

Hongo Toyo Accounting Co., Ltd.

32/27 Sino-Thai Tower 6th Fl. Sukhumvit 21 (Asoke),
Klongtoey Nua Wattana, Bangkok 10110

Contact person : Iguchi Masaki
TEL : +66(0)2-258-3323
E-mail : kaikai@hongo-t.com

(Thai Baht)

Service	Scope of work	Details of Services		
			Journals	fee
Monthly I	Bookkeeping	Bookkeeping according to TFRS for NPAEs	0 - 50	20,000
		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.3,53,54) preparation *2	101 - 150	30,000
		Value Added Tax Return Form (Por.Por.30,36) preparation *2 E-tax return filing	151 - 200	35,000
			add 5,000 by every 50 transactions	
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	Entry	5,000
		For viewing only	Standard	15,000
		Internal use for viewing and bookkeeping 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	Performing expense payment, employee salary payment processes by Internet Banking system on behalf of the customer (Using E-Withholding Tax system)	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	20,000	
		Shareholders List (Bor Or Jor.5) preparation, Annual General Meeting of Shareholders notice on Newspaper		
		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 January, 2022】