

**營業損益表**

**Profit & Loss Account**

(適用於經營業務人士(包括獨資經營及合夥業務))

(For person running business (including sole proprietorship or partnership business))

經營下述公司的家庭成員姓名(東主) : \_\_\_\_\_  
Name of family member running the following company (Owner)  
公司名稱 Company name : \_\_\_\_\_  
業務性質 Nature of business : \_\_\_\_\_  
公司地址 Company address : \_\_\_\_\_  
獨資或合夥 Sole proprietorship or partnership : \_\_\_\_\_  
(如屬合夥,請說明利潤分配比率,如合夥 50%)  
(It if it a partnership, please specify the profit sharing ratio, e.g. Partnership 50%)

**營業損益表 Profit and Loss Account**

(由 2019 年 4 月 1 日至 2020 年 3 月 31 日) (from 1 April 2019 to 31 March 2020)

(A) 總收益 Gross Income (HK\$) \$ \_\_\_\_\_

**支出項目 Expenditure (HK\$)**

(以下所有支出均屬經營生意支出,不應包括家庭開支)

(The following is the running cost of the company and should not cover any household expenses.)

購貨成本 Cost on purchasing merchandise \$ \_\_\_\_\_  
水費、電費、煤氣費及電話費 \$ \_\_\_\_\_  
Water / Electricity / Gas / Telephone charges  
租金及差餉 Rent and rates \$ \_\_\_\_\_  
其他僱員薪金(下述"#"者除外) \$ \_\_\_\_\_  
Salary of employees other than those marked " #"below  
運輸及交通費 Transportation and Traveling Expenses \$ \_\_\_\_\_  
保險費 Insurance premium \$ \_\_\_\_\_  
機器維修費 Fees for repair and maintenance of machinery \$ \_\_\_\_\_  
其他(請註明) Others (please specify) \$ \_\_\_\_\_

**其他支出項目 Other Expenditure (HK\$):**

# 東主在此公司支取的薪金 \$ \_\_\_\_\_  
# Salary of owner paid by this company  
# 其他家庭成員在此公司支取的薪金 # Salary of other family member paid by this company  
(姓名 Name : \_\_\_\_\_) \$ \_\_\_\_\_

(B) 總支出 Total Expenditure (HK\$) \$ \_\_\_\_\_

家庭收入 = (A) 總收益 - (B) 總支出\* + 東主/其他家庭成員在此公司的薪金 #

Household Income = (A) Gross Income - (B) Total Expenditure\* + Salary of owner / other family member paid by this company #

= HK\$ \_\_\_\_\_

\*若公司總收益少於總支出(即(A) - (B) < 0),本處不會計算負數,即營業虧損不能由家庭總收入中扣除。  
\*If Gross Income is less than Total Expenditure (i.e. (A) - (B) < 0), deficit will not be counted i.e. business loss cannot be deducted from the gross household income.

備註(未能提供收入證明文件的原因) Remark (reason for not being able to provide income proof) :

東主簽名 Owner Signature : \_\_\_\_\_  
(如非申請人) (if not the applicant)  
申請人姓名 Applicant Name : \_\_\_\_\_  
申請人香港身份證號碼 Applicant HKID No : \_\_\_\_\_  
申請人簽名 Applicant Signature : \_\_\_\_\_  
日期 Date : \_\_\_\_\_