

New Client Information Sheet

Understanding the New Client Requirements	
A. Client Details	
1. Business Name	
2. Business Owners / Directors	
3. Type of Business / Industry	
4. Contact Details	Main Contact: _____ Phone: _____ Email: _____ Website: www. _____ Address: _____
5. Existing Accounting Firm's name (If Any)	
6. Software Used Software Ownership	MYOB Xero Intuit Reckon Other Purchases Subscription
7. Source Documents available in softcopies?	Yes No
B. Bookkeeper Requirements	
1. Frequency	Daily Weekly Monthly Quarterly Annually
2. Where	Remote Onsite
C. Bookkeeper Tasks	
1. Enter Sales Invoices	Weekly Monthly Sales entered in software? Yes No If not, any sales and receipt record available? Yes No Any foreign currency transactions? Yes No
2. Enter Suppliers Invoices	Weekly Monthly

	Softcopies available? Yes No
	Any foreign currency transactions? Yes No
3. Payroll	Number of Employees _____
4. Timesheets	Yes No
5. Inventory	Yes No
	Inventory record available? Yes No NA
6. Banking, Feeds, Reconciliations	No. Banks ____ / Credit Cards ____ / Other _____ Average No of bank statement pages per month: _____
7. GST Submission	* Yes No * Monthly Quarterly
8. Staff expenses claims	Average claims per month for all employees (inc directors) _____ Any staff claim report available? Yes No
9. Latest management accounts comprise of: - Balance Sheet - Detailed Profit and Loss Account - General Ledger	Yes No If yes, please provide a copy to us for quotation by emailing to : hello@upvuecpa.com
10. Others	
D. Client Registration Details	
1. GST Registration	Cash Accrual
2. CPF Number (CNS) available?	Yes No

E: Client Requirements (Add-On Services Required from Us)	
1. Monthly Management Reports	Yes No Any reporting format that we need to follow? Yes No
2. Annual Unaudited reports	Yes No
3. Company tax filing	Yes No
4. Additional Tasks	
5. Other	
F. Other Notes	
1. Other	

Problems Faced by Your Company Currently

*Delete as appropriate.

By filling up this form, you agree that all information provided is accurate, whole and complete. You hereby undertake to furnish UpVue with any updated information when it becomes available in a timely manner and relinquish any form of penalty or liability on UpVue Pte. Ltd.

By completing this form, you agree that UpVue Pte. Ltd. will manage your personal data in accordance with the Personal Data Protection Act 2012 (“The Act”) and our data protection policy.