



會計妹® AccGirl

Tel 電話: +852 3465 9868 (上環 Sheung Wan)
 +852 3465 9858 (北角 North Point)
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 +852 3465 9828 (元朗 Yuen Long)
 +852 3465 9838 (荃灣 Tsuen Wan)
 Fax 傳真: +852 3465 9869
Enquiry@AccGirl.com | www.AccGirl.com

會計理帳服務申請表

Accounting Service Application Form

客戶盡職審查
 Customer due diligence
 (本公司職員填寫)
 (Staff use only)

申請人資料 Applicant Information			
公司名稱* Company Name*	英文名稱* English Name*	Click Here to Enter Text	
	中文名稱* Chinese Name*	Click Here to Enter Text	
公司種類* Type of Company*	<input type="checkbox"/> 私人股份有限公司 Private Company Limited by Shares <input type="checkbox"/> 個人名義 Personal <input type="checkbox"/> 獨資 Individual <input type="checkbox"/> 合夥 Partnership <input type="checkbox"/> 其他 Others: <u>Enter Here</u>		
公司註冊地址* Company's Registered Office*	Shop/Room, Floor, Commercial/Industrial Building Street No. Complex/Community, District Country <input type="checkbox"/> 會計妹® 提供之 上環 商業地址 Sheung Wan commercial address provided by AccGirl <input type="checkbox"/> 會計妹® 提供之 北角 商業地址 North Point commercial address provided by AccGirl <input type="checkbox"/> 會計妹® 提供之 旺角 商業地址 Mong Kok commercial address provided by AccGirl <input type="checkbox"/> 會計妹® 提供之 元朗 商業地址 Yuen Long commercial address provided by AccGirl <input type="checkbox"/> 會計妹® 提供之 荃灣 商業地址 Tsuen Wan commercial address provided by AccGirl		
公司組成時的股本 Total Number of Shares Proposed to be Issued (見附件一填寫表格指引) (See Guidelines in Appendix A)	股本總數 Share Capital	Enter Here	
	每股值 Each Share	HKD 1	
商業登記號碼* Business Registration No.*	Click Here to Enter Text	公司註冊編號 Companies Registry No.	Click Here to Enter Text
公司成立日* Date of Incorporation*	Select Date	業務性質 Business Nature	Click Here to Enter Text
申請人資料 Applicant's Information			
申請人身份* Applicant's Position*	<input type="checkbox"/> 股東 Shareholder <input type="checkbox"/> 董事 Director <input type="checkbox"/> 公司秘書 Company Secretary <input type="checkbox"/> 東主 Sole Proprietor <input type="checkbox"/> 合夥人 Partner <input type="checkbox"/> 其他 Others: <u>Enter Here</u>		
英文姓名* Full Name in English*	Click Here to Enter Text		
中文姓名* Full Name in Chinese*	Click Here to Enter Text	性別* Gender*	Select
身份證/護照號碼* I.D. / Passport Number*	Click Here to Enter Text	簽發國家* Issuing Country*	Click Here to Enter Text
聯絡電話* Contact Number*	Click Here to Enter Text	手提電話 Mobile Number	Click Here to Enter Text <input type="checkbox"/> WhatsApp
住址/聯絡地址* Residential / Correspondence Address*	Flat/Room, Floor, Block, Building Street No. Complex/Community, District Country		
電郵地址* Email Address*	Click Here to Enter Text		
服務計畫 Service Plan Information			
服務計畫選擇* (計畫詳情見附件二) Service Plan Selection* (See appendix A for service plan details)	<input type="checkbox"/> 按月 Monthly <input type="checkbox"/> 按季 Quarterly <input type="checkbox"/> 按年 Yearly	商業交易項目* No. of Transactions*	Number of 交易項目 Transactions 每 per Year / Month
		會計服務期間* Accounting Service Period*	由 From: Select Date 至 To: Select Date
會計文件存放服務 Accounting Document Storage Service	<input type="checkbox"/> 按月 Monthly HKD300/月 per month <input type="checkbox"/> 按年 Yearly HKD600/年 per year (選擇按年文件存放服務之客戶需預繳一年費用 1-Year Prepayment) 註: 文件體積每 32cm x 32cm x 8cm (A4 Size 3" Box File) 或以內之收費為 HKD300/月 或 HKD600/年 Note: For every volume of 32cm x 32cm x 8cm (A4 Size 3" Box File) or less will be HKD300/month OR HKD600/year		

* 為必須填寫項目 Required fields



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申請及繳費注意事項 Important Notes for Application and Payment

