**會計做帳服務申請表**

**Accounting Service Application Form**

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| **公司資料 Company’s 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\* | 私人股份有限公司 Private Company Limited by Shares  獨資 Individual　合夥人 Partnership | | | |
| 公司註冊地址\* Company’s Registered Office\* | Click Here to Enter Text. | | | |
| 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 | Click Here to Enter Text. | | 業務性質  Business Nature | Click Here to Enter Text. |

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| **申請人資料 Applicant’s Information** | | | | |
| 申請人身份 Applicant’s Position | 股東 Shareholder　董事 Director 公司秘書 Company Secretary  公司聯絡人 Company Contact Person　其他 Others:　 Click Here to Enter Text. | | | |
| 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\* | Click Here to Enter Text. |
| 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. | |
| 住址/聯絡地址 Correspondence/  Residential Address | Click Here to Enter Text. | | | |
| 電郵地址 Email Address | Click Here to Enter Text. | | | |

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| **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 B for service plan details) | 每月 Monthly  每季 Quarterly  每年 Yearly  其他 Others:　Click Here to Enter Text. |
| **會計服務管理 Accounting Service Management** | |
| 平均每月商業交易項目\*  No. of Monthly Transactions\* | Click Here to Enter Text. |
| 會計年度終結日\*  Financial Year End Date\* | Click Here to Enter Text. |
| 會計服務期間  Accounting Service Period | Click Here to Enter Text. |
| 申請人須存放HK$200按金以支付代墊郵/運費用，按金將於服務終止時返還。 A deposit of HK$200 will be required for postage/courier fee. It will be refunded on termination of the service. | |

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| **申請人注意事項 Notice to Applicant** |
| 1. 填妥本申請表後，請傳真/電郵/郵寄至本公司。   Please submit the completed application form by fax/email/mail to our company.   1. 所有服務將於繳交費用確認後方可生效。   Service will start ONLY when payment is verified.   1. 繳費方式 Payment Method   親身前往本公司申請及繳費，或透過傳真或電郵申請服務及確認應付款項後將服務費直接存入中國銀行(戶口號碼：012-676-1-023557-4，戶口名稱：會計妹有限公司)。客戶亦可以支票付款，支票抬頭「會計妹有限公司」。請填上貴公司名稱於銀行收據上交回本公司。  Applicant can come to our company to apply and pay in person, or apply via fax or email, confirm the fee and then directly deposit into Bank of China Bank Account (Account number : 012-676-1-023557-4. Account Name: AccGirl Limited). You can also pay by cheque, please make the cheque payable to " AccGirl Limited ". Please write your company name on the bank receipt and submit back to our company.   1. 請連同以下檔與申請表一併遞交：   Please provide the following information on application：   * + 公司註冊證書 Certificate of Incorporation (只適用於有限公司 Only applies to Limited Company)   + 商業登記證 Business Registration Certificate   + 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). |

本人茲證實上述資料確實無誤，並已閱讀及同意本申請表（包括附件一及附件二）內所列之所有條款。

I declared that the information given above is true and accurate in each and every respect and I have read the application form (including Appendix A and Appendix B) and agree to all of the term and conditions stated in it.

Click Here to Enter Text.

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客戶簽署及蓋印 Applicant’s Signature

客戶姓名 Name：Click Here to Enter Text.

日期 Date ：Click Here to Enter Text.

**附件一: 一般條款**

**Appendix A: Terms and Conditions**

1. 本申請表由會計妹（“本公司”）提供，並由服務計畫申請人（“客戶”）同意，雙方共同履行申請表內所載的條款及細則。

This application form is offered by AccGirl and accepted by the service applicant (“Client”), both executing those terms and conditions started in this application form.

1. 本公司將依賴客戶或客戶代表所提供的一切資訊（“客戶資訊”）, 客戶及客戶代表需確保客戶資訊準確與完整。本公司不會對客戶資訊進行任何評估或核證，也不會對任何錯誤資訊所引致之損失負責。

AccGirl will rely on all information provided by the Client/the Client’s representatives (the “Client Information”). The Client and the Client’s representatives are responsible to ensure the Client information is accurate and complete. AccGirl would not do any evaluation or certification about the Client Information and will not be responsible for any lost suffered due to the inaccurate or incomplete information.

