

HILLS & CHERYL

Corporate Advisory Sdn. Bhd.

ACCOUNTS. ADVISORY. CoSec. RESEARCH. SST. TAX
"The next BIG decision."

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Email : info@cwca.com.my
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RE: Sdn. Bhd. / Bhd. Accounting Receiving Checklist.

(V)

1. Sales Records, Bad Debts;
2. Purchase & Supplier Invoices;
3. Stock List @ last day of financial year;
4. Utilities Bill, Entertainment, Travelling, Advertising & Courier Charges;
5. Petrol Receipt, Parking & Toll, Vehicle's & Office's Upkeeping & Maintenance;
6. Rental Receipt (with a copy of tenancy agreement);
7. Purchases of machines, furniture, office equipment, motor vehicle & renovation;
8. Quite Rent, Assessment Receipts, Business License, Permit Fees & Membership Due;
9. Loan Agreement & Bank Loan Statement, Hire Purchase Agreement;
10. Payroll Record, Salary Voucher, EPF and SOCSO and Staff Training;
11. Profesional Fees (Accountant, Attorney & CoSec Fees) Related To Business;
12. Bank Statements(12 months for the financial year & 1 month after financial year ended);
13. Cheque Butts;
14. First 3 Sales & Purchase invoices after financial year ended;
15. First 3 Purchase invoices after financial year ended;
16. SST Form (if any) & Tax Payment Slip, Charitable Contributions;
17. Any documents that you are having doubt.

Please do not hesitate to call us @ 05-2411566 if you need any further clarifications or whatapps us at 018-6633308 (CK Chong) if you need support.