

HILLS & CHERYL

Corporate Advisory Sdn. Bhd.

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

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RE: Sdn. Bhd. / Bhd Accounting Receiving Checklist

- | | (V) |
|--|--------------------------|
| 1. Sales Records, Bad Debts; | <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, Parking & Toll, Vehicle's & Office'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, Business License, Permit Fees & Membership Due; | <input type="checkbox"/> |
| 9. Loan Agreement & Bank Loan Statement, Hire Purchase Agreement; | <input type="checkbox"/> |
| 10. Payroll Record, Salary Voucher, EPF and SOCSO and Staff Training; | <input type="checkbox"/> |
| 11. Profesional Fees (Accountant, Attorney & CoSec Fees) Related To Business; | <input type="checkbox"/> |
| 12. Bank Statements (12 months for the financial year & 1 month after financial year ended); | <input type="checkbox"/> |
| 13. Cheque Butts; | <input type="checkbox"/> |
| 14. First 3 Sales & Purchase invoices after financial year ended; | <input type="checkbox"/> |
| 15. SST Form (if any) & Tax Payment Slip, Charitable Contributions. | <input type="checkbox"/> |

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