Hong Kong Accounting

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Quotation Form: Accounting, Audit & Tax Services
會計、審計及稅務服務報價表格

Type directly into this PDF, or print and complete in BLOCK LETTERS. 請直接在此 PDF 填寫，或列印後以正楷填寫。 * Required 必須填寫

1. Your contact details 聯絡資料

* Name 姓名		* Phone / WhatsApp 電話 / WhatsApp	
* Email 電郵		Preferred language 首選語言	

2. Services you need 所需服務

☐ Accounting & bookkeeping 會計及簿記 ☐ Audit 審計 ☐ Profits tax return 利得稅報稅 ☐ Offshore profits claim (note 1) 離岸利潤申索（附註 1）

Note 1: a company with no sales, purchases or other business activities in Hong Kong may be able to claim that its profits are not taxable here. The Inland Revenue Department decides each claim. To close a company, please use our deregistration form.
附註 1：如公司在香港沒有銷售、採購或其他業務活動，或可申索其利潤毋須在港課稅，由稅務局逐一審批。如需結束公司，請使用公司註銷表格。

3. Company information 公司資料

* Company name 公司名稱			
* Principal activities 主要業務			
* Place of incorporation 註冊地點		Date of incorporation 註冊日期	
* Accounting period from 會計期間由	DD/MM/YYYY	* Accounting period to 會計期間至	DD/MM/YYYY

* Has the company been audited before? 公司是否曾進行審計？	☐ Yes 是 ☐ No 否	If yes: last audit year-end 如是：上次審計年結日	
* Has the company filed a profits tax return before? 公司是否曾提交利得稅報稅表？	☐ Yes 是 ☐ No 否	If yes: latest year filed 如是：最近已報課稅年度	
* Has the company received a profits tax return this year? 公司今年有否收到利得稅報稅表？	☐ Yes 是 ☐ No 否	If yes: date issued 如有：發出日期	

4. Accounting information for the period 會計期間的資料

These help us estimate the work. Rough numbers are fine; leave blank anything you are not sure about.
以下資料有助我們估算工作量。提供大約數字即可，不肯定的可留空。

Total turnover 總營業額	HKD	No. of sales invoices 銷售發票數量	
No. of purchase invoices 採購發票數量		No. of expense invoices 支出發票數量	
Stock at end of period 期末存貨價值	HKD	No. of bank accounts 銀行戶口數目	
No. of bank deposits 銀行存款筆數		No. of bank withdrawals 銀行提款筆數	
No. of loans / hire purchases 貸款 / 分期付款數目		No. of subsidiaries & associates 子公司及聯營公司數目	
Value of share investments 股票投資價值	HKD	No. of agreements signed 已簽署合約數目	
No. of motor vehicles 車輛數目		No. of employees 僱員人數	
No. of online payment platforms 網上收款平台數目		Value of crypto investments 加密貨幣投資價值	HKD

Agreements: e.g. tenancy, sales, consultancy or employment agreements. Online payment platforms: e.g. PayPal, Airwallex, Stripe, Wise.
合約：例如租賃、銷售、顧問或僱傭合約。網上收款平台：例如 PayPal、Airwallex、Stripe、Wise。

Properties: number, type, value 物業：數目、種類及價值	
Intangible assets (e.g. trademarks) 無形資產（如商標、專利）	
Licences / permits held 公司持有的牌照或許可證	

Does the company have a parent company? 公司有否母公司？	☐ Yes 是 ☐ No 否
Any change of shareholder during the period? 期內股東有否變更？	☐ Yes 是 ☐ No 否
Any change in the shareholding structure? 股權結構有否變更？	☐ Yes 是 ☐ No 否

5. Anything we should know? 其他須注意的事項

☐ Shareholder disagreement 股東意見不合 ☐ Urgent tax deadline 緊迫的報稅期限 ☐ Litigation 法律訴訟 ☐ Other 其他

Other notes 其他補充資料	

Our quote is based on the information above. If the records turn out to be more than described here, we will let you know before charging any extra fee. 報價以上述資料為準。如實際紀錄多於表格所述，我們會在收取任何額外費用前先通知您。

6. Declaration 聲明

1. I confirm that the information in this form is true and complete to the best of my knowledge.
   本人確認，就本人所知，本表格所填資料均真實完整。
2. I agree that my personal data may be used for this application and related services as described in Hong Kong Accounting's Privacy Policy, in line with the Personal Data (Privacy) Ordinance (Cap. 486).
   本人同意香港會計按其私隱政策及《個人資料（私隱）條例》（第 486 章），將本人的個人資料用於本申請及相關服務。
3. I understand that this form is not a binding order. Hong Kong Accounting will confirm the fees and terms of engagement in writing before any work starts.
   本人明白提交本表格並不構成具約束力的訂單。香港會計會在開展工作前以書面確認收費及委聘條款。

Name 姓名

Signature of applicant 申請人簽署

Date 日期