

ACCOUNTSERVE – SERVICE QUESTIONNAIRE

Dear Giancarlo

For your information, our fees is typically derived, based on

- a) the nature of the company's business which determine the revenue recognition;
- b) scope of our involvement;
- c) the volume of transactions; &
- d) the reporting requirements

To facilitate us in preparing our service proposal for your consideration, we hereby provide the service questionnaire for your comment:

- 1) Name of the company(ies) and group structure

HT-Asia Pte. Ltd.

- 2) Nature of business per company

- a) Revenue type (Trading or Service or manufacturing, etc) & how it is being recognized

Software license sales, Maintenance and support fees, overseas training and update of software

- b) Expected annual turnover, and if the company has registered for GST

S\$2 to S\$5 million

Last GST F5 filed (monthly / quarterly) with IRAS till : _____

- c) Cost/expense types

Office rent, travel and expenses for employees, third party consultant (legal firm, accounting and payment firm), utilities bills, payroll, etc

- d) Functional currency of the accounts SGD

- e) Currency used to report accounts SGD

- f) Date of incorporation 2nd January 2015

- g) Financial year-end December

- h) Status of accounts (audited and management accounts) and how it has been maintained :

- Last audited / unaudited report filed with ACRA till : _____ - _____ (financial year)
- Last management accounts updated till : _____ - _____ (month)
- Accounts currently processed using : _____ - _____ (accounting software)

Please provide (i) the latest copy of business profile from ACRA, (ii) the last audited reports and (iii) management accounts, if available; and (iv) also the records that you will provide us, eg bank movement record, etc.

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- 3) Estimated volume of monthly transactions, per company, in terms of:
- a) Revenue Number of sales invoices/debit/credit notes 3
 - b) Receipts Number of remittances inward, other than from revenue 1
 - c) Purchases Number of suppliers invoices 10
 - d) Payments Number of Giro/cheques/remittances outward 10 (TO BE DISCUSSED - PLEASE QUOTE SEPARATELY)
 - e) Banks Number & types of bank accounts opened 1 of 2
 - f) Petty cash Number of payments 5
 - g) Payroll Number of headcounts, pay date, pay cycle and components 2, 5th of THE MONTH, MONTHLY PAYMENTS, N° 1 DIRECTOR, N° 1 FIELD ENGINEER

- 4) Reporting requirements, please advise:
- a) frequency of reporting - ie monthly, quarterly or once a year QUARTERLY
 - b) preference over the reporting format, can we use our template or need to follow your format; if so, please provide template (TO BE DISCUSSED)
 - c) reporting deadline on the recurring account, ie when do you expect to receive the accounts after period end, eg 10th business day of following month or no specific reporting deadline
10th BUSINESS DAY
 - d) reporting deadline on the annual audit, ie when do you expect to receive the audited accounts after period end, eg 2 months after each year-end or no specific reporting deadline
1 MONTH AFTER

5) Other than accounting and routine GST reporting services, do you require the following services :

Yes <input checked="" type="checkbox"/> (Provided by PayrollServe)	Payroll Admin, {If Yes, please provide information per item 3(g) above}
	Payment Admin, ie payment processing of suppliers' invoices/staff's expense claims, etc If Yes, please advise how often do you need to make payment in a month
	Corporate secretarial agent
	Statutory auditor
<input checked="" type="checkbox"/>	Corporate tax compliance
<input checked="" type="checkbox"/>	Personal tax compliance
<input checked="" type="checkbox"/>	Any other services, please specify: <u>BOOK KEEPING</u>

We look forward to hearing from you so that we can prepare our proposal for your consideration.

Thank you.

Yours sincerely
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 Senior Manager
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