



V CPA LIMITED

CERTIFIED PUBLIC ACCOUNTANTS | 文森會計師有限公司

Incorporation, Consultancy, Taxation, Accounting, Secretary, Trademark, Investment
公司註冊, 商業顧問, 稅務, 會計, 秘書, 商標

Unit 1, 11/F, Treasure Centre, No. 42 Hung To Road, Kwun Tong, Hong Kong

Tel: (852) 3709 3334 / 3705 3492 Fax : (852) 3020 9346 Whatapps : (852) 9640 7175

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Dear Sir/Madam 尊敬的客戶:

[核數安排 資料清單]

Please provide the following information for our auditing and tax reporting purposes:

請提供以下資料以供本行核數及報稅之用:

Company Name 公司名稱: _____

Audit Period 核數期間: _____ - _____

Information (If any) 資料名稱 (如有)	Remark 備註	Ready? 已備妥?
Management Accounts including P&L, Balance Sheet, Trial Balance, Bank Reconciliation, General Ledger Detail, etc. 會計帳目包括損益表、資產負債表、試算表、銀行對帳表、總帳目明細表等等		<input type="checkbox"/>
All Bank accounts information (Bank names, Account numbers) of the company that existed during the period 在核數期間內公司所有的銀行戶口資料(銀行名稱,戶口號碼)		<input type="checkbox"/>
The latest Audit Report, Tax Computation and Profits Tax Return 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"/>
Leasehold Agreements 租約		<input type="checkbox"/>
Fixed Assets Registers 固定資產記錄冊		<input type="checkbox"/>
Employer's Returns Copy 僱主填報薪酬及退休金報稅表副本		<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, Appointment of Directors, Annual Return of Limited Company 有限公司大綱及章程、董事委任文件、周年申報表		<input type="checkbox"/>
All other information related to the company audit 所有其他與公司核數相關的資料		<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!

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