

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2024年4月1日至2025年3月31日)
Profit and Loss Account (from 1st April 2024 to 31st March 2025)

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
Total Expenditure HK\$ _____

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