

Accounting & Audit Service Application Form – New Client

會計及審計服務申請表格 – 新客戶

* Required Fields 為必須填寫項目

Client Code 客戶編號:	
Staff-in-charge 負責同事:	

Company & Applicant Information 公司及申請人資料

Company Name* 公司名稱	English Name 英文名稱		
	Chinese Name 中文名稱		
Applicant's Name *申請人姓名		Business Nature*業務性質	
Phone Number *聯絡電話		Email *電郵	

Service Details & Accounting Information during the period 服務詳情及期間的會計資料

Application Service 申請服務		<input type="checkbox"/> Accounting 會計 <input type="checkbox"/> Auditing 審計 <input type="checkbox"/> Others 其他: _____	
1.	Accounting/ Auditing Period & Service Fee 會計/審計期間及收費	(e.g. from DD/MM/YY to DD/MM/YY \$XXXX)	Total Amount 總數: \$
		Company Search Fee 查冊費	<input type="checkbox"/> \$100
2.	Has the company ever conducted an audit? 公司是否曾進行核數?	<input type="checkbox"/> Yes 是 (Please provide the latest signed audit report and profits tax computation 請提供最後一份已簽署的審計報告和利得稅計算表) <input type="checkbox"/> No 否	
3.	Does the company receive a profits tax return? 公司是否收到利得稅報稅表?	<input type="checkbox"/> Yes 是 (Please provide the latest signed audit report and profits tax computation 請提供最後一份已簽署的審計報告和利得稅計算表) <input type="checkbox"/> No 否	
4.	Has the company received the penalty letter from the IRD? 公司是否已收到稅局發出的罰款信?	<input type="checkbox"/> Yes 是 (Please provide the penalty letter issued by IRD 請提供稅局發出的罰款信) <input type="checkbox"/> No 否	
5.	Total income amount 公司全年總收入金額	HK\$	
6.	Total expenses amount 公司全年總支出金額	HK\$	
7.	Total number of transaction for income & expenses 公司收入和支出總交易量		
8.	Number of bank account 公司銀行戶口數量		
9.	Total number of employees (including full-time/part-time/casual workers) 僱員總數(包括全職/兼職/散工)		
10.	Does this company have properties or cars? 公司是否持有物業/車?		
11.	Number of investment companies 投資公司數目		

Declaration & Signature 聲明及簽署

I declare that the information given above is true and accurate, and I understand and agree to the above Terms and Conditions.
我證實上述資料確實無訛並明白亦同意以上條款及細則。

Signed by Applicant

客戶簽署及蓋章

Date 日期: _____

Approved by OneStart Group Ltd

由壹達集團有限公司確認

Date 日期: _____