



KAOWICK

嘉域中國商業顧問

KAOWICK CHINA BUSINESS CONSULTANTS

Information for Audit

Sir / madam,

Referring to the 2013 yearly account audit, please prepare the following information and materials in advance.

- () Approval of establishment of the corporation (if has, change part included)
- () Certificate of approval (if has, change part included)
- () Business license (if has, change part included)
- () State and local tax registration
- () Finance registration (if has)
- () Foreign exchange registration (if has)
- () Customs registration (if has)
- () Statistics registration (if has)
- () Organization code certificate
- () Approve of opening accounts
- () Loan note or loan card that is offered by debit bank (if has)
- () Social insurance registration
- () Contract of joint venture or cooperative enterprise (if has)
- () Articles and memorandum (if has, change part included)
- () Capital verification report(s)
- () Land use license and contract of land lease (if has)
- () Permit of using real estate and contract of purchasing real estate (if has)
- () Patent certification (if has)
- () Driving permit (if has)
- () Contracts of short-term and long-term loan contracts of this year (if has)
- () Bank statement and bank balance reconciliation sheet of this year
- () Detailed statement of classification of fixed assets
- () Shareholder and board resolutions of the financial affairs, management, investment of this year
- () State and local tax declaration forms, tax payment receipts, pay-in warrants of this year
- () Notes receivable and notes payable and day-to-day accounts (if has)
- () Sales contracts and purchasing contracts of this year (if has)
- () Financial statement, balance statement of this year or this accounting period
- () Accounting documents and books
- () Audit report and final statement of last year
- () Analytical statement of current accounts (receivable, payable, other receivable & payable, payment in advance & receivable in advance)
- () Detailed account of inventory and form of stock taking (if has)



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- () Stock taking of the cash of the end of this year (if has)
- () Payroll of this year
- () Purchased and sales contracts of big amount of this year
- () List of fixed assets of this year and the calculation statement
- () List of the deferred expenses of this year and the calculation statement
- () Accounting system and corporate accounting policy (if has)
- () Financial control system (if has)
- () Internal control system, approval standard of authorization, and sample of signature (if has)
- () Counting and drawing policy and explanation of welfare expense, welfare fund, reserve fund, enterprise expansion fund, housing fund, educational fund, labor union dues, including board resolutions (if has)
- () Confirmation or notice of tax reliefs and other preferential policy of tax filing (if has)

If you have some questions, please feel free to contact Mr. Joe ZOU or Miss Huang Xuelian at (86)755 82996068.

Shenzhen Guangshen Certified Public Accountants