- 填妥並簽署申請表後，需連同以下證明文件與申請表一併電郵/傳真/郵寄至本公司：
Please submit the completed and signed application form along with the following information to us by email/fax/mail:
 - 所有申請人之身份證件 **Hong Kong Identity Card or Passport copy of all applicant(s).**
 - 所有申請人之住址證明 **Proof of Residential Address of all applicant(s).**
 - 有效之商業登記證 **Valid Business Registration Certificate**
 - 公司註冊證明書 **Certificate of Incorporation**
(只適用於有限公司) **(Only applies to Limited Companies)**
 - 最新之週年申報表 **Latest Annual Return (Only applies to Limited Companies)**
(只適用於有限公司) **(Only applies to Limited Companies)**
- 成功遞交所需申請文件後本公司將檢查申請表內資料，確認資料無誤後將電郵報價單給閣下，完成付款手續後需將有關付款證明電郵/傳真/郵寄至本公司。本公司確認收到相關款項後服務方可生效。
After successfully submit all required application documents, we will send you the quotation for payment purposes. You will be required to return the payment information via email/fax/mail. Service starts ONLY when payment is made and verified.
- 繳費方式 Payment Method **(請先與會計妹職員確認總金額 Please contact AccGirl to confirm the total cost):**
 - 現金 Cash 前往本公司以現金繳費 Paying by Cash in Person
 - 存款 Cash Deposit 存款到本公司之中國銀行戶口 Making Cash Deposit to Our Bank of China Account
 - 支票 Cheque 前往本公司遞交/郵寄/入票 Bringing Payment Cheque to us in Person/by Post
 - 轉賬 Bank Transfer
 - ① 中銀戶口 Transferring Fund from Bank of China Account
 - ② 非中銀戶口 (客戶自付銀行手續費) Transferring Fund from Other Banks (Bank Handling Fee paid by client)

如以遞交支票形式付款，支票抬頭請寫上「會計妹有限公司」或「AccGirl Limited」，並於支票背面後寫上貴公司名稱。
 如以存入支票形式付款，請根據以上指示，存入支票後來於銀行收據背面寫上貴公司名稱並將正本或副本交回本公司。

For Cheque Payment, please make cheque payable to "AccGirl Limited" and write your company name on its back.
 For Cheque Payment, please follow the instructions above and write your company name on the back of the bank receipt, then return it (original copy OR photocopy) to us.
- 銀行賬戶詳細資料 Bank Account Detailed Information (以非港幣繳付費用之客戶請先向會計妹職員索取外幣戶口資料：
For non-HKD payments, please obtain the Foreign Currency Bank Account information from AccGirl before making a payment):
 帳戶名稱 Account Name: **AccGirl Limited 會計妹有限公司**
 銀行名稱 Bank Name: **Bank of China 中國銀行**
 港幣戶口 HKD Account: **012-676-1-023557-4**

在以下兩項陳述前方之空格內加上剔號“✓”或交叉“x”、於橫線上簽署、填上簽署人姓名及簽署日期後方可遞交申請。
This application form can only be submitted after ticking the 2 boxes, signing above the line, filling in signer's name and signature date below.

- 本人茲證實上述資料確實無誤，並已閱讀及同意本申請表(包括“條款和條件”)內所列之所有條款。
I declared that the information given above is true and accurate in each and every respect. I have read the application form (including “Terms and Conditions”) and agree to all of the terms and conditions stated in it.
- 本人明白及同意所有費用(包括所有政府收費及服務費)於繳付予會計妹後一概不能退還。
I understand and agree that all fees (including government charges and service fees) cannot be refunded after payment has been made.
- 本人明白及同意成立公司服務需於3個月內完成，如未能完成會計妹將不會繼續提供服務及發還相關費用。
I understand and agree that the service of registering a company needs to be completed within 3 months. If incompleting AccGirl will not continue to provide services and reimburse the related fees.

[Click Here to Enter Text](#)

客戶姓名 Name : [Click Here to Enter Text](#)
 客戶簽署 Applicant's Signature 日期 Date : [Select Date](#)

請問閣下從以下哪些途徑得知「會計妹」? How did you hear about "AccGirl"?

- 電視廣告 TV Advertisement Youtube 廣告 巴士廣告 (路訊電視) Bus Ad. (Road Show) 面書 Facebook 的士 Taxi
- 網絡搜索 Web Search 別人介紹 Referral 展覽 Exhibition 宣傳單張 Leaflets 其他 Others: _____

請在適當的方格內填上(✓)號或(x)號以表示你的選擇 Please check (✓) or cross (x) the appropriate box to indicate your preference



附件一：服務計劃

Appendix A: Service Plan Information

每月商業交易項目 Monthly Transactions	服務費 Service Fee	按月收費 Monthly	按季收費 Quarterly	按年收費 Yearly
0-30 個	原價 Original	HK\$480	HK\$1,150	HK\$3,400
	最低優惠價 Discount	HK\$288	HK\$780	HK\$2,800
31-100 個	原價 Original	HK\$1,300	HK\$3,500	HK\$12,800
	最低優惠價 Discount	HK\$888	HK\$2,388	HK\$8,688
101-250 個	原價 Original	HK\$2,100	HK\$5,600	HK\$19,800
	最低優惠價 Discount	HK\$1,388	HK\$3,788	HK\$13,888
251-350 個	原價 Original	HK\$2,400	HK\$6,800	HK\$24,800
	最低優惠價 Discount	HK\$1,688	HK\$4,688	HK\$16,388

交易項目包括：

支出：例如支票/現金支出、利息支出、匯票、匯款、服務費支出、購貨及轉帳等

收入：例如支票/現金收入、利息收入、匯票、匯款、銷售及轉帳等

以上收費只供參考，歡迎致電 會計妹® 查詢收費詳情；大量帳目收費另議。

Transactions include:

Expenditure : Examples include cheques/cash payments, interest expenses, bank drafts, bank T/T, service fee payments, purchases and bank transfers out, etc.

Income : Examples include cheques/cash receipt, interest income, bank drafts, bank T/T, sales and bank transfers in, etc.

The above rates are for reference only. Please contact AccGirl for more details.
Charges for Companies with a large number of transactions will be discussed separately.