yes, please advise of the details</p> <p>.....</p> <p>.....</p>                                                                                                                                                 | <p>Yes <input type="checkbox"/></p> | <p>No <input type="checkbox"/></p> |
| <p>3. Has there been any significant changes during the past 12 months in the nature of your business or in the structure in which your business operates including any sale of part of the business or the possible imminent sale of part or all of the business? If yes, please advise details</p> <p>.....</p> <p>.....</p> | <p>Yes <input type="checkbox"/></p> | <p>No <input type="checkbox"/></p> |
| <p>4. Are there any contingent liabilities (see Note 2) or commitments not included in the financial statements, for example, legal issues pending, guarantees. If so, please explain the nature and the estimated amount of the liability</p> <p>.....</p> <p>.....</p>                                                       | <p>Yes <input type="checkbox"/></p> | <p>No <input type="checkbox"/></p> |
| <p>5. Are all creditors included in the financial statements? If no, please advise the details and the amounts</p> <p>.....</p> <p>.....</p>                                                                                                                                                                                   | <p>Yes <input type="checkbox"/></p> | <p>No <input type="checkbox"/></p> |
| <p>6. Is your work in progress recorded by the percentage of completion method (see Note 3)? If no, what method is used?</p> <p>.....</p> <p>Please advise and justify if no work in progress or inventory is recorded by your business.</p>                                                                                   | <p>Yes <input type="checkbox"/></p> | <p>No <input type="checkbox"/></p> |
| <p>7. Are there any contracts in work in progress which you know are likely to result in a loss to the business? If yes, please provide details of each such contract including the amount of the expected loss</p> <p>.....</p> <p>.....</p>                                                                                  | <p>Yes <input type="checkbox"/></p> | <p>No <input type="checkbox"/></p> |

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|                                                                                                                                                                                                                                                                                                                        |                                                                                                                               |                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <p>8. Do you believe that your work in progress is fully recoverable? If no, please advise of the amount considered not recoverable</p> <p>.....</p> <p>.....</p>                                                                                                                                                      | <p>Yes <input style="margin-left: 10px;" type="checkbox"/></p>                                                                | <p>No <input style="margin-left: 10px;" type="checkbox"/></p>                                                               |
| <p>9. Are any of your debtors pledged, factored or discounted? If yes, please provide details</p> <p>.....</p> <p>.....</p>                                                                                                                                                                                            | <p>Yes <input style="margin-left: 10px;" type="checkbox"/></p>                                                                | <p>No <input style="margin-left: 10px;" type="checkbox"/></p>                                                               |
| <p>10. (a) Do you expect all debtors to be fully recoverable? If no, to what extent? .....</p> <p>.....</p> <p>.....</p> <p>(b) Have any bad debts been written off or provision been made for doubtful debts since the preparation of the financial statements. If yes, to what extent?</p> <p>.....</p> <p>.....</p> | <p>Yes <input style="margin-left: 10px;" type="checkbox"/></p> <p>Yes <input style="margin-left: 10px;" type="checkbox"/></p> | <p>No <input style="margin-left: 10px;" type="checkbox"/></p> <p>No <input style="margin-left: 10px;" type="checkbox"/></p> |
| <p>11. Are any assets subject to financing arrangements? If yes, to what extent?</p> <p>.....</p> <p>.....</p>                                                                                                                                                                                                         | <p>Yes <input style="margin-left: 10px;" type="checkbox"/></p>                                                                | <p>No <input style="margin-left: 10px;" type="checkbox"/></p>                                                               |
| <p>12. On what basis have assets been valued, eg at independent valuation? .....</p> <p>.....</p>                                                                                                                                                                                                                      | <p>Yes <input style="margin-left: 10px;" type="checkbox"/></p>                                                                | <p>No <input style="margin-left: 10px;" type="checkbox"/></p>                                                               |
| <p>13. Have any events occurred since the balance (reporting) date of the financial statements which have, or may have, a significant impact on the operations of the business, including financial and/or solvency issues.</p> <p>If yes, please advise.....</p> <p>.....</p> <p>.....</p>                            | <p>Yes <input style="margin-left: 10px;" type="checkbox"/></p>                                                                | <p>No <input style="margin-left: 10px;" type="checkbox"/></p>                                                               |
| <p>14. Has any employee, director or permanent contractor been the manager, director or in control of any previous business that has become insolvent or entered into an arrangement with its creditors? If so please provide details.....</p> <p>.....</p>                                                            | <p>Yes <input style="margin-left: 10px;" type="checkbox"/></p>                                                                | <p>No <input style="margin-left: 10px;" type="checkbox"/></p>                                                               |
| <p>15. Do any of the assets of the business secure or guarantee related party borrowings. If so, to what extent?</p> <p>.....</p> <p>.....</p>                                                                                                                                                                         | <p>Yes <input style="margin-left: 10px;" type="checkbox"/></p>                                                                | <p>No <input style="margin-left: 10px;" type="checkbox"/></p>                                                               |

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For the period: \_\_\_\_\_ to \_\_\_\_\_

I certify that, to the best of my knowledge and belief, the above information is true and correct in all respects.

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Name of Director

\_\_\_\_\_  
Date

### Notes

1. *Related Parties* are defined as follows:

- (a) a director or shareholder of the entity;
- (b) a director of a body corporate that is a parent entity of the company;
- (c) a spouse or de facto spouse of such a director or person;
- (d) a parent, son, daughter, brother, sister, half brother or half sister of such a director or person;
- (e) spouse or de facto spouse of an entity over which;
  - i) a person of a kind referred to in paragraph (a), (b), (c) or (d) has control; or
  - ii) 2 or more such persons together have control;
- (f) a parent entity or sibling entity of the entity;
- (g) if a trust, the trustee, the trust beneficiaries and their spouse, de facto spouse, parent, son, daughter brother, sister, half brother or half sister of that person; or
- (h) if an individual contractor, their spouse, de facto spouse, parent, son, daughter brother, sister, half brother or half sister of that person or any entities in which they are directors or shareholders.

2. *Contingent Liabilities* refer to liabilities which relate to a condition existing at the balance date, and which only become due and payable if a future event or transaction occurs, for example bank guarantees are contingent as payment is not required unless called on by a third party.

3. *Percentage Completion Method of Accounting for Construction Contracts* is the method of profit recognition whereby profit is brought to account in proportion to work performed on a construction contract for each financial year in which construction occurs (AASB111). That is, profit or losses are brought to account as the contract progresses and not at the completion of the construction contract.

4. Please contact your financial adviser if you have any queries in regard to this Client Questionnaire.