

RE: Sdn. Bhd. / Bhd Accounting Receiving Checklist

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|--|--------------------------|
| | <input type="checkbox"/> |
| 1. Sales Records; | <input type="checkbox"/> |
| 2. Purchase & Supplier Invoices; | <input type="checkbox"/> |
| 3. Stock List @ last day of financial year; | <input type="checkbox"/> |
| 4. Utilities Bill, Entertainment, Travelling, Advertising & Courier Charges; | <input type="checkbox"/> |
| 5. Petrol Receipt, Toll, Vehicle's Upkeeping & Maintenance; | <input type="checkbox"/> |
| 6. Rental Receipt (with a copy of tenancy agreement); | <input type="checkbox"/> |
| 7. Purchases of machines, furniture, office equipment, motor vehicle & renovation; | <input type="checkbox"/> |
| 8. Quite Rent, Assessment Receipts; | <input type="checkbox"/> |
| 9. Loan Agreement & Bank Loan Statement; | <input type="checkbox"/> |
| 10. Payroll Record, Salary Voucher, EPF and SOCSO and Professional Fees; | <input type="checkbox"/> |
| 11. Bank Statements; | <input type="checkbox"/> |
| a. 12 months for the financial year | |
| b. 1 month after financial year ended | |
| 12. Cheque Butts; | <input type="checkbox"/> |
| 13. First 3 Sales invoices after financial year ended; | <input type="checkbox"/> |
| 14. First 3 Purchase invoices after financial year ended; | <input type="checkbox"/> |
| 15. SST Form (if any) | <input type="checkbox"/> |
| 16. Tax Payment Slip | <input type="checkbox"/> |

Please do not hesitate to call us @ 05-2411566 if you need any further clarifications.