

KlearC – Customer Documents  
Deliver Procedure  
凱樂士 - 客戶報稅文件遞送流程



## KlearC – Customer Documents Deliver Procedure

## 凱樂士 - 客戶報稅文件遞送流程

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## Simple Procedures

簡單流程

Submit Document  
Online

線上提交文件

Received confirmation  
by email

收到電郵確定

Our team will follow up  
with you regarding the  
documents我們團隊將就文件事  
宜與您聯繫

Where to submit the documents?

到哪裡提交文件？



This QR code can open by website or mobile phone.  
If any query about the access, please contact our team.

該二維碼可以透過網站或手機開啟。  
如果對這連結有任何疑問，請聯絡我們的團隊

<https://klearconsult.com>
1212  
PG 01



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What file formats does this platform accept?

這平台接受什麼文件格式?



How many files we accept for 1 time?

我們一次接受多少個文件?



沒有限制

Any file size limitation?

檔案大小有限制嗎?

10,000 KB (10MB)

TIME / 每次遞交

Can we submit cash / bank statement and tax declare documents at the same time?

我們可以同時提交現金/銀行對帳單和報稅文件嗎?



可以



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**How can we know the documents is already submit successful?**

如何知道文件已經提交成功？



You will received an email notification to your email address that you provided.

您提供的電子郵件地址將收到一封電子郵件通知。



After your submission, you can directly download the PDF confirmation and keep it as your reference.

提交後，您可以直接下載 PDF 確認函並保留作為參考。



# Thank You!

Your submission has been received.

您的提交已收到

Edit Submission



PDF01-Internal.pdf

Download PDF

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PG 03



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## Friendly Reminder

## 溫馨提示

Before submission, please double check below points.

提交之前，請仔細檢查以下幾點。



Have Voucher  
Number on every  
documents

每份文件上都有憑  
證編號

Scan File is in good  
and proper order

掃描文件清晰 / 順  
序良好且正確

Have Check list

有檢查清單

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Cannot attached the documents, why?

無法附加文件，為什麼？



When submit wrong documents, how should I do?

當提交錯誤的文件時，我該怎麼辦？



please contact our team.  
We will assist you

請聯絡我們的團隊。我們  
會協助您





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One more time, thank you for choosing the service of KlearC.

最後,再次感謝選擇凱樂士的服務!

Your feedback is very important to us and is always considered when we review or improve our services. Share with us your opinion with our services.

我們十分重視你所提出的意見，並經常在我們檢討或提升服務時予以考慮。如有任何建議，歡迎告訴我們。



No	Option 意見
1	
2	
3	