

**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 data and email at [cosec@cwca.com.my](mailto:cosec@cwca.com.my) 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.***