

Accounting & Auditing Services

Documents to be provided

Accounting	Auditing
<ol style="list-style-type: none"> 1. All monthly bank statements 2. All invoices 3. All expense receipts 4. All contracts 	<ol style="list-style-type: none"> 1. The registration document of the company 2. The minutes of the meeting of the board of directors 3. The completed accounts of the company (including balance sheet, profit and loss, and spreadsheet) 4. The voucher of the company accounts 5. A brief description of the business 6. The details of the balance sheet 7. All lease and loans contract 8. The list of fixed asset 9. The contract for trading property and land 10. Pervious Audit Reports <p>**If Profits Tax Return form is received, please provide</p>

Detailed Information

- 1.** To provide all bank statements (original copy) and correspondence letters between the banks for the accounting period in which the content of the statements and the letters should have remarks for each transaction or voucher number clearly. Payment receipt for each transfer should be provided.
- 2.** Record of the cash flow should be accurate and clear, both deposit and withdrawal shall be matched with the bank statement. Therefore, the following documents have to be provided: Sales invoice or receipt, Purchase invoice or receipt (e.g. receipt issued by seller, remittance copy or any other document proof), relevant Receipt or Document proof for bank transfer on behalf of the third party, and but not limited to the relevant statement or notification or minutes if there is any outstanding from the Director.
- 3.** The receipt of expense includes:
 - a) Utility expenses (water, electricity, telephone, rent, management fee and purchasing office equipment, and the rent need the tenant contract and receipt)
 - b) Operation expenses (company registration fee, advertising fee, postage, transportation fee, travelling fee, receptions fee, etc)
 - c) Salary. Salaries tax is required to be paid if the salary of the staff is over HKD 10,000 a month or over HKD 120,000 a year. If there is no employee, the salaries tax and wage is zero.
- 4.** If transaction is made by cash, please provide the sales or purchase invoice, and remark is as it is traded by cash.
The company could provide us the invoices and/or receipts every month, every quarter or every year, depends on the situation of the company. The key point is that there should be a reasonable time for us to conduct the accounting, auditing and tax filing.

Service Fees for Accounting, Auditing and Tax Filing Services

1. Annual Accounting Fees:

Annual Income & Expenditure	Pricing (USD)	Remark
29 transactions or below	470	
30 - 59 transactions	500	
60 - 119 transactions	830	
120 - 239 transactions	1,160	
240 - 359 transactions	1,500	
360 transactions or above	TBC	

2. Annual Audit Fees:

Total Turnover / Bank Income (HKD)	Pricing (USD)	Remarks
Dormant (no business)	865	
0.49M or below	625	10% off If Accounting Service is used
0.50M - 1.99M	1,070	
2M - 3.99M	1,250	
4M - 5.99M	1,420	
6M – 7.99M	1,900	
8M – 9.99M	2,420	
10M or above	TBC	

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