1. 客戶有責任採取健全的會計政策，保持充足和高效的會計制度，保障資產，對於授權交易，保留證明文件的那些交易，並制定內部控制制度，將，除其他外，幫助保證適當的財務報表的編制。此外，您還負責管理決策和功能，用於指定一個稱職的員工來監督任何我們所提供的服務，以評估是否足夠，以及這些服務的結果。

The Client is responsible for adopting sound accounting policies, for maintaining an adequate and efficient accounting system, for safeguarding assets, for authorizing transactions, for retaining supporting documentation for those transactions, and for devising a system of internal controls that will, among other things, help assure the preparation of proper financial statements. Furthermore, the Client is responsible for management decisions and functions, for designating a competent employee to oversee any of the services we provide, for evaluating the adequacy and results of those services.

1. 為了讓本公司順利及有效率的完成此服務，我們需要無限制地獲得有關客戶的下列檔和資料：

In order for AccGirl to complete this engagement, and to do so efficiently, we require unrestricted access to the following documents and information concerning your company:

* 1. 基本檔反映了客戶的金融交易，包括支票存根，現金收據，現金支付，銀行對賬單，投資、物業及設備、銷售、採購、收入、費用和其他有關文件；

Copies of basic documents reflecting your financial transaction, including check stubs, cash receipt, cash payment, bank statements, and documentary support of investment, property and equipment, sales, purchase, incomes, expenses and other dispositions;

* 1. 關於債務、抵押或質押，擔保，租賃或其他可能影響客戶業務運營的結果之資訊；

Information concerning any mortgage or pledge of business assets on business debts, any guarantee or debt, lease, or other information that effects or may affect the result of operations of the business

* 1. 任何其他必須的反影在客戶會計記錄的相關檔

Any other financial information necessary for purpose of reflection on your accounting records

如客戶任何未能及時提供上述檔和資料將會阻礙本公司之服務，客戶並同意承擔由於任何基本財務資訊或交易檔未提交給本公司處理而引致財務資訊錯漏之責任。

Any failure to provide such documents and information, and to do so on a timely basis, will impede AccGirl’s services. The Client agree to accept responsibility for any effect on your accounting records and financial statements of basic financial information or transaction documents not submitted to us for processing and entry, or losses that may result from their absence.

為將客戶提供之基本財務資料及交易檔制定為財務報表，有關分類將按將由客戶提供或與客戶商定後的決定。隨著客戶之公司經營狀況的變化，本公司與客戶可以相互同意改變此安排。

For purpose of entry of the financial information from your basic transaction documents, classification according to the agreed-upon charge of accounts will be provided by you. As the business conditions change, we may mutually agree to change this arrangement.

1. 客戶已知悉因語言、文字或電子通訊的限制，如服務受阻、延誤或中斷、或任何錯漏，本公司不會因上述原因而負上其他責任。

The Client acknowledges that due to the imperfect nature of verbal, written and electronic communications, AccGirl is not responsible for any failure to render any service, or any delay or interruption of any service resulted from the above-stated reason.

1. 客戶同意不會因服務受阻、延誤或中斷、或任何錯漏而引致的直接或間接損失(包括業務及收益之損失)而提出索償。

The Client agrees to waive, and agrees not to make, any claims for damages, direct or consequential, including with respect to lost business or profits, arising out any service, any error or omission with respect there to, or any delay or interruption of services.

**協議期限與終止 SERVICE PERIOD AND TERMINATION**

1. 本次服務由服務生效日開始計算，其後服務期會按照客戶每次繳付的服務週期而延續，而本申請表之內容亦會於新延續的服務期內適用。

The service period starts from the service plan activation date and the contract period will be extended according to the period covered by each payment from the Client. The content of this application form will be applicable within the extended contract period.

1. 客戶應於本公司發出賬單列明的到期日前繳交費用，否則本公司有權終止其服務而不作另行通知。若客戶要求重啟因延遲繳款或欠款被終止的服務，本公司將會向客戶收取於終止期間的相關服務費用。

The Client shall pay the fees before the due date specified on the relevant invoices, or AccGirl has the right to suspend the services to the Client without prior notice. If Client requests to reactive the services which has been suspended by AccGirldue to late payment or overdue situation, AccGirl shall charge the Client the service fees for the suspended period.

1. 就以下情的況，本公司有權終止服務而不作任何通知；同時亦無須為停止提供服務，而負上法律責任或承擔任何被索償的後果。

Under the following circumstances, the AccGirl reserves all rights to terminate services without any prior notice .the AccGirl shall bear no legal responsibilities nor shall be liable for any claims or compensation for discontinuing services.

