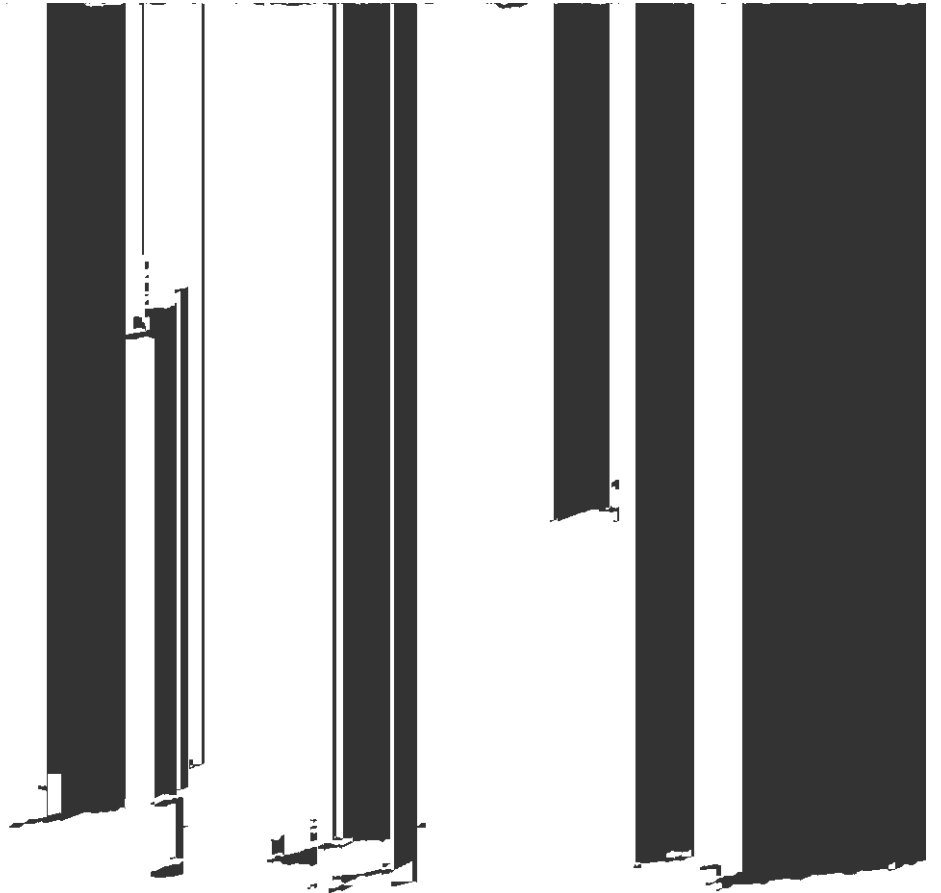
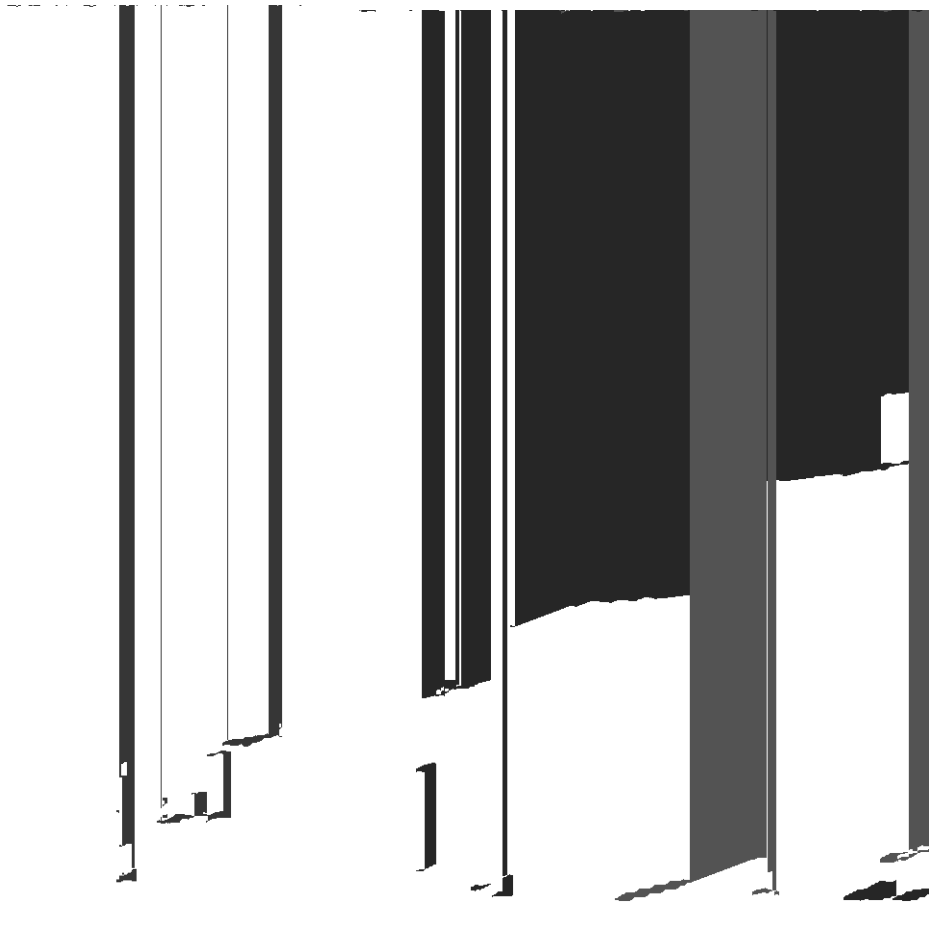


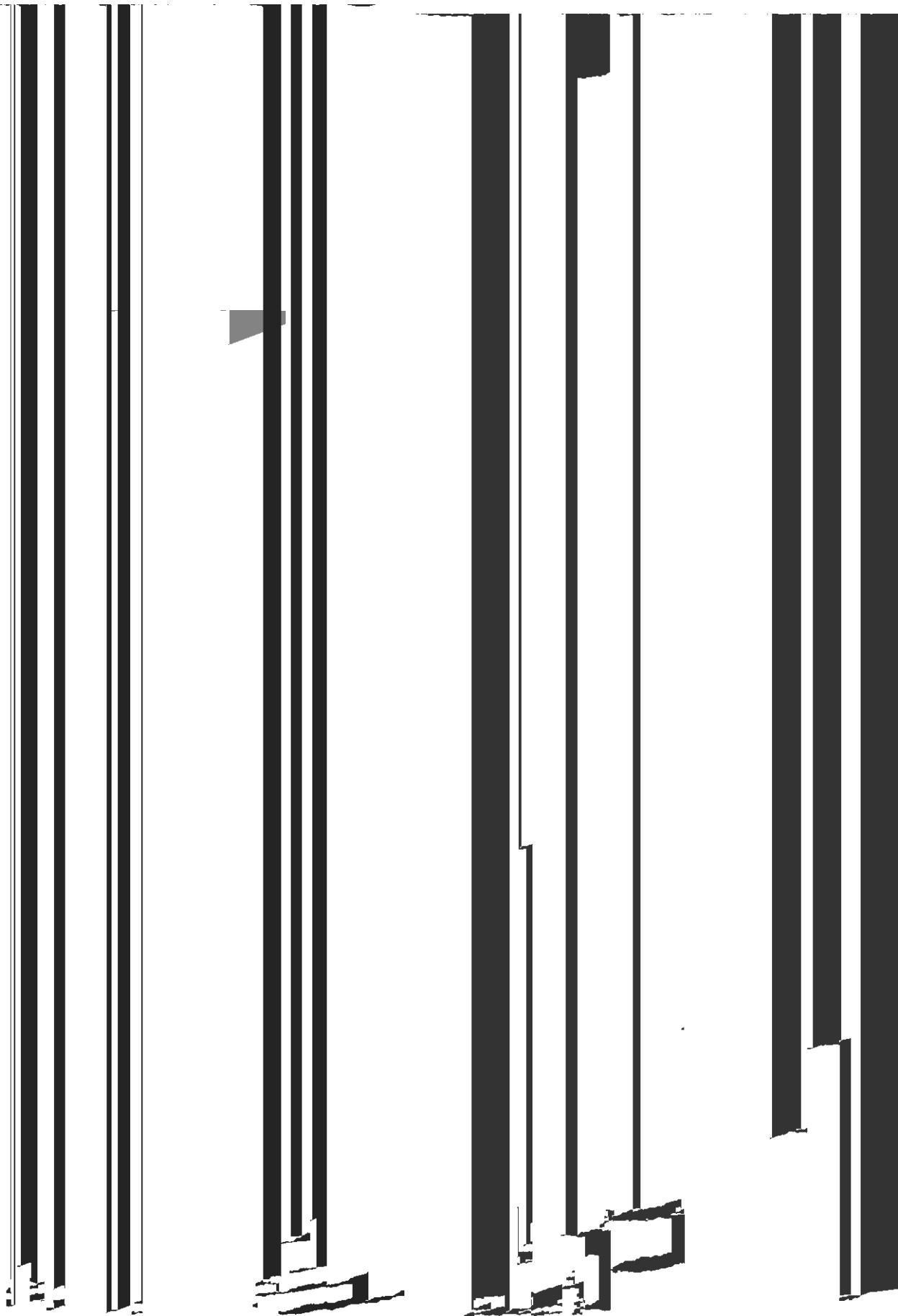
1000

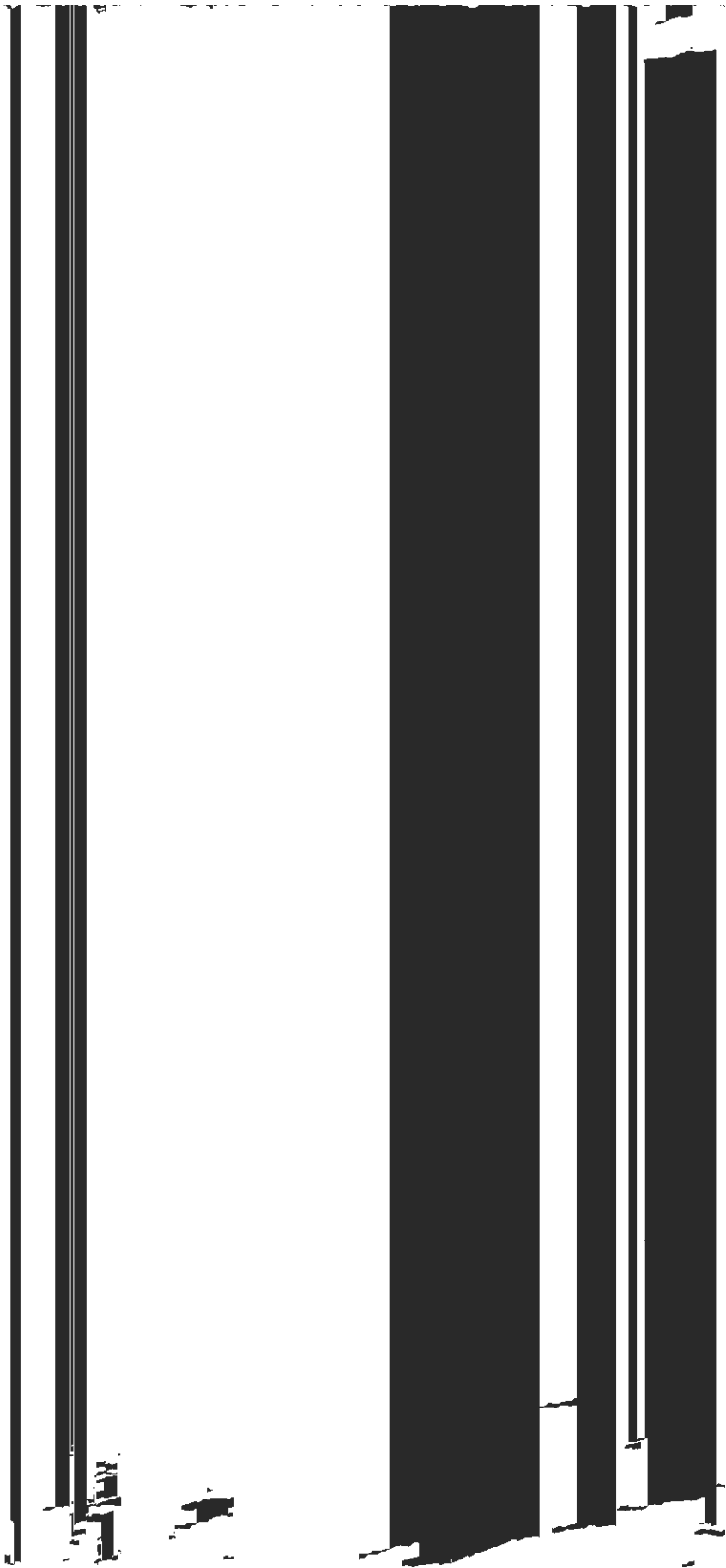


11111

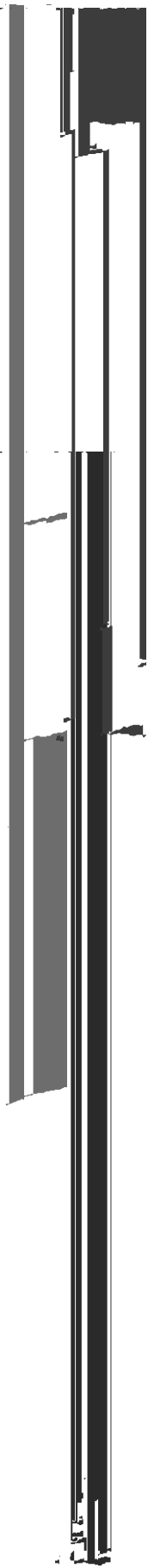
