

Incorporation, Consultancy, Taxation, Accounting, Secretary, Trademark, Investment
公司註冊, 商業顧問, 稅務, 會計, 秘書, 商標
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Dear Sir/Madam 尊敬的客戶:

[會計資料清單]

Please provide the following information for our accounting purpose:

請提供以下資料以供本行會計理帳之用:

Company Name 公司名稱: _____

Accounting Period 會計期間: _____ - _____

Information (If any) 資料名稱 (如有)	Remark 備註	Ready? 已備妥?
Bank Statements 銀行月結單		<input type="checkbox"/>
Invoices 銷售發票		<input type="checkbox"/>
Receipts 收據		<input type="checkbox"/>
Purchases, Subcontracting Orders 購貨單、外包服務單據		<input type="checkbox"/>
Expenses Vouchers 開銷單據		<input type="checkbox"/>
Cheque Stubs 支票存根		<input type="checkbox"/>
Leasehold Agreements 租約		<input type="checkbox"/>
Business Contracts 業務合約		<input type="checkbox"/>
Fixed Assets Registers 固定資產記錄冊		<input type="checkbox"/>
Salary and MPF Records, Employer's Returns Copy 發工資及強積金記錄, 僱主填報薪酬及退休金報稅表副本		<input type="checkbox"/>
The latest Audit Report, Tax Computation and Profits Tax Return Copy 最近的一份核數報告、計稅表及利得稅報稅表之副本		<input type="checkbox"/>
The Current Profits Tax Return (Signed by one Company Director) 當前收到的利得稅報稅表(已由其中一位公司董事簽署)		<input type="checkbox"/>
Loans, Hire Purchase Agreements 借貸、分期付款同意書		<input type="checkbox"/>
Investment on Properties, marketable shares, etc. 投資房產、股票等資料文件		<input type="checkbox"/>
Stock Lists 倉存記錄		<input type="checkbox"/>
Memorandum and Articles of Association, Annual Return of Limited Company 有限公司大綱、章程、周年申報表		<input type="checkbox"/>
All other information related to the company businesses 所有其他與公司業務相關的資料		<input type="checkbox"/>

If you have any enquiry, please do not hesitate to contact us at (852) 3705 3492

如有任何查詢, 歡迎隨時與本行聯絡 - 電話: (852) 3705 3492。

Yours Sincerely 祝商祺!