**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 thelast 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:

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| --- | --- | --- |
| **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 …………………………… |

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| 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 IndonesiaAdaptation/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 databaseBenchmarking Analysis using RoyaltyStat database (for Royalty payment or Intragroup Services payment) |

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