

## Hongo Toyo Accounting Co., Ltd.

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Klongtoey Nua Wattana, Bangkok 10110

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(Thai Baht)

Service	Scope of work	Details of Services		
			Journals	fee
Monthly I	Bookkeeping	Bookkeeping according to TFRS for NPAEs Monthly B/S, P/L, T/B G/L and Journal preparation *1	0 - 50	20,000
	Monthly Tax Filings	Withholding Tax Return Form (PND.3.53) preparation *2 Value Added Tax Return Form (Por.Por.30,36) preparation *2 E-tax return filing	51 - 100 101- 150 151 - 200	25,000 30,000 35,000
Monthly II	Review	Review for Financial Statements and Tax/Accounting advice	20,000 ~	
Monthly III	Accounting Software	Use of cloud-based accounting software (GLASIAOUS) *5 For viewing only	Entry	5,000
		Internal use for viewing and bookkeeping	Standard	15,000
		Internal use of AR/AP module, invoice issuance module, viewing and bookkeeping	Premium	18,000
Monthly IV	Payroll	Employees' salary calculation Pay slip, withholding tax certificate, Withholding Tax Return Form (PND.1) and PND.1K preparation	600 / 1 Thai @ 1,000 / 1 Japanese (For income in Thailand only) Or @ 2,000 / 1 Japanese (For sum up income from overseas) (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 *3	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	Corporate Income Tax Return Form (Por.Ngor.Dor.50) preparation	20,000
		Interim Corporate Income Tax Return Form (Por.Ngor.Dor.51) preparation	10,000	
Yearly II	Individual Tax return	Personal Income Tax Return Form (PND.91, 93) preparation *4	1,000 / person(Thai)/each 10,000 / person (Japanese)/each	
		Withholding tax certificate (50 Biz) preparatoin	300 / person	
Ad hoc I	Set up	Apply for E-filing system to the Revenue Dept. (RD) and Social Security Office (Register Tax ID at RD and apply DBD's e-filing system : REP Office only)	4,000 (8,000)	
		Setting up of accounting software (GLASIAOUS) *5	10,000	
		Exporting data out of other accounting software to GLASIAOUS	30,000~	
		Register for Personal TAX ID, Personal Social security Number	2,000/ each	
		Enroll for Social security for staff, Cancellation for Social Security for staff	1,000 /person/ time	
Training	Training accounting staffs of the customer	10,000/lesson (Max 3h)		
Ad hoc 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)	
Ad hoc III	Tax audit support	Supporting dealing with tax audit by RD officer	15,000 / day	
	Pre-tax audit	Review of tax related documents in preparation for tax audit by RD	50,000 -	
Ad hoc IV	Refund support	Supporting tax (VAT, WHT) refund claim to RD	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. This service does not include Annual Audit fee.

\*4. For regular customer who has income other than salary, and all irregular customers, we would offer a quotation separately

\*5. 「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

**【Notice】**

① For manufacturing companies, THB 5,000 shall be added to the "Monthly I" service fee.

② For BOI promoted companies (excluding IPO and TISO), THB 5,000 shall be added to the said Corporate Tax Return Filing fees.

【Updated in September, 2021】