

General Terms and Conditions

1. Services

- 1.1 The Services shall be as described on any invoices, quotation, work authorisation, or any other forms which are provided by Advanced Accounting to the Client.

2. Price And Payment

- 2.1 The Price shall be as indicated on invoices provided by Advanced Accounting to the Client in respect of the Services supplied.
- 2.2 Time for payment for the Services shall be of the essence and will be stated on the invoice, quotation, or any other order forms. If no time is stated, then payment shall be due on delivery of the Services.
- 2.3 Unless otherwise stated the Price does not include GST (Goods and Services Tax). In addition to the Price the Client must pay to Advanced Accounting an amount equal to any GST Advanced Accounting must pay for any supply by Advanced Accounting under this or any other agreement for the sale of the Goods/Services. The Client must pay GST, without deduction or set off of any other amounts, at the same time and on the same basis as the Client pays the Price. In addition, the Client must pay any other taxes and duties that may be applicable in addition to the Price except where they are expressly included in the Price.

3. Default & Consequences Of Default

- 3.1 Interest on overdue invoices shall accrue daily from the date when payment becomes due, until the date of payment, at a rate of two and a half percent (2.5%) per calendar month (and at Advanced Accounting's sole discretion such interest shall compound monthly at such a rate) after as well as before any judgment.
- 3.2 If the Client owes Advanced Accounting any money the Client shall indemnify Advanced Accounting from and against all costs and disbursements incurred by Advanced Accounting in recovering the debt (including but not limited to internal administration fees, legal costs on a solicitor and own client basis, Advanced Accounting's collection agency costs, and bank dishonour fees).
- 3.3 Further to any other rights or remedies Advanced Accounting may have under this contract, if a Client has made payment to Advanced Accounting, and the transaction is subsequently reversed, the Client shall be liable for the amount of the reversed transaction, in addition to any further costs incurred by Advanced Accounting under this clause 3 where it can be proven that such reversal is found to be illegal, fraudulent or in contravention to the Client's obligations under this contract.

4. Privacy Policy

- 4.1 All emails, documents, images, or other recorded information held or used by Advanced Accounting is "Personal Information" as defined and referred to in clause 4.3 and therefore considered confidential. Advanced Accounting acknowledges its obligation in relation to the handling, use, disclosure, and processing of Personal Information pursuant to the Privacy Act 2020 ("the Act") including Part II of the OECD Guidelines as set out in the Act. Advanced Accounting acknowledges that in the event it becomes aware of any data breaches and/or disclosure of the Buyer's Personal Information, held by Advanced Accounting that may result in serious harm to the Buyer, Advanced Accounting will notify the Buyer in accordance with the Act. Any release of such Personal Information must be in accordance with the Act and must be approved by the Buyer by written consent, unless subject to an operation of law.

- 4.2 Notwithstanding clause 4.1, privacy limitations will extend to Advanced Accounting in respect of cookies where the Client utilises Advanced Accounting's website to make enquiries. Advanced Accounting agrees to display reference to such cookies and/or similar tracking technologies, such as pixels and web beacons (if applicable), such technology allows the collection of Personal Information such as the Client's:

- (a) IP address, browser, email client type and other similar details;
- (b) tracking website usage and traffic; and
- (c) reports are available to Advanced Accounting when Advanced Accounting sends an email to the Client, so Advanced Accounting may collect and review that information ("collectively Personal Information")

If the Client consents to Advanced Accounting's use of cookies on Advanced Accounting's website and later wishes to withdraw that consent, the Client may manage and control Advanced Accounting's privacy controls via the Client's web browser, including removing cookies by deleting them from the browser history when exiting the site.

- 4.3 The Client authorises Advanced Accounting or Advanced Accounting's agent to:

- (a) access, collect, retain and use any information about the Client;
 - (i) (including, name, address, D.O.B, occupation, driver's license details, electronic contact (email, Facebook or Twitter details), medical insurance details or next of kin and other contact information (where applicable), previous credit applications, credit history or any overdue fines balance information held by the Ministry of Justice) for the purpose of assessing the Client's creditworthiness; or
 - (ii) for the purpose of marketing products and services to the Client.
- (b) disclose information about the Client, whether collected by Advanced Accounting from the Client directly or obtained by Advanced Accounting from any other source to any other credit provider or any credit reporting agency for the purposes of providing or obtaining a credit reference, debt collection or notifying a default by the Client.

- 4.4 Where the Client is an individual the authorities under clause 4.3 are authorities or consents for the purposes of the Privacy Act 2020.

- 4.5 The Client shall have the right to request (by e-mail) from Advanced Accounting, a copy of the Personal Information about the Client retained by Advanced Accounting and the right to request that Advanced Accounting correct any incorrect Personal Information.

- 4.6 Advanced Accounting will destroy Personal Information upon the Client's request (by e-mail) or if it is no longer required unless it is required in order to fulfil the obligations of this contract or is required to be maintained and/or stored in accordance with the law.

- 4.7 The Client can make a privacy complaint by contacting Advanced Accounting via e-mail. Advanced Accounting will respond to that complaint within seven (7) days of receipt and will take all reasonable steps to make a decision as to the complaint within twenty (20) days of receipt of the complaint. In the event that the Client is not satisfied with the resolution provided, the Client can make a complaint to the Privacy Commissioner at <http://www.privacy.org.nz>.