



Tel 電話: (852) 3152 2148  
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## Accounting Services 會計服務

Name of Company 公司名稱:

\_\_\_\_\_

Address 地址:

\_\_\_\_\_

Accounting period 會計年度: From 由 \_\_\_\_\_ To 至 \_\_\_\_\_

New incorporation corporation 新成立公司: YES / NO

Attached account report of last year 附上去年核數報告: YES / NO

Establishment of Accounting/ Internal Audit department 已成立會計部門/ 內部審計部門: YES / NO

1. Principal activities 主要業務 \_\_\_\_\_
2. Total revenues per year 每年營業額 (HK\$) \_\_\_\_\_
3. No. of transaction of sales per year 每年銷售宗數 \_\_\_\_\_
4. No. of transaction of purchase per year 每年採購宗數 \_\_\_\_\_
5. No. of (1) director 董事人數 and (2) shareholders 股東人數 (1) \_\_\_\_\_ (2) \_\_\_\_\_
6. No. of bank accounts 銀行戶口數目 \_\_\_\_\_
7. No. of bank transactions per month 每月銀行交易量 \_\_\_\_\_
8. No. of bank loans 銀行貸款數目 \_\_\_\_\_
9. No. of hire purchase items 分期付款項目 \_\_\_\_\_
10. No. of employees 員工人數 \_\_\_\_\_
11. No. of commission payee / subcontractors 支付佣金/外判人數 \_\_\_\_\_
12. No. of land and building/investment properties 公司物業數 \_\_\_\_\_
13. No. of motor vehicles 公司汽車數目 \_\_\_\_\_
14. No. of machineries/furniture 機器及傢俱數目 \_\_\_\_\_
15. Value of closing stocks at year end 年底存貨價值 (HK\$) \_\_\_\_\_
16. No. of debtors as at year end 年結日應收帳數目 \_\_\_\_\_

17.No. of creditors as at year end 年結日應付帳數目 \_\_\_\_\_

18.No. of subsidiaries and associates 子公司及聯營公司數目 \_\_\_\_\_

19.Additional information 如有任何補充資料請提供 \_\_\_\_\_

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Signature 簽署: \_\_\_\_\_

Name 姓名: \_\_\_\_\_

Position 職位: \_\_\_\_\_

Tel / Fax 電話及傳真: \_\_\_\_\_ / \_\_\_\_\_

E-mail 電郵: \_\_\_\_\_

Date 日期: \_\_\_\_\_

Please return this form by email / fax. We will provide quotation within 3 working days.

請填妥並簽署此表格，以電郵/傳真傳到我司。我們會於 3 個工作天內提供報價。如有問題，歡迎致電查詢。

Address: Unit 1904, 19/F, Podium Plaza, 5 Hanoi Road, Tsim Sha Tsui, Hong Kong

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