

# ATP SALES & SERVICES SDN BHD

CO. NO.: 201801013693      TIN NO.: C25450991060      SST NO.: J31-2507-32000110  
142A, JALAN LAYANG 16, TAMAN PERLING,  
81200 JOHOR BAHRU, MALAYSIA.  
Tel: 018-7864855 email: info@atgroup.com.my

**October 23, 2025**

**MINDA GURU ENTERPRISE**

1072, JALAN CERIA 53,  
BANDAR PUTRA,  
81000 KULAI, JOHOR

Tel:

Fax:

Debtor Code : 3000-M0035

Dear Sir,

**RE: Reminder to Overdue Account (Balance of MYR 4,877.47)**

An examination of our records indicates that the following amounts are due from your company :

Date	Type	Document No	Terms	Agent	Amount	Due Date	Outstanding
31/12/2022	INV	MR2212.754		Y001	130.00	31/12/2022	130.00
31/12/2022	INV	MR2212.755		Y001	130.00	31/12/2022	130.00
31/1/2023	INV	MR2301.720		Y001	130.22	31/1/2023	130.22
31/1/2023	INV	MR2301.721		Y001	130.03	31/1/2023	130.03
28/2/2023	INV	MR2302.582		Y001	277.15	28/2/2023	277.15
28/2/2023	INV	MR2302.583		Y001	130.03	28/2/2023	130.03
31/3/2023	INV	MR2303.694		Y001	147.71	31/3/2023	147.71
31/3/2023	INV	MR2303.695		Y001	130.98	31/3/2023	130.98
30/4/2023	INV	MR2304.685		Y001	150.72	30/4/2023	150.72
30/4/2023	INV	MR2304.686		Y001	130.96	30/4/2023	130.96
31/5/2023	INV	MR2305.669		Y001	139.52	31/5/2023	139.52
31/5/2023	INV	MR2305.670		Y001	130.06	31/5/2023	130.06
30/6/2023	INV	MR2306.757		Y001	130.00	30/6/2023	130.00
30/6/2023	INV	MR2306.758		Y001	130.00	30/6/2023	130.00
31/7/2023	INV	MR2307.816		Y001	130.00	31/7/2023	130.00
31/7/2023	INV	MR2307.817		Y001	130.00	31/7/2023	130.00
30/8/2023	INV	MR2308.554		Y001	130.00	30/8/2023	130.00
30/8/2023	INV	MR2308.555		Y001	130.00	30/8/2023	130.00
30/9/2023	INV	MR2309.600		Y001	130.00	30/9/2023	130.00
30/9/2023	INV	MR2309.601		Y001	130.00	30/9/2023	130.00
20/10/2023	INV	MR2310.173		Y001	130.00	20/10/2023	130.00
20/10/2023	INV	MR2310.174		Y001	130.00	20/10/2023	130.00
30/11/2023	INV	MR2311.884		Y001	130.00	30/11/2023	130.00
30/11/2023	INV	MR2311.885		Y001	130.00	30/11/2023	130.00
20/12/2023	INV	MR2312.188		Y001	130.00	20/12/2023	130.00
20/12/2023	INV	MR2312.189		Y001	130.00	20/12/2023	130.00
31/1/2024	INV	MR2401.963		Y001	130.00	31/1/2024	130.00
31/1/2024	INV	MR2401.964		Y001	130.00	31/1/2024	130.00
29/2/2024	INV	MR2402.985		Y001	130.00	29/2/2024	130.00
29/2/2024	INV	MR2402.986		Y001	130.00	29/2/2024	130.00
31/3/2024	INV	MR2403.994		Y001	130.00	31/3/2024	130.00
31/3/2024	INV	MR2403.995		Y001	130.00	31/3/2024	130.00

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30/4/2024	INV	MR2404.1014		Y001	130.00	30/4/2024	130.00
30/4/2024	INV	MR2404.1015		Y001	130.00	30/4/2024	130.00
27/5/2024	INV	MR2405.0368	35 DAYS	Y001	130.03	1/7/2024	130.03
27/5/2024	INV	MR2405.0369	35 DAYS	Y001	130.06	1/7/2024	130.06
Total :							<u><u>4,877.47</u></u>

If the above listed items are in order. We would appreciate receiving your cheque immediately so that your account be brought up to date.

Your service will be subjected to temporary interruption if full payment is not received by after 7 days from the notice date. For unlock the copier service may take 3 working day from the date payment received.

Should you feel that there is a reason why these items cannot be paid , kindly inform us of this.

Yours faithfully,

**ATP SALES & SERVICES