

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: Sole Proprietor, Enterprise & LLP Accounting Receiving Checklist

(V)

1. Sales Records;
2. Purchase & Supplier Invoices;
3. Stock List @ 31st Dec;
4. Utilities Bill, Entertainment, Travelling, Advertising & Courier Charges;
5. Petrol Receipt, Toll, Vehicle's Up keeping & 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 or Business Licensing Fees;
9. Loan Agreement & Bank Loan Statement;
10. Salary Voucher, EPF and SOCSO and Professional Fees;
11. Bank Statements (Jan – Dec);
12. Cheque Butts;
13. Administrative Documents;
 - a. Full Set of Business Registration Documents (SSM);
 - b. Insurance (Life & Medical), Approved Donation Receipt & Books Receipt;
 - c. Last Year (Form B, Form C, Form P or Form BE) 1st year client;
 - d. Last Year (Profit & Loss, Balance Sheet & Trial Balance) 1st year client;
 - e. Photostat copy of IC, CP 500, child's birth cert and child's tertiary offer letter.

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