

**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2020年4月1日至2021年3月31日)**  
**Profit and Loss Account (from 1st April 2020 to 31st March 2021)**

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