* 1. 客戶未能按時繳交費用，包括服務費、手續費或其他費用；

The Client has failed to settle any service fees, handing fees or any other fees;

* 1. 客戶涉嫌進行或涉及任何非法、違例或詐騙活動；

In suspicion of the Client is involving or carrying out a fraud and any illegal or improper activities;

* 1. 客戶涉嫌在未經本公司許可下，把服務轉移或分配至任何第三者。

In suspicion of the Client is transferring or assigning any or part of the services to any other parties, without the prior authorization from AccGirl

**關於服務事項 ABOUT SERVICE**

1. 客戶如需更改服務指令、內容或地點，需以書面形式通知本公司，及繳付相關費用。

If the Client requires making amendments to service instructions, contents or location, a written notice should be given to AccGirl to the amendment take place, related service fees shall apply.

1. 若有本公司不能控制的事件（包括客戶的作為或不作為），影響本公司按原定計劃履行本服務的能力，本公司或會酌加服務費用。

For any events that AccGirl cannot control, including Client’s act or omission, and affect AccGirl’s planning in performing this service ability, AccGirl may charge additional service fee.

**資料保護DATE PROTECTION**

1. 本公司可收集、使用、傳輸、儲存或以其他方式處理（統稱“處理”）可能與個別人士有關的客戶資訊（“個人資料”）。本公司處理個人資料時，將遵照適用的法律及專業守則。

AccGirl may collect, use, transfer, store or otherwise process (collectively referred to as the "processing") the information provided by the Clients, which may include personal information. The processing of those data will be in compliance with applicable laws and professional codes of practice.

1. 客戶同意在本公司在為客戶提供服務的情況下向第三者提供與客戶有關之資料。本公司亦將要求代本公司處理個人資料的任何服務供應商，遵守該等規定。

The Client agrees AccGirl to provide customer-related information to third parties for services to be provided to the Client by AccGirl. AccGirl will also request any third party service providers to be compliance with applicable laws and professional codes of practice.

1. 客戶同意接收本公司推廣優惠之資訊，如客戶日後不欲繼續接收有關本公司推廣資訊，可隨時通知本公司停止有關資訊之發送。

The Client agrees AccGirl send promotion information to the client. Should the client determine not to continue receiving such information, the Client can inform AccGirl and cease the receipt of the promotion information.

**不可抗力FORCE MAJEURE**

1. 若因客戶及本公司合理控制以外的情況而出現違反本申請表的情況，客戶及本公司均無須負責（付款責任除外）。

The Client and AccGirl shall not be liable (except payment obligations) for any violation of the application form due to circumstances beyond the reasonable control of the Client and AccGirl,

**適用法律與爭議解決APPLICABLE LAW AND DISPUTE RESOLUTION**

1. 本申請表受香港特別行政區法律管轄，且應當依照香港特別行政區法律進行解釋。甲乙雙方因本申請表而發生的爭議，應友好協商解決。經友好協商不成的提交香港國際仲裁中心進行仲裁。

This application form shall be governed by and construed in accordance with the Laws of the Hong Kong Special Administrative Region. Both parties by this application form of disputes shall be settled through friendly consultations. If the dispute cannot be resolved, it will be settled by Hong Kong International Arbitration Center for arbitration.

**其他事項OTHER BUSINESS**

1. 本申請表構成雙方就本服務及本申請表所涵蓋其他事項的全部協定，並取代先前一切有關的協議、諒解、聲明。

The Application Form constitutes the entire agreement of all matters covered regarding the service and replace the previous all relevant agreements, understandings and declarations.

1. 雙方可用電子方式簽署本申請表（及其修訂），各方可在本申請表的不同副本上簽署。本申請表或任何其附件的修訂，必須經雙方書面同意。

Both sides can electronically sign the application form (and its amendments); the parties signed on different copies of the application form. The application form or any attachments amendments must be agreed to by both parties in writing.

1. 本申請表的任何條文（不論全部或部分）若被認定為不合法、無效或因其他理由不能執行，本申請表其他條文仍具有十足效力。

If any of the provisions of the Application Form (whether in whole or in part) identified as illegal, void, or for any other reason, unable to perform, the other provisions remain in full force and effect.

1. 本公司不承擔任何與本服務相關的客戶的管理層責任。

AccGirl does not undertake any relevant client management responsibility.

1. 如有任何爭議，本公司將保留最終決定權。

Should any disputes arise, the decision of AccGirl shall be final.

**附件二: 服務計劃**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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$2,400~~ |
| 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、銷售及轉帳等收費只供參考，歡迎致電查詢收費詳情，另大量帳目收費另議。  **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. | | | | |

**Appendix B: Service Plan Information**