

CORPORATE SERVICES

企业服务

A one-stop solution to satisfy your diversified needs at different stages of business

一站式的服务方案，满足您在不同业务阶段的多元化需求



OUR SERVICES

我们的服务

Regardless of the nature, size and maturity of your business, our experienced professionals are capable of providing integrated support and advisory services through a flexible blend of internal and external resources based on your individual needs. We help you to enhance operational efficiencies, reduce compliance risks and create greater value for strategic growth. Our services include:

不论您的业务性质、规模和发展程度，我们具丰富经验的专才都能够根据您的个别需求，透过灵活整合内部和外部资源，向您提供综合的支持和咨询服务。我们协助您提高营运效率，减少合规风险，并为战略增长创造更大的价值。我们的服务包括：



Corporate Secretarial Services
公司秘书服务



Bookkeeping and Accounting Services
账簿和会计服务



Tax Advisory Services
税务咨询服务



Payroll Services
薪酬管理服务

CORPORATE SECRETARIAL SERVICES

公司秘书服务

Our professional team is able to provide full spectrum of corporate secretarial services, whether you are looking for the structure of a company, trust or foundation. We offer all-round support from entity incorporation to compliance and administration services.

无论您正寻求发展任何类型的实体架构，如公司、信托或基金会，我们的专业团队都能为您提供一系列的公司秘书服务，由成立公司实体以至合规和行政管理服务，我们也可提供全方位的支持。

BOOKKEEPING & ACCOUNTING SERVICES

账簿和会计服务

We provide customized bookkeeping and accounting services for your operations in compliance with the latest accounting rules and standards, helping you to achieve substantial cost savings.

我们按最新的会计法规和准则为您的业务提供量身订制的账簿和会计服务，能够协助您大幅节省成本。

OUR SERVICES INCLUDE

我们的服务包括

• Incorporation of entity in different jurisdictions	在不同司法管辖区成立公司实体
• Provision of company secretary and authorized representative	提供公司秘书和授权代表
• Provision of nominee shareholders and directors	提供代理股东和董事
• Provision of trustees	提供受托人
• Opening of bank account	开设银行账户
• Provision of registered office facilities	提供注册办事处地址
• Maintenance of statutory registers and records	管理法定簿册和记录
• Preparation for board and members' meetings and draft of related documents such as resolutions and minutes	准备董事会议和会员大会，草拟相关文件如决议和会议记录
• Deregistration and winding up	撤销注册和清盘
• Preparation of the documents relating to the changes of directors, members, company secretaries or company names	准备有关变更董事、会员、公司秘书或公司名称的文件

OUR SERVICES INCLUDE

我们的服务包括

 <p>Preparation of monthly, quarterly and / or yearly financial reports 准备月度、季度和 / 或年度财务报告</p>	 <p>Preparation of management financial statements 准备财务报表</p>	 <p>Establishment and implementation of accounting systems 建立和执行会计制度</p>	 <p>Maintenance of accounting ledgers and records¹ 管理会计分类账目和记录¹</p>	 <p>Handling of disbursement claim forms 处理支出费用申报表格</p>
 <p>Cash flow forecasts and budgeting 预测现金流和拟定财政预算</p>	 <p>Cash management² 管理现金²</p>	 <p>Update on bank records and preparation of bank reconciliations 更新银行记录和准备银行对账</p>	 <p>Cheque counter-sign with authorization 授权加签确认支票</p>	 <p>Provision of interim personnel 调派临时员工</p>

1. It includes the maintenance of trial balance, statement of financial position, income statement, breakdown of accounts, etc.

这包括管理电子表格、资产负债表、损益表、账目明细表等

2. It includes the processing of invoices and payments, preparation of cash book, etc.

这包括处理发票和付款，准备现金账簿等

TAX ADVISORY SERVICES

税务咨询服务

We help you to meet tax compliance obligations in your jurisdiction in relation to corporate, employment, value added and other indirect tax. We provide the practical solutions to help you mitigate tax risks for business growth.

我们协助您履行您在所在司法管辖区的税务合规责任，包括企业税、就业税、增值税和其他间接税。我们提供切实可行的解决方案，帮助您减低税务风险，从而达至业务增长。

PAYROLL SERVICES

薪酬管理服务

Payroll and related functions can be complex and time-consuming. Our professional team provides reliable and effective payroll support with complete confidentiality, helping you to lessen the administrative burden while allowing you to allocate more resources on other strategic matters.

薪酬管理及相关职能管理可以非常复杂和费时，我们的专业团队能为您提供可靠有效的薪酬管理支持服务，并且遵从高度保密的原则处理客户数据，协助您减轻行政负担，让您可投放更多资源在其他战略事宜上。

OUR SERVICES INCLUDE 我们的服务包括



OUR SERVICES INCLUDE 我们的服务包括



SW IN GREATER CHINA

信永中和在 大中华地区的服务领域

- Beijing 北京
- Shenzhen 深圳
- Chengdu 成都
- Shanghai 上海
- Xi'an 西安
- Tianjin 天津
- Qingdao 青岛
- Changsha 长沙
- Changchun 长春
- Yinchuan 银川
- Jinan 济南
- Dalian 大连
- Kunming 昆明
- Guangzhou 广州
- Fuzhou 福州
- Nanjing 南京
- Urumqi 乌鲁木齐
- Wuhan 武汉
- Hangzhou 杭州
- Taiyuan 太原
- Chongqing 重庆
- Nanning 南宁
- Hefei 合肥
- Zhengzhou 郑州
- Hong Kong 香港



ABOUT SW

关于信永中和

SW is a network of professional firms specialising in audit, tax and advisory services. With our extensive network in over 80 cities and around 10,000 professionals, SW is able to leverage fellow members' expertise and geographical presence and enhance our ability to serve the dynamic needs of transnational clients.

信永中和是专业服务机构，主要提供审计、税务及咨询等服务。我们的办事处遍布超过80个城市，专业人员约10,000名。凭借我们的庞大网络，信永中和可运用各成员所的专长及地理优势，进一步提升我们服务国际客户的能力。

CONTACT US 联络我们

Hong Kong 香港

Website 网址 www.shinewing.hk

Email 电邮 info@shinewing.hk



SW is an international network of independent accounting and consulting firms, each of which is a member of ShineWing International Limited, a Hong Kong company limited by guarantee. ShineWing International Limited is a central coordinating entity and does not provide any professional services to clients. For more information about our network, please visit sw.international.

This publication is intended to provide general information and guidance on the subject concerned. No one should act upon such information without consulting a qualified professional adviser. SW takes no responsibility for any errors or omission in, or for the loss incurred by individuals and companies due to the use of the information of this publication. No claims, action or legal proceedings in connection with this publication brought by any individuals or companies having reference to the information of this publication will be entertained by SW.

信永中和是由独立的会计师事务所或咨询机构组成的国际会计网络。每个独立的会计师事务所或咨询机构也是信永中和国际有限公司(香港一家担保有限公司)的成员。信永中和国际有限公司是为成员所提供管理、协调服务的机构，并不向客户提供任何专业服务。欲了解更多信永中和的信息，请浏览 sw.international。

本刊物旨在就有关内容提供一般资料及指引。任何人士不应在没有获取合资格专业人士的意见下依据本刊物所载资料行事。信永中和不会就本刊物所载数据的任何错误、遗漏，或任何因使用本刊物所载数据而导致的个人及公司的损失负责。信永中和不接受任何个人或公司就本刊物所载资料提出的索偿或法律诉讼。

