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Service One-pager

Accounting & Tax · Mainland & Cross-Border Tax

Mainland Tax & Accounting Advisory

An annual advisory service from a partner Mainland tax and accounting firm, from day-to-day compliance to business finance management, set up to suit your company's stage.

ⓘ Services are provided by our partner Mainland tax and accounting firm | SFFO coordinates, matches, and understands the provider's on-the-ground capability.



Who It Applies To

Small and Medium-Sized Enterprises

The focus is on getting day-to-day bookkeeping, tax filings and annual reports right, with support on tax questions as business comes up.

Typical package: Modules 1 + 2

Growth-Stage Companies

As operations, headcount and transactions become more complex, you may need a risk self-check and management-level finance support on top of compliance.

Typical package: Modules 1–4

What's Included

The advisory service has four main parts:

1 MODULE 1 Core Compliance

Accurate accounts, tax filings and annual reports.

- ✓ Bookkeeping standards and monthly review
- ✓ Cross-checking figures across tax returns
- ✓ Annual income tax reconciliation and final settlement
- ✓ Annual business registration reports
- ✓ Checking social insurance and housing fund contribution bases
- ✓ Invoice issuance and input VAT invoice ledger
- ✓ Handling abnormal invoices

2 MODULE 2 Tax Judgement & Contract Review

Clarify the rules; align contracts and invoices.

- ✓ Assessing whether a policy applies
- ✓ Tax characterisation of individual transactions
- ✓ Reviewing tax-related contract clauses
- ✓ Matching invoice item descriptions to the registered business scope

3 MODULE 3 Tax Health Check

Check the books against reality; spot issues early.

- ✓ Completeness of revenue
- ✓ Genuineness of costs and expenses
- ✓ Consistency between invoice chains and fund flows
- ✓ Related-party transactions
- ✓ Matching social insurance with individual income tax
- ✓ Reconciling inventory and the books with physical stock

4 MODULE 4 Business Finance & Internal Controls

Use financial data for budgets, costs and cash.

- ✓ Gross margin and cost structure analysis
- ✓ Budgeting and rolling forecasts
- ✓ Costing by product, project or customer
- ✓ Internal control approval workflows
- ✓ Cash planning and receivables / payables management

Suggested Packages

1 2 3 4 **Generally applicable: Modules 1 + 2.** Growth-stage companies may add Modules 3 and 4.

The modules you actually need depend on your company's situation.

Fees depend on the modules needed and your company's situation. Please contact your Shing Fung Consultant for details.

Key Terms

Annual reconciliation and final settlement (汇算清缴)： After the year ends, the full year's income tax is finally calculated and filed, with any overpayment refunded or shortfall paid. **Cross-checking tax returns (申报表勾稽校验)：** Checking that figures on the various tax returns and the financial statements agree with each other. **Input VAT invoice ledger (进项台账)：** A record of the purchase invoices the company receives, used for checking and managing input VAT deductions.

How to Choose

Which services you need depends on three things:

- **Your industry**
- **Your internal structure**
- **The issues you need to solve now**

SFFO Coordination Services

1

Understand Your Needs

Your Shing Fung Consultant first learns about your company and its priorities.

2

Match

We introduce a suitable partner firm and arrange an initial conversation.

3

Know the Provider

Understand the provider's scope and background, and confirm it fits your needs.

4

Follow-Up and Liaison

Helps with communication once the service starts, and follows up on progress.

Contact Your Shing Fung Consultant

To find out whether this service suits your company, please contact your Shing Fung Consultant, or reach us here:

Phone / WhatsApp：(852) 9883 9330 **Email：info@sffo.hk** **www.sffo.hk**

Important Information

- Shing Fung Family Office (SFFO) only coordinates and matches. It does not itself provide tax, accounting or audit services, and does not give tax advice.
- The services above are provided by a partner Mainland tax and accounting firm under its own terms. Whether to engage the firm is your decision.
- The information on this page is for reference only and is not tax, accounting, legal or investment advice. The final tax treatment is subject to the rules and determinations of the relevant tax authorities; neither SFFO nor the service provider guarantees any tax outcome.
- The scope of service and fees are subject to final confirmation by the service provider.

Services are provided by, and are the responsibility of, the provider. SFFO does not guarantee the provider's services and is not liable for any loss arising from them. If any issue arises, SFFO will help you discuss it with the provider and follow up on remedial arrangements.

Referral Fee Disclosure

SFFO may receive referral fees from partner service providers. The referral fee retained by SFFO itself will not exceed 10% of the relevant professional service fee; how any amount above that is handled is set out in your service agreement with SFFO. Referral fees are paid by the service provider and are not charged to you separately. If you would like to know the referral fee arrangement for a particular service, please ask us.

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