



(This sample form is for reference only)

FORM B

Financial Information

(Business)

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File Ref.

法律援助署

Legal Aid Department

Please read the "Guidance Notes" carefully when completing this form. Please use a separate Form B for each business.

PART 1 PARTICULARS OF OWNERS (Note 1)

You need not fill in the business wholly or partly owned by your spouse if your spouse is the opponent in the proceedings to which this application relates or if you and your spouse are divorced or separated.

[X] You [ ] Your spouse

[ ] If the business is jointly owned by you and/or your spouse with others, please give name(s) of other owner(s) :

N/A

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PART 2 BUSINESS DETAILS

Trading Name : Triple Fat Company Limited

\*Business Registration Number/Hawker Licence Number : 0001234567

Nature of Business : Trading

Business Address (shop/ office/ factory) : Room B, 50/F, Double Fat Centre, No. 5000 Kwun Tong Road

Date of Commencement of Business Operation : 1st March 2005

It should include all the shares held under your name and/or your spouse's as well as those held by a nominee on behalf of you and/or your spouse.

Status of Business :

[X] Sole-proprietorship/Self-employed other than a partner in a business

If you or your spouse receives income as a director of the company, please state the amount in the application for legal aid under "INCOME".

[ ] Partnership No. of partners \_\_\_\_\_ % of capital held by you and/or your spouse \_\_\_\_\_ %

[ ] Limited company Shareholding (Note 2) You \_\_\_\_\_ % Directorship (Note 3) You Yes [ ] No [ ]

Your spouse \_\_\_\_\_ % Your spouse Yes [ ] No [ ]

PART 3 FINANCIAL INFORMATION (Note 4)

You should enclose a copy of the latest financial statements of the business comprising the Balance Sheet and the Profit and Loss Account. The financial statements must be certified by you or your spouse as being true and correct.

I. PROFIT

This is the period of time chosen by you for the purpose of working out the income and expenditure of your business over that period. This is normally the period between the start-date and end-date shown in the Profit and Loss Account.

Accounting period (Note 5): From (month/year) October 2008 To (month/year) September 2009

Net Profit for the accounting period : (Note 6)

If the financial statements provided by you are audited by a Certified Public Accountant, you do not have to fill in items (i) to (iii). As for item (iv), please fill in the amount of "Net Profit" as appeared in the audited financial statements shown in the Profit and Loss Account.

(i) Income : Gross turnover/income HK\$ 500,000

Other income (Note 7) 100,000

Total income from business 600,000 (A)

(ii) Expenditure (Note 8) : Costs of goods/services 300,000

Salaries of employees 80,000

Directors' remuneration (e.g. salaries, bonuses and fees) 96,000

Rent \$5000 x 12 = \$60,000

Utilities (e.g. water, electricity, telephone) 5,000

All other business expenses (Note 9) NIL NIL

You should only include expenditure relating to your business. Expenses for private use should be excluded. If an item is expended for business as well as private uses, it should be apportioned and only the amount incurred for business use is allowed.

It includes all other income derived from your business such as rental income from sub-letting and commission.

It includes all the benefit-in-kind provided to the Directors, such as provision of quarters, housing or education allowance.

Please describe and fill in the amount of business expenses not yet disclosed. If you have additional information to provide, please make use of the "Extra Information" in Part 4.

Total expenditure for business 541,000 (B)

\*Delete as appropriate

(iii) Profits tax paid/Provision for profits tax (Note 10)

This is the amount of profits tax that has been paid or is to be provided for in connection with the profits earned during the accounting period.

1,000 (C)

(iv) Net profit : (A)-(B)-(C)

58,000 (D)

(v) Average monthly net profit from the business

4,833.33

If it is a partnership, please state the share of net profit : You NIL Your spouse NIL

If it is a limited company, please state dividend received/receivable by : You NIL Your spouse NIL

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II. CAPITAL VALUE OF BUSINESS

Statement of Assets and Liabilities

Position as at 30th September 2009 (Note 11)

Please state the date on which the value of assets and liabilities of your business provided in the Statement is calculated, for example, the end-date of the last accounting period or the date of your application for legal aid. "Assets" are valuable properties which your business owns and has the use of, while "Liabilities" are the indebtedness of the business.

| HK\$                  |         | HK\$                      |         |
|-----------------------|---------|---------------------------|---------|
| <u>ASSETS (E)</u>     |         | <u>LIABILITIES (F)</u>    |         |
| Property              | NIL     | Trade creditors           | 15,000  |
| Plant & Machinery     | 20,000  | Mortgage loan             | NIL     |
| Furniture & Equipment | 10,000  | Short-term loan/overdraft | 120,000 |
| Motor vehicle         | NIL     | Other liabilities         | NIL     |
| Stock in hand         | 100,000 |                           |         |
| Money in bank         | 50,000  |                           |         |
| Cash in hand          | 50,000  |                           |         |
| Trade debtors         | 20,000  |                           |         |
| Other assets          | 10,000  |                           |         |

Capital value of business is (E) – (F) : HK\$ \$260,000 - \$135,000 = \$125,000

If it is a partnership, please state your share and/or your spouse's share of capital value as at the end of the accounting period :

You NIL Your spouse NIL

PART 4 EXTRA INFORMATION

If you have any other financial information regarding your business to report to the Director of Legal Aid, you may use the space below or a separate sheet.

Separate sheet attached? Yes  No

**PART 5 DECLARATION & SIGNATURE**

I declare that:

The information given in this form regarding \*my and/or my spouse's business and in any documents attached is true, correct and complete.

I understand that if I knowingly make any false statement or false representation, I may be prosecuted and on conviction fined and imprisoned.



Name of Applicant : CHAN Siu Ming Signature : \_\_\_\_\_ Date : 30/9/2009

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**Income**

Monthly Net Profit / Share of Monthly Net Profit

\$

**Adjustments**

**Assessed Monthly Income from Business**

**IB**

\$

**Capital**

Capital Value / Share of Capital Value

\$

**Adjustments**

**Assessed Capital Value of Business**

**CVB**

\$

Checked and signed by : \_\_\_\_\_

Date : \_\_\_\_\_

Name/Rank