

**QUESTIONNAIRE FOR  
ACCOUNTANCY / AUDIT SERVICES QUOTATION  
會計/審計服務報價問卷**

Please note that the estimated service fee in this questionnaire is **for reference only** and **does not make up any part of a formal quotation**. The final service fee would be quoted in accordance with actual number of transactions shown in the bank statements and the turnover. If the actual number of transactions and turnover is different from the estimation, the quoted service fee will be adjusted accordingly.

以“核數/會計服務費報價問卷”所計算之收費只供參考之用及不能視作構成正式報價單的任何部份或與日後之正式報價單有任何關係。所有收費將按照閣下銀行月結單所列之實際交易數量及營業額計算。如閣下所填報交易數量及營業額有別於實際交易數量及營業額，有關收費將按照實際情況而作出調整。

**(1) NATURE OF BUSINESS 營業性質**

\_\_\_\_\_

**(2) ACCOUNTING PERIOD 會計年度**

From 由 \_\_\_\_\_ To 至 \_\_\_\_\_

Please tick  at the appropriate box(es) in the questions below.  
請在下列問題的適當方格內打：

**(3) NUMBER OF BANK ACCOUNT(S) 銀行戶口數目**

- |   |  |
|---|--|
| <input type="checkbox"/> Current account 往來戶口       | <input type="checkbox"/> Saving account 儲蓄戶口                   |
| <input type="checkbox"/> Fixed deposit account 定期戶口 | <input type="checkbox"/> Foreign currency account 外幣戶口         |
| <input type="checkbox"/> L/C account 信用證戶口          | <input type="checkbox"/> Investment in security account 証卷投資戶口 |

**(4) TYPES OF INCOME 收入種類**

- (i)  Trading income 貿易收入 (Trading product 貿易產品：\_\_\_\_\_)
- (ii)  Service income 服務收入 (Service nature 服務性質：\_\_\_\_\_)
- (iii)  Retails income 零售收入
- (iv)  Rental income 租金收入
- (v)  Investment income e.g. dividends income, interest income etc.  
投資收入例如股息收益，利息收入等

**(5) ESTIMATED SALES PER YEAR 估計全年總營業額或總收入**

Please provide the estimated amount 請提供約數

Hong Kong Dollars 港幣 \_\_\_\_\_

## (6) VOLUME OF TRANSACTIONS 交易數量

Receipts & payments 收入及支出

Average number of transaction per month 平均每月交易數量 (筆數)

- less than 少於 5       5 (to 至) 9       10 (to 至) 19       20 (to 至) 29  
 30 (to 至) 39       40 (to 至) 49       50 or above 或以上

## (7) INVESTMENT IN SUBSIDIARY/ASSOCIATE/JOINT VENTURE

投資子公司/聯營公司/合營公司

- Number of investment in subsidiary/associate/joint venture  
投資子公司/聯營公司/合營公司數目

We confirm that all the information provided above is true and correct and understand that the financial statements must be prepared according to the actual information and accounting documents.

我們確認以上所提供的資料均真實無誤及明白有關財務報表是必須根據真確資料及會計文件而編制。

Company Name: «客戶公司名稱英文»

公司名稱: «客戶公司名稱中文»

Contact Person 聯絡人姓名: \_\_\_\_\_

Tel. 電話: \_\_\_\_\_

Email 電郵: \_\_\_\_\_

Signature 簽署: \_\_\_\_\_

Date 日期: \_\_\_\_\_

Enquiry 理帳及稅務部查詢		
Hong Kong Hotline	香港電話熱線 :	(852) 8206 1139
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Email Address	電郵地址:	account@sbc.com.hk