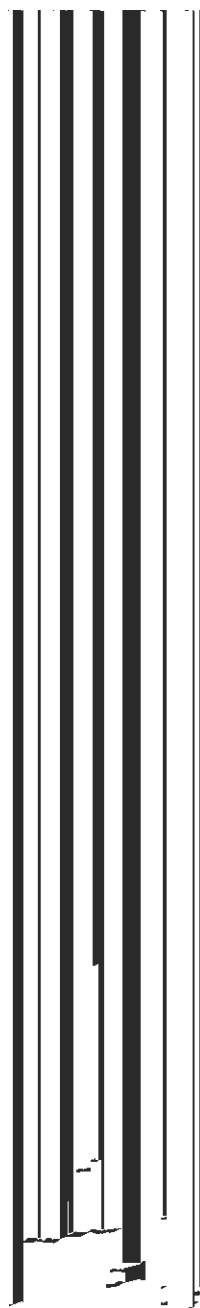


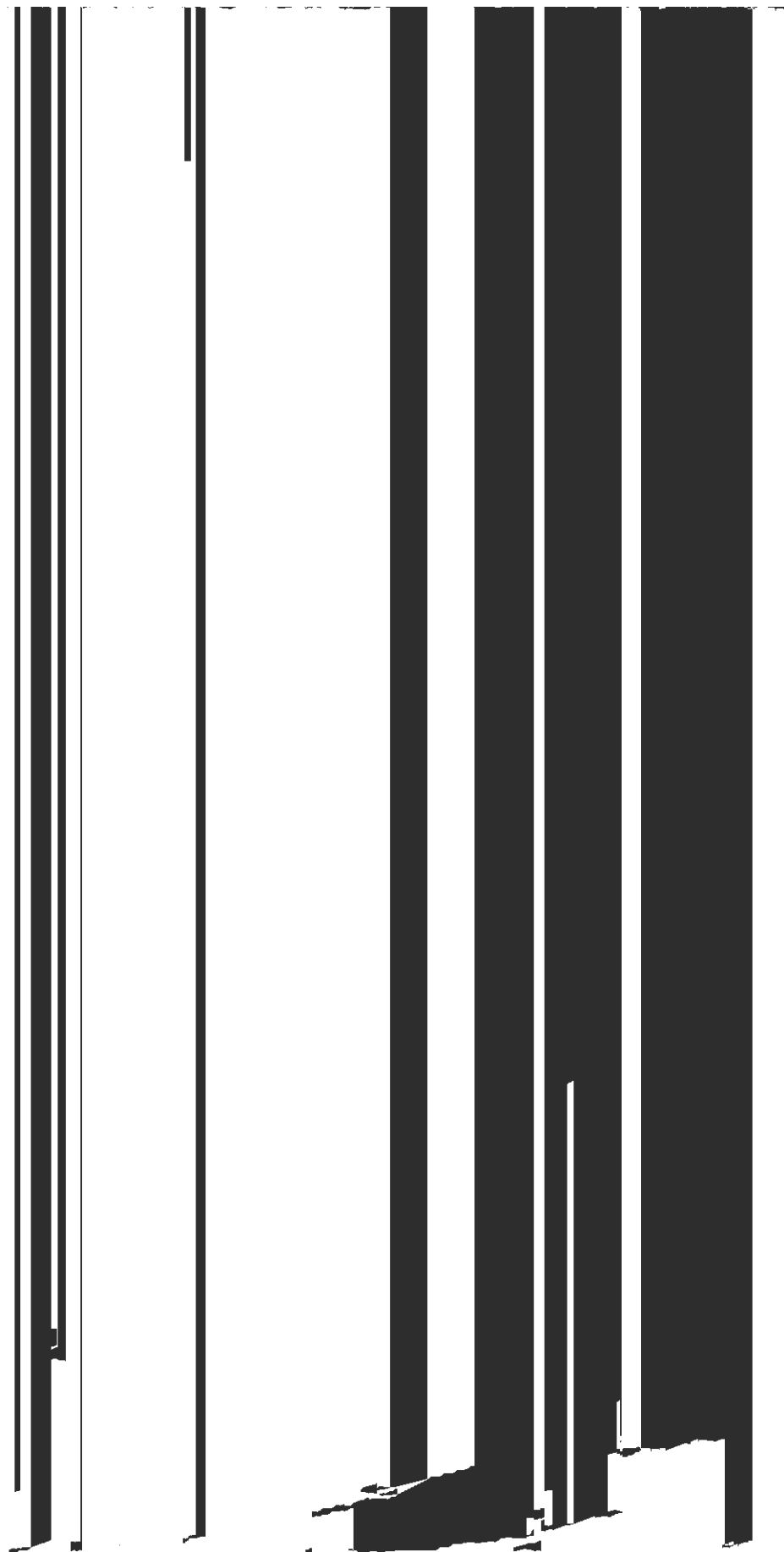


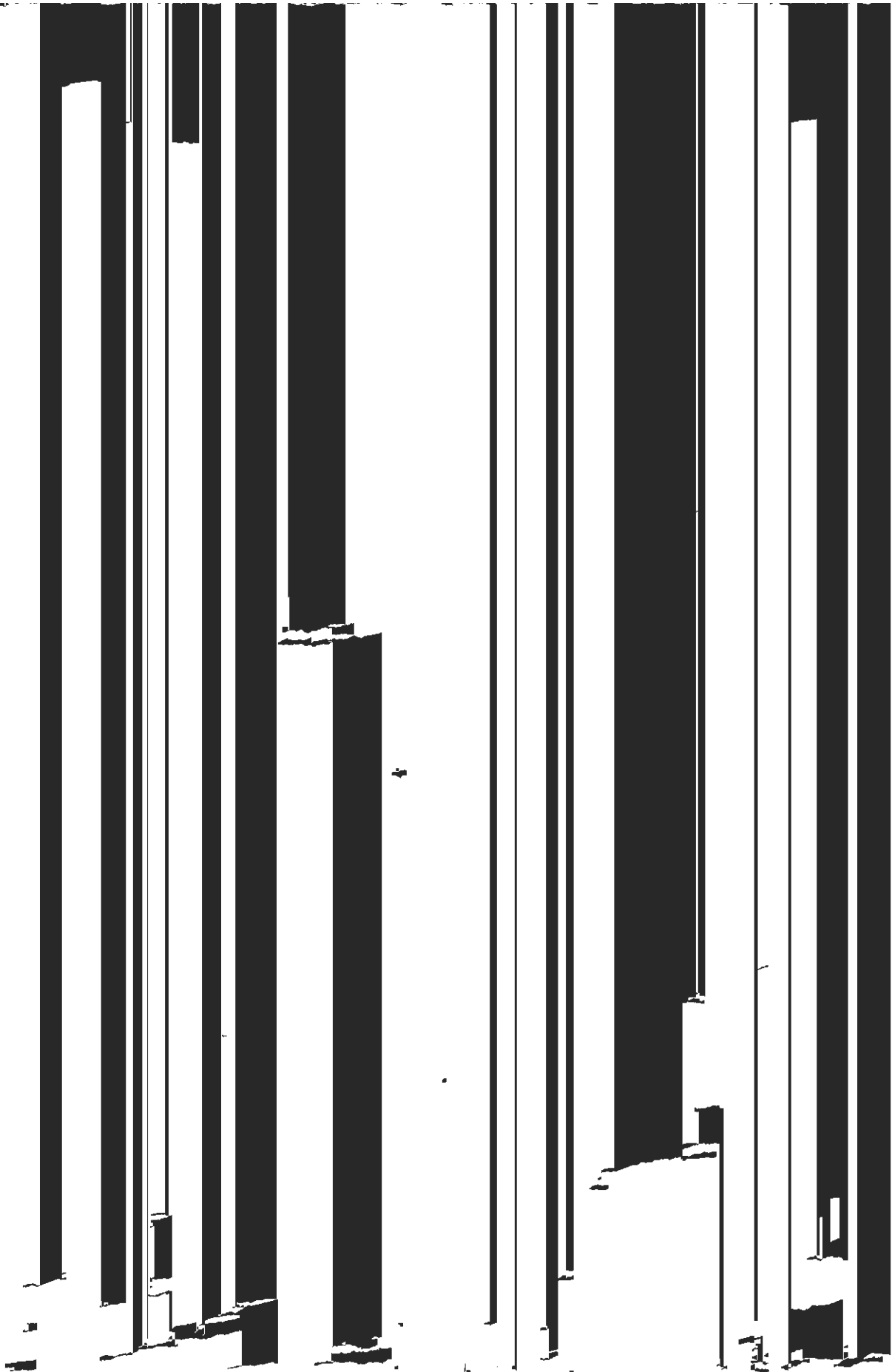


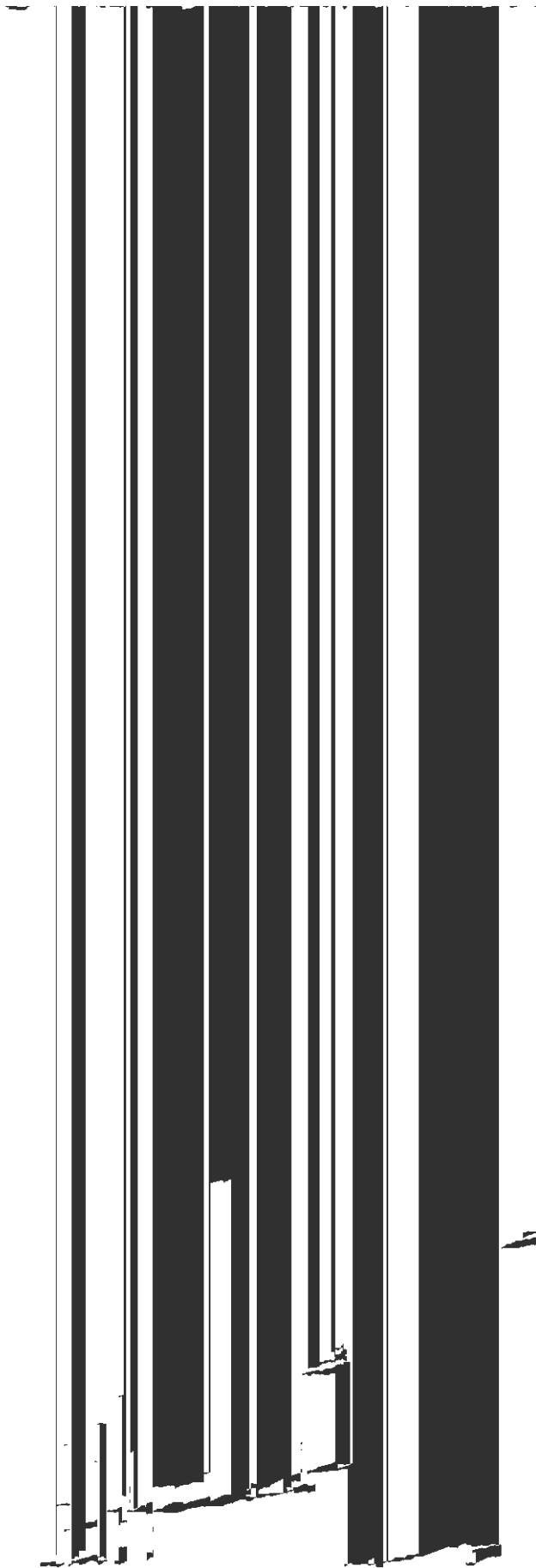




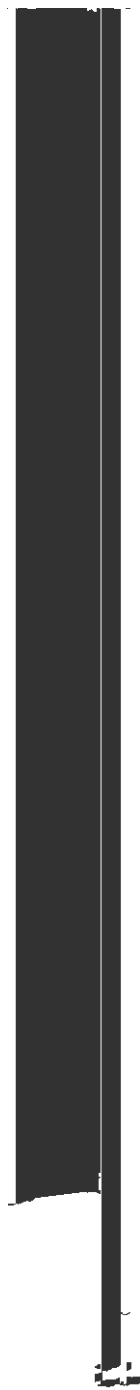
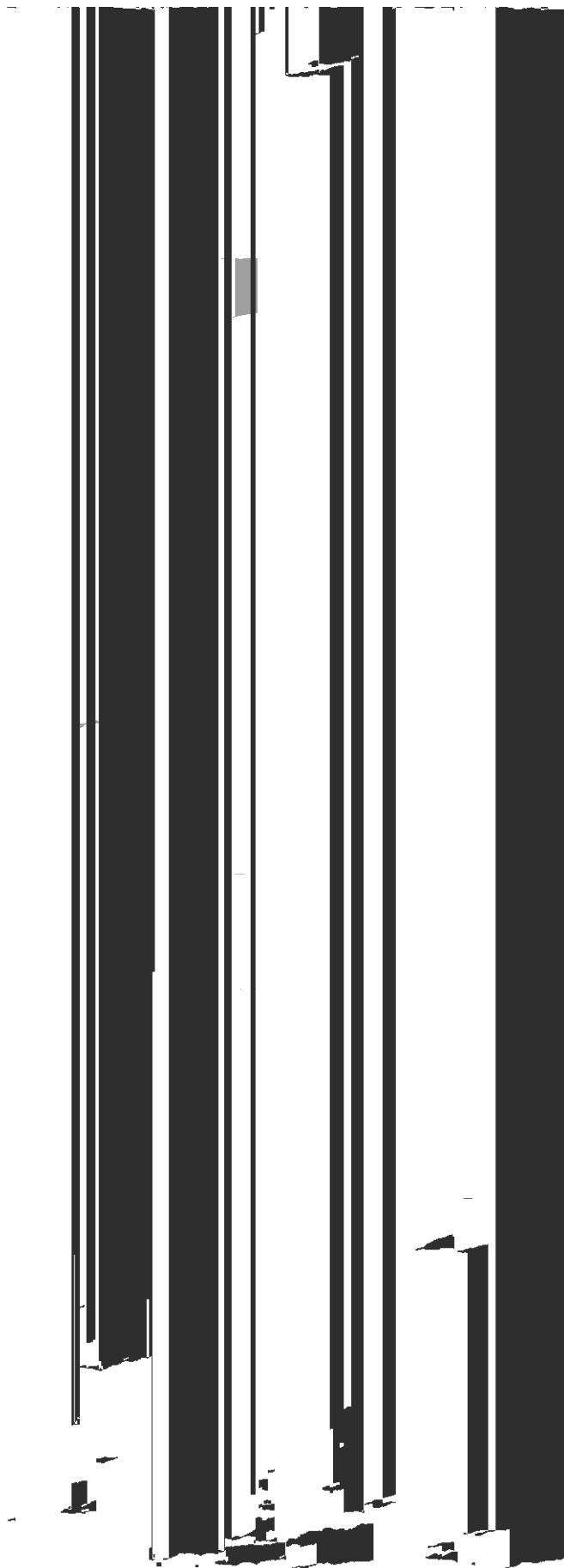


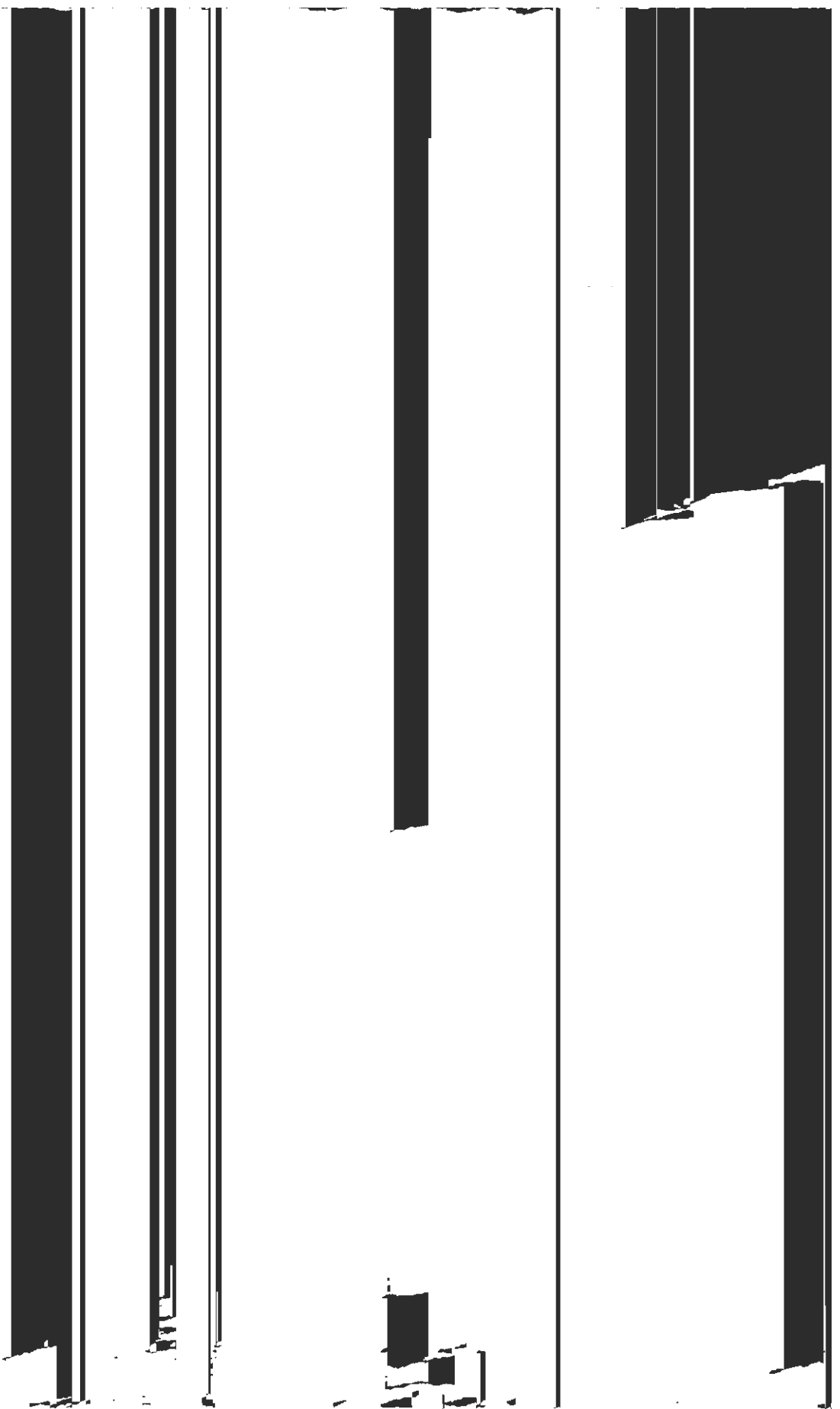














The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every sale, purchase, and transfer must be properly documented to ensure compliance with tax laws and to provide a clear audit trail. This includes recording the date, amount, and nature of each transaction, as well as the names of the parties involved.

In addition, the document highlights the need for regular reconciliation of accounts. By comparing the company's internal records with bank statements and other external sources, discrepancies can be identified and corrected promptly. This practice helps to prevent errors and ensures that the financial statements are accurate and reliable.

Furthermore, the document outlines the requirements for retaining financial records. It states that all records must be kept for a minimum of seven years from the date of the transaction. This is to allow for potential audits by tax authorities and to provide evidence in the event of any disputes or legal proceedings.

Finally, the document provides guidance on how to organize and store financial records. It recommends using a systematic approach, such as filing records by date or by type of transaction, to make them easy to access and review. It also suggests using secure storage methods to protect the confidentiality and integrity of the information.



