

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2025年4月1日至2026年3月31日)
Profit and Loss Account (from 1st April 2025 to 31st March 2026)

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