

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 2021 年 4 月 1 日至 2022 年 3 月 31 日) (from 1 April 2021 to 31 March 2022)

(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 : _____