**MUC Registered Tax Consultants**

**Preliminary Questionnaire**

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| **I. General Information** | | |
| 1 | How do you know MUC? | Seminar  Newsletter/Articles  Browsing/Social Media  Using MUC services in previous company  International Tax Review, World Transfer Pricing  MSI Global Alliance  Referral from :……………………………………………………  Other, please mention :…………………………………….. |
| 2 | Type of business entity | PT  CV  Firma  Yayasan  Rep. Office  BUT, Country of Domicile of Head Office :..………………..…  Joint Operation  Others : ………………………………..……. |
| 3 | Establishment Date |  |
| 4 | Name of the Company |  |
| 5 | Corporate Tax ID Number (NPWP) |  |
| 6 | NPWP Address |  |
| 7 | Country Origin |  |
| 8 | Office address (*please fill if the*  *address is different with the NPWP address*)   * Phone * Fax * Corporate Email | :  :  : |
| 9 | Branch Offices (if any) |  |
| 10 | Type of Business | Manufacturing  Service  Trading  Others, please mention :……….………….. |
| 11 | Number of employees |  |
| 12 | Number of expatriates |  |
| 13 | Bookkeeping currency |  |

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| **II. Financial Information** | | |
| 1 | Annual Sales (turnover) |  |
| 2 | Total Assets |  |
| 3 | Profit/ Loss |  |
| 4 | Last Status in Corporate Tax | Underpayment IDR/USD :………………………………………  Overpayment, IDR/USD :……………………………………… |
| 5 | Tax Office (KPP) |  |
| 6 | Financial Report | Audited, Opinion :…………………………………………………  Not Audited |
| 7 | Name of Public Accountant |  |
| 8 | Accounting Period |  |

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| **III. Average Transactions Volume (per month)** | | |
| 1 | VAT in | Slips |
| 2 | VAT out | Slips |
| 3 | Withholding Tax art. 23 | Slips |
| 4 | Withholding Tax art. 26 | Slips |
| 5 | Withholding Tax art. 4(2) | Slips |
| 6 | Other tax | Slips |
| 7 | Tax Credit on Withholding Tax art. 21 | Slips |
| 8 | Tax Credit on Withholding Tax art. 22 | Slips |
| 9 | Tax Credit on Withholding Tax art. 23 | Slips |

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| **IV. Accounting Policy** | | |
| 1 | Method of recording | Cash Basis  Accrual Basis |
| 2 | Segmenting SOCI (Statement of  Comprehensive Income) Reporting   * Segmentation of SOCI based on * Numbers of Segmentation | Yes  No  Function  Product  Region |
| 3 | Does your company use Accounting software? | No  Yes, name of software: ………………………………… |
| 4 | Inventory Bookkeeping System | Periodic System  Perpetual System |
| 5 | Method of inventory valuation | N/A  COMWIL  Average  Cost  Market  Others :….…………………………….……………………….. |
| 6 | Costing Method | Process Costing (Mass Production)  Job Order Costing  Others : ……………………………………. |
| 7 | Total Sales Revenue for the  last 3 (three) consecutive years | Year……….:  Year……….:  Year……….: |
| 8 | Operating Profit (Loss)\*) the last 3 (three) consecutive years | Year……….:  Year……….:  Year……….: |
|  | *\*) Operating Profit is defined as Sales minus COGS, Operating Expenses and Forex Loss/Gain from Operating Activities* | |

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| **V. Intercompany Transactions** | | |
| *MUC will use Orbis Commercial Database for Company Wide Benchmarking Analysis, Royaltystat and/or KtMine Commercial Database for CUP Analysis for Royalty Payment and CUFT Analytic Commercial Database for CUP Analysis for Intragroup Financial Transactions (Loan, Guarantee, etc.)* | | |
| 1 | Business Group Structure | Attached Not Attached |
| 2 | Ownership Structure | Attached Not Attached |
| 3 | Transaction with related party(ies) |  |
| Please provide information about transaction with related party(es) for requested year and preceding year below:   |  |  |  | | --- | --- | --- | | **Transactions** | **Requested Year 20….** | **Preceding Year 20….** | | Sales | IDR/USD …………………………… | IDR/USD …………………………… | | Purchase | IDR/USD …………………………… | IDR/USD …………………………… | | Royalty | IDR/USD …………………………… | IDR/USD …………………………… | | Intragroup Services | IDR/USD …………………………… | IDR/USD …………………………… | | Loans (the Interest) | IDR/USD …………………………… | IDR/USD …………………………… | | Other (please mention) | IDR/USD …………………………… | IDR/USD …………………………… | | | |
| 4 | Location of Head Office (Country/ Juridiction) |  |
| 5 | Total number of Companies within the Group Worldwide |  |
| 6 | Total Number of Countries where the companies within the group located/ operated |  |
| 7 | Previous Transfer Pricing Documentation Report:  - Year :  - Prepared by : |  |

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| 8 | Type of Services Requested  *(please tickmark type of services requested)* | 1. **Master File (*Dokumen Induk*)**   Master File report both in Bahasa Indonesia and English (bilingual).  Master File report only in Bahasa Indonesia  Adaptation/Translation of final Master File provided by the Company Head Office to comply with Indonesia Transfer Pricing Regulation PMK 213/PMK.03/2016 (English to Indonesia)   1. **Local File (*Dokumen Lokal*)**   Local File both in Bahasa Indonesia and English (Bilingual).  Local File only in Bahasa Indonesia.   1. **CbC/Country by Country Report (*Laporan per Negara*)**   CbC/Country by Country Report both Bahasa Indonesia and English (Bilingual)  CbC/Country by Country Report only in Bahasa Indonesia  Adaptation/Translation of final CbC/Country by Country Report provided by the Company Head Office to comply with Indonesia Transfer Pricing Regulation PMK 213/PMK.03/2016 (English to Indonesia).   1. **Benchmarking Analysis**   Benchmarking Analysis using ORBIS database  Benchmarking Analysis using RoyaltyStat database (for Royalty payment or Intragroup Services payment) |

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| **This form is completed by:** | | |
|  | Name |  |
|  | Mobile Number |  |
|  | Email |  |