**Preliminary Bookkeeping Planning Questionnaire**

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|  |
| *(name of a company)* |
|  |
| *(company office address, contact telephone, email)* |
|  |
| *(head, position)* |
|  |
| *(planned period)* |
|  |
| *(questionnaire has been filled in by, fill-in date)* |

|  | **Question** | **Answer** | |
| --- | --- | --- | --- |
| **Organizational and management structure** | | | |
| **1.1** | *Affiliates, representative offices (specify full name and location):* | | |
|  |  | | |
| **1.2** | *Number of personnel:* | | |
|  | * Total * including accountants * including nonresidents |  |  |
| **Area of the Company’s business** | | | |
| **2.1** | *Field of activities (products/services):* | | |
|  |  | | |
| **2.2** | *The company carries out* (yes/no) | | |
|  | * sale of the products/works/services for export * import of the products/works/services * sale of excisable products liable to the VAT rate other than 12% |  | |
| **State of accounting** | | | |
| **3.1** | *The books are kept by* | | |
|  | * outsourcing accounting firm * accounting department |  | |
| **3.2** | *Accounting software* | | |
|  |  | | |
| **Evaluation of the Company’s activities scale** | | | |
| **4.1** | *Expected performance indicators:* (in KZT million) | | |
|  | * annual revenue * balance of assets * balance of financial assets * balance of financial liabilities |  | |
| **4.2** | *Number (average) of transactions per month:* | | |
|  | * invoices to customers * invoices from suppliers * bank payment orders to suppliers * bank transactions from customers * number of customers * number of suppliers |  | |
| **Required types of services** | | | |
| **5.1** | Bookkeeping services (yes/no) | | |
|  | * bookkeeping for statutory accounts * monthly payroll services * financial statements compilation according to IFRS (once per year) |  | |
| **5.2** | Preparation and delivery of tax returns (yes/no) | | |
|  | * residents payroll taxes (Tax form #200.00) * nonresidents payroll taxes (210.00) * value added tax (300.00) * corporate income tax (100.00) * nonresidents’ revenues corporate income tax (101.04) * environmental emissions payment (870.00) |  | |
| **5.3** | Online Bank Payment Assistance (yes/no) | | |
|  | * bank payments on salary and tax contributions * other bank payments |  | |
| **5.4** | Statistical reporting | (yes/no) | |
| **5.5** | Secretarial services - Company secretary (yes/no) | | |
|  | * HR back office administration * provision of local director to act as an authorized person of the company where required and allowed by tax and statistical regulations |  | |
| **Additional information (client requirements, target date, etc.)** | | | |
|  | | | |