

HILLS & CHERYL

Corporate Advisory Sdn. Bhd.

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

15 & 15A, Hala Bendahara 1,
31650, Ipoh, Perak,
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Email : info@cwca.com.my
Website: www.cwca.com.my

RE: Sdn. Bhd. / Berhad Accounting & Expenses Checklist

	<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, Parking & Toll, Vehicle's & Office's Up-keeping & Maintenance;	<input type="checkbox"/>
6. Rental Receipt (<i>with a copy of LHDN stamp duty paid tenancy agreement</i>);	<input type="checkbox"/>
7. Purchases of machines, furniture, office equipment, motor vehicle & renovation;	<input type="checkbox"/>
8. Quit 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 Vouchers, EPF, SOCSO and Staff Training;	<input type="checkbox"/>
11. Professional Fees (<i>Accountant, Attorney, Auditor & CoSec Fees</i>) Related To Business;	<input type="checkbox"/>
12. Bank Statements (<i>12 months for the financial year & 1 month after financial year ended</i>);	<input type="checkbox"/>
13. Cheque Butts & Bad Debts;	<input type="checkbox"/>
14. First 3 Sales & Purchase invoices after financial year ended;	<input type="checkbox"/>
15. SST Form (if any), Tax Payment Slip & LHDN Approved Charitable Contributions.	<input type="checkbox"/>

Please do not hesitate to call us @ 05-2411 566 or whatapps @ 017-229 0886 to our Sr. Accounts Associate if you need any further clarifications.