

Hongo Toyo Accounting Co., Ltd.

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(Thai Baht)

Service	Scope or works	Details of Services		
			journals	fee
Monthly I	Book keeping	Book keeping according to Thai Financial Reporting Standards (TFRS)	0 - 50	20,000
	Monthly Report	Monthly B/S, P/L, T/B G/L and Journal preparation *1	51 - 100	25,000
	Monthly Tax Filings	Withholding Tax Return Form (PND.1,3,53) preparation *2 Value Added Tax Return Form (Por.Por.30,36) preparation *2 E-tax return filing	101- 150 151 - 200	30,000 35,000
			add 5,000 by every 50 transactions	
Monthly II	Review	Review for Financial Statements and Tax/Accounting advice	20,000 ~	
Monthly III	Cloud type Accounting	Use Cloud based accounting software (GLASIAOUS) *4	For Viewing	5,000
			For in-house use	18,000
Monthly IV	Payroll	Employee's Salary Calculation Pay slip, withholding tax certificate and PND.1K preparation	600 / person(Thai) 1,000 / person(Japanese) (minimum THB 3,000)	
	Social security	Social Security Fund form (SorPorSor.1-10) preparation Workmen's Compensation Fund form (Kor Tor.20 kor) preparation		
Monthly V	Payment	Carrying on expense payment and employee salary payment processes on behalf of the customer	journals	fee
			1 - 10	5,000
			add 300 by every a transaction	
Yearly I	Financial Statements	Financial Statements preparation and E-filing to the DBD Financial Statement Submission Form (Sor.BorChor.3) preparation Sor.Bor.Chor. 3/1 to the Bank of Thailand Shareholders List (Bor Or Jor.5) preparation, Annual General Meeting of Shareholders notice on Newspaper	20,000	
		Corporate Tax return	20,000 10,000	
		Corporate Income Tax Return Form (Por.Ngor.Dor.50) preparation Interim Corporate Income Tax Return Form (Por.Ngor.Dor.51) preparation		
Yearly II	Individual Tax return	Personal Income Tax Return Form (PND.91, PND.90/93) preparation *3	1,000 / per. (Thai) 10,000 / per. (Japanese)	
		Withholding tax certificate (50 Biz) preparatoin	300 / per.	
Irregular I	Set up	Apply for E-filing to the Revenue Dept.(RD), and Social Security Office (Register Tax ID to RD : REP Office only)	4,000 (6,000)	
		Initializing the accounting software (GLASIAOUS) *4	10,000	
		Exporting data out of other accounting software to GLASIAOUS	30,000	
		Register for Personal TAX ID, Personal Social security Number	2000/ each	
		Enroll for Social security for staff, Cancellation for Social Security for staff	1,000 / each	
	Training	Training accounting staffs of the customer	10,000/ lesson (Max 3h)	
Irregular II	Document Preparation	Document preparation (PND.1, P.P.30, PND.50, PND.91 etc...) for visa extension	4,000 + Actual cost (Abt. 1,000)	
Irregular III	Witness tax investigation	Witnessing tax investigation, advice	15,000 / day	
	Pre-tax investigation	Review of tax related documents to be checked under tax investigation by RD	50,000 ~	
Irregular IV	Refund support	After filing return refund (VAT, WHT), hearing of the revenue, advice	15,000 / day	

*1. Basically, the Financial Statements shall be sent by the end of the following month.

*2. For Tax payment on behalf of the customer, the service fees shall be quoted separately.

*3. If an employee has other income apart from his monthly salary, the service fee shall be charged separately.

*4. GLASIAOUS is a cloud-based multilingual accounting software. If the customer applies the INVOICE issuing function, it will be automatically linked to the book keeping function, as a result, monthly book keeping transaction number will decrease and the service fee will be reduced. If you issue 100 invoices, the service fees would be reduced by THB 10,000.

【Notice】

① For manufacturing companies, THB 5000 shall be added to the "Monthly I" service fee.

② For BOI promoted companies (excluding IPO and TISO), THB 5000 shall be added to the said Corporate Tax Return Filing fees.