**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.)** |
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