

DOCUMENTS CHECKLIST

- 1 COPY OF BUSINESS REGISTRATION
商业注册
 - Sole Proprietor and Partnership Company - Form A and Form D*
 - Limited Company (Sdn Bhd) - Form 24, 49 and M & A*
- 2 COPY NRIC OF OWNER/PARTNERS/GUARANTOR
身份证
- 3 COPY OF LATEST 3 YEARS FORM J & FORM B/ FORM C/ FORM P :
TAX COMPUTATION / SCHEDULE OF CAPITAL ALLOWANCES
最近三年的FORM J & FORM B (所得税)
- 4 LATEST 3 MONTHS SALARY SLIP :
最近三个月的薪水单
- 5 COPY OF LATEST 6 MONTHS BANK STATEMENT
最近六个月的银行月结单
- 6 COPY OF LATEST 3 YEARS YEARLY ACCOUNT/AUDITORS'REPORT
最近三年的公司帐目/年终报告书
- 7 COPY OF LATEST MANAGEMENT ACCOUNT/
最近公司每个月的帐目
- 8 COPY RENTAL AGREEMENT OF SHOP / FACTORY IF RENTED
所有租店/厂的合约
- 9 COPY PROPERTY TITLE OF SHOP / FACTORY IF OWNED
名下所有的产业
- 10 ALL LETTER OF OFFER FOR EXISTING BORROWINGS :
所有产业贷款的协议书
- 11 COPY OF LATEST 6 MONTHS LOAN STATEMENT
所有贷款最近六个月的月结单
- 12 ALL HIRE PURCHASE AGREEMENT FOR EXISTING BORROWINGS :
所有汽车贷款的合约
- 13 COPY OF LATEST H.P. REPAYMENT RECEIPTS
所有汽车贷款的收据

- 14 LIST OF MAJOR CUSTOMERS PROVIDED WITH ADDRESS, CONTACT NO,
CONTACT PERSON, CREDIT TERMS, CREDIT LIMIT
顾客名单, 地址, 联络号码, 负责人, 期限多久, 最高限额 (20个)
- 15 LIST OF MAJOR SUPPLIERS PROVIDED WITH ADDRESS, CONTACT NO.,
CONTACT PERSON, CREDIT TERMS, CREDIT LIMIT
批发商名单, 地址, 联络号码, 负责人, 期限多久, 最高限额 (20个)
- 16 COPY OF CONTRACTS, LETTER OF AWARD / APPOINTED FORM YOUR
CUSTOMERS AND SUPPLIERS
顾客或供应商和公司之间的工程合约或协议书
- 17 COPIES OF DOCUMENT SUCH AS INVOICES FROM SUPPLIERS AND PURCHASE ORDERS
FROM BUYERS FOR THE LAST 2 MONTHS.
最近月 订货单和发货单(大数目)
- 18 PRODUCT BROCHURES AND STICKERS.
产品的小册子
- 19 LIST OF YOUR PRODUCTS PROVIDED WITH NAME, PRICE AND AVERAGE QUANTITY
SOLD FOR THE PERIOD OF ONE MONTH.
列出产品的名称, 价钱, 平均一个月卖的数量
- 20 LIST OF RAW MATERIALS / GOODS SUPPLIED BY THE SUPPLIERS
PROVIDED WITH NAME, PRICE AND AVERAGE QUANTITY PURCHASES FOR THE
PERIOD OF ONE MONTH.
列出原料的名称, 价钱, 平均一个月买的数量
- 21 LATEST DEBTOR AND CREDITOR AGEING REPORTS
最近的债务人和债权人名单和帐目
- 22 RELEVANT PERMITS / LICENSES / CERTIFICATES
有关的准证, 执照, 证书
- 23 NAME CARD OF OWNER / PARTNERS / DIRECTORS (2pcs)
公司或个人的名片(2张)
- 24 ~~LETTER HEAD OF COMPANY (10pcs)~~
~~公司书信纸 (10张)~~