



## **Documents and Information for Accounting**

Date: 1 April 2020

We always request our clients to keep the following documents properly. It will not only save a lot of time for accounting and audit works but also reflect an accurate financial statement of the Company. In general, we advise our clients to keep the following documents properly.

1	Bank Statements	<p>Without the special arrangement, the bank will send the Electronic Bank Statements (eStatement) to account holders by email directly. The bank only keep the eStatement for the latest 12 months. So our clients are always reminded to keep all the bank statements in an electronic folder or print out the hard copies and keep those bank statements in a plastic folder or in a box file.</p> <p><b><u>Important Notice</u></b></p> <p>If the account holders lost or misplaced the said bank statements, the account holders are requested to apply the re-printed bank statements from the bank. The bank will charge the handling fee of <b>each</b> bank statement. For example, if there are 3 monthly bank statements are missing, then the bank will charge the fees for 3 months. Furthermore, the length of re-printed bank statements may require at least ONE to TWO months or even longer period. So our clients are always reminded to keep all the bank statements safely and properly.</p>
2	Bank Debit and Credit Advice	<p>Please print out all the debit advices when you make the payment via internet. The bank will not issue any payment record when the payment is made by internet banking. Our clients are also reminded to attach the supporting documents for any debit or credit advice, such as the invoice copies to customers and invoice or Purchase Order copies from suppliers. A simple description on bank debit or credit advice is useful for future checking.</p> <p><b><u>Important Notice</u></b></p> <p>If the account holders lost or misplaced the said bank debit and credit advice, the account holders are requested to apply the re-printed bank debit and credit advice from the bank. The bank will charge the handling fee of <b>each</b> bank debit and credit advice. For example, if there are 3 bank debit (or credit) advices are missing, then the bank will charge the fees of each bank debit (or credit) advice. Furthermore, the length of re-printed bank debit or credit advice may require at least ONE to TWO months or even longer period. So our clients are always reminded to keep all the bank debit and credit advices safely and properly.</p>
3	Incoming Invoice log (invoices from suppliers or service providers)	<p>Please keep all the incoming invoices, purchase orders (either original or copy) in a plastic folder. It is most helpful if those incoming invoices are recorded in an excel file and attached with the hard copies. In connection with bank debit advice, we are able to identify the breakdown in the accounts payable.</p>
4	Outgoing invoice log (invoices to customers)	<p>Please keep all the outgoing invoices, Sale Confirmation (either original or copy) in a plastic folder. It is most helpful if those outgoing invoices are recorded in an excel file and attached with the hard copies. In connection with bank credit advice, we are able to identify the breakdown in the accounts receivable.</p>

5	Break down of each payment and receipt in connection with bank debit / credit advices and reconcile with bank statement	<p>The clients are requested to provide the break down of each payment and receipt. According to our experience and the practice of our clients, the payment made by our clients to their suppliers would involve several invoices (say settlement of invoice A, B and C by one payment). Some invoices are even partial payment, say 30% deposit of invoice A, 50% of invoice B and/or 70% balance payment of Invoice C.</p> <p>So as the payment from the buyers to our clients, the payment would involve several invoices (say settlement of invoice X, Y and Z by one payment). Some invoices are even partial payment, say 30% deposit of invoice X, 50% of invoice Y and/or 70% balance payment of invoice Z.</p> <p><b><u>Important Notice</u></b></p> <p>It is the solely responsibility of our clients to provide the break down of each payment or receipt. Without the break down made by our clients, our accounting staffs are not able to identify the payment made to suppliers and/or payment made by buyers. Consequently, we cannot complete the final accounts and meet the deadline for submission of profits tax return and/or audit reports to the Inland Revenue Department on time.</p>
6	Payment and Receipt vouchers	<p>If the payment or receipt are transacted other than bank transactions and those payment or receipt are paid or received by the director of the Company, then please keep those vouchers in a separate file. Such expenses (related to business purpose) may include the hotel bill, air ticket, telephone bill, traveling, entertainment etc.</p>
7	Exchange Rate	<p>Unless the special request from our clients, all the financial statements are expressed in Hong Kong Dollars currency. We will follow the exchange rate of major foreign currencies for profits tax purposes issued by the Inland Revenue Department.</p>