HILLS & CHERYL Corporate Advisory Sdn. Bhd.

ACCOUNTS. ADVISORY. COSECs. RESEARCH. SST. TAX "The next BIG decision." 15 & 15A, Hala Bendahara 1, 31650, Ipoh, Perak, Malaysia.

Tel/ Fax : + 605 - 241 1566 Email : <u>cosec@cwca.com.my</u> Website: <u>www.cwca.com.my</u> Date:

DATA COLLECTION FOR DRAFTING OF LLP AGREEMENT PROCESS:

- 1. Latest SSM Documents (*in soft copy for verification purposes*);
- 2. Partners' email address, contact number and NRIC Copy (*cross SSM USE ONLY*);
- 3. Initial Paid-Up Capital Data;
- 4. Commission/ Salary/ Perks for Partners' (*Yearly/ Monthly*);
- 5. Yearly Bonus Data (*if any*);
- 6. Partners' Job Scope and Role;
- 7. Signing Witness (*NRIC cross SSM USE ONLY*);
- 8. Financial Year End Date;
- 9. Division of Profit and Losses;
- 10. Any special requirements for partners exit plan?

Remarks: Partners can compile the date and email at <u>cosec@cwca.com.my</u> or alternatively Whatsapp to HOD Thanursha @ 012- 520 3515. The first drafted agreement copy will release within 1 to 2 working days upon payment clearance and data compilation.