**QUESTIONNAIRE FOR ACCOUNTING SERVICES**

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| **Basic information** |
| 1. | Legal name | *Insert* |
| 2. | Registered address | *Insert* |
| 3. | Core business activity (name and code) | *Insert* |
| 4. | Size of the entity | *Izabrati veličinu* |
| 5. | Parent entity and subsidiaries (yes, no; if yes, - how many) | *Select* |
| 6. | Related parties (list all individuals and legal entities, if any) | Upisati povezana lica |
| 7. | Number of business facilities/premises (production plants, stores, etc.) | *Insert* |
| 8. | Number of employees, total and per organizational unit  | *Insert* |
| 9. | Company/person currently in charge of bookkeeping  | *Insert* |
| 10. | Accounting software currently in use  | *Insert* |
| 11. | VAT payer (yes, no; if yes, – monthly/quarterly basis of payment) | *Insert* |
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| **Number of asset items and transactions** |
| 1. | Number of fixed asset items | *Insert* |
| 2. | Number of trade receivable (customer) items  | *Insert* |
| 3. | Number of trade payable (supplier) items  | *Insert* |
| 4. | Number of incoming invoices | *Insert* |
| 5. | Number of outgoing invoices  | *Insert* |
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| **Information on revenues and expenses** |
| 1. | Operating revenues  | *Insert* |
| 2. | Operating expenses  | *Insert* |
| 3. | Finance income | *Insert* |
| 4. | Finance expenses | *Insert* |
| 5. | Other income | *Insert* |
| 6. | Other expenses | *Insert* |
| 7. | Income taxes | *Insert* |

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| **Information on assets and liabilities** |
| 1. | Fixed assets – property, plant and equipment |  *Insert* |
| 2. | Long-term financial investments |  *Insert* |
| 3. | Inventories  |  *Insert* |
| 4. | Receivables |  *Insert* |
| 5. | Short-term financial investments  |  *Insert* |
| 6. | Equity |  *Insert* |
| 7. | Long-term liabilities |  *Insert* |
| 8. | Current (short-term) liabilities |  *Insert* |

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| **Reporting requirements** |
| 1. | Separate annual financial statements submitted to the Serbian Business Registers Agency | *Insert* |
| 2. | Consolidated financial statements submitted to the Serbian Business Registers Agency  | *Insert* |
| 3. | Special reports to the owner(s) (if yes, state the reporting period) | *Insert* |
| 4. | Translation of the financial statements/reports into English (state another foreign language, as appropriate) | *Insert* |
| 5. | Other (state) | *Insert* |

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| **Contact details** |
| 1. | First and last names  | *Insert* |
| 2. | Position held  | *Insert* |
| 3. | Telephone number | *Insert* |
| 4. | Email address | *Insert* |