

營業損益表

Profit & Loss Account

(適用於獨資經營及合夥業務人士)

(For 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(如屬合夥,請說明利潤分配比率,如50%利潤) : _____
 Sole proprietorship or partnership
 (If it is a partnership, please specify the profit sharing ratio, e.g. Partnership 50%)

營業損益表(由2019年4月1日至2020年3月31日)
Profit and Loss Account (from 1st April 2019 to 31st March 2020)

總收益 HK\$ _____
 Gross Income

支出項目(以下所有支出均屬經營生意支出,不應包括家庭開支)
 Expenditure (The following is the running cost of the company and should not cover any household expenses)

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

其他支出項目
 Other Expenditure

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

(B) 總支出 HK\$ _____
 Total Expenditure

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), 本校不會計算負數, 即營業虧損不能由家庭收入中扣
 * 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) : _____
 Remarks (reason for not being able to provide income proof) :

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