

HILLS & CHERYL

Corporate Advisory Sdn. Bhd.

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

15 & 15A, Hala Bendahara 1,
31650, Ipoh, Perak,
Malaysia.

Tel/ Fax : + 605 - 241 1566
Email : info@cwca.com.my
Website: www.cwca.com.my

RE: Sole Proprietor, Enterprise & LLP's Accounting & Expenses Checklist

(V)

1. Sales Records;
2. Purchase & Supplier Invoices;
3. Stock List @ 31st Dec;
4. Utilities Bill, Entertainment, Travelling, Advertising & Courier Charges;
5. Petrol Receipts, Toll, Vehicle's Up keeping & Maintenance;
6. Rental Receipts (*with a copy of LHDN stamp duty paid tenancy agreement*);
7. Purchases of machines, furniture, office equipment, motor vehicle & renovation;
8. Quit Rent, Assessment Receipts or Business Licensing Fees;
9. Loan Agreement & Bank Loan Statement;
10. Salary Vouchers, EPF, SOCSO and Professional Fees (*attorney & accountant*);
11. Bank Statements (Jan – Dec);
12. Cheque Butts & Bad Debts;
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 @ 05-2411 566 or whatapps @ 017 -229 0886 to our Sr. Accounts Associate if you need any further clarifications.