

K. JEGANMOGAN & COMPANY (AF 2337)

Chartered Accountants

3B, Persiaran Greentown 5,
Greentown Business Centre,
30450, Ipoh,
Perak Darul Ridzuan.
Tel : 012-570 9749

RE: Sdn. Bhd. / Bhd./ CLBG Accounting Documents for Audit Preparation Checklist

1. Full Set of Management Account;
(Trial Balance, Profit & Loss, Balance Sheet, General Ledger, Creditor and Debtor Ledger)
2. Sales Invoices for the year and subsequent 5 days sales invoices after year ended;
3. Purchase Invoices for the year and subsequent 5 days purchase invoices after year ended;
4. Stock Listing @ last day of financial year;
5. Bank Statements for the year and subsequent 3 months bank statements after year ended;
6. Loan Statement, Loan Offer Letter & Hire Purchase Agreement;
7. Sales & Purchase Agreement and Land Title;
8. Tenancy Agreement;
9. Journal Voucher Files and Claim Files;
10. All Expenses Files;
11. Payroll Record or Salary Slips;
12. Previous Year Audited Report with Audit Adjustment;
(For first year audit only)
13. Previous Year Tax Computation with Full Set Submitted Form C and submitted CP 204;
(For first year audit only)
14. Any supporting documents which deem necessary for Auditor's to sight or referencing.

Please do not hesitate to call us or whatsapp @ 011 – 1626 0068 to our HOD of Audit Associates if you need any further clarifications.