

The Agency Services comprise:

Financial and Client Service

Annually

- Prepare and provide annual statements of accounts
- Prepare and file Income Tax Returns
- Liaise with Responsible Trustees of the Trust regarding Trust distributions
- Pay distributions to owners for whom relevant details are held including filing RWT Return if applicable

Monthly/Regularly

- Invoice generation (other than rental)
- Paying invoices
- Receiving income
- Keep accounts of received/paid
- GST Returns (if required)

Ongoing

- Hold documents of title
- Maintain and update owners register (updating details in response to owner and Māori Land Court communications)

Property Management Service

This service comprises the following to the extent required:

- Schedule and arrange lease inspection
- Send copy of lease inspection report to the Client
- Communicate with the Client regarding action on the report
- Communicate with tenant regarding the report
- Undertake lease expiry action as required
- Negotiate, arrange and prepare leases and other lease related documentation in connection with rent reviews, lease renewals and new leases. Liaise with the Client in relation to these matters.
- Conduct a lease tender process
- Arrange for noting of documents with the Māori Land Court
- Invoice rental
- Communicate with the Client regarding lease arrears or breaches for Responsible Trustees to take further legal action.



Trustee Administration Support Service

This service comprises:

- Assisting with questions Responsible Trustees may have regarding Māori Land Court processes and trust reviews
- Providing information held by Te Tumu Paeroa on behalf of the trust to support trustees to hold meetings of owners and trustees
- Assisting with questions Responsible Trustees may have regarding their responsibilities under their Trust order.

Set up Meeting Services

This service comprises:

- Booking and paying venue for date/time set by responsible trustees
- Sending invites and meeting papers to meeting participants

This service does not include:

- Organising agenda or preparing meeting papers
- Receiving or responding to meeting participant enquiries
- Secretarial services at or after a meeting
- Attendance at a meeting

Charges for Agency Services

- Annual Fee \$1,200 * (applies from 1st April 2024)
- Trust distribution fee – 2.5% of gross value of Trust distribution
- Property Management Service – 7.5% of gross rental received
- Filing GST return - \$120
- Filing RWT return - \$120
- MT Administration Fee \$175/document (inspection/transfer of lease/variation of lease/new lease)
- Inspection fee at cost
- Trustee Administration Support Service - Attendances are charged at an hourly rate at either \$200, or \$350, depending on complexity of the support being given
- Set up of Meeting Services - \$400 plus actual disbursements (printing, postage, venue etc)

** This is the annual fee for Trusts where financial statements are prepared as part of our bulk preparation service, the number of annual transactions is low, and the Trust requires minimal administration support advice. For Trusts not fitting this criteria and requiring Special Purpose Accounts, the fee will be actual third party cost plus 15% to cover Te Tumu Paeroa preparation and administration.*

Additional costs

- Initial set up cost - If the Client has not been receiving Agency Services from Te Tumu Paeroa immediately prior to these Terms coming into force a one-off flat fee of \$1,500 is charged



- If Trust requires audit of financials – auditor’s costs are passed on to the Trust at cost and any Te Tumu Paeroa services required in connection with the audit are charged at an hourly rate of \$200
- Attendances to clarify or obtain instructions of the responsible trustees are charged at an hourly rate of \$200

The charges above are exclusive of GST. GST is added to the above amounts. All disbursements in connection with the Agency Services are passed on at cost.

Charges are made at the following times:

- The annual fee is charged once a year, usually in June
- Charges for Trust distributions are made at the time of the Trust payment run
- Charges for the Property Management Service are made at the time the rental is received
- Charges for filing GST and RWT returns are made following the returns being filed
- All other charges are made following the completion or part completion of an attendance

Notes

- To receive Agency Services, the Client must hold all Trust funds in the Māori Trustee’s Common Fund and arrange for all future income during the term of this agreement, including rental income, to be paid directly into the Client’s Common Fund account. This enables Te Tumu Paeroa to complete tax returns, receive income, pay expenses and arrange trust distributions.
- All Common Fund account holders are entitled to a share of Common Fund investment income earned by the fund calculated in accordance with the Māori Trustee Act 1953 and Māori Trustee Regulations 2009, and identified in the accounts and communications as “distributable income”. [this may change with amendment legislation]
- Te Tumu Paeroa receives a management fee for managing the Common Fund. The management fee is paid from gross income earned by the Common Fund investments. Your Trust does not pay a separate fee. The management fee is determined in accordance with the Māori Trustee Act 1953 and Māori Trustee Regulations 2009. The current management fee charged by Te Tumu Paeroa for managing the Common Fund is set out in our website at www.tetumupaeroa.co.nz.
- Setup: If the Client has not been receiving Agency Services from Te Tumu Paeroa immediately prior to these Terms coming into force then the service will also include.
 - Establishment of owners register/first loading of owner details
 - Establish account of the Client in the Common Fund and accounts of the owners of the Client
 - Transfer of historic accounting information

Services do not include or constitute:

- Legal advice
- Advice about the whenua and decisions relating to it
- Secretarial services for holding meetings or trust reviews



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- Attendance at meetings or trust reviews.
 - Preparation and review of contracts other than leases, demands and Property Law Act notifications and actions must be carried out or arranged by a third party lawyer engaged directly by the Client. Advice and attendances in connection with and the preparation and issuing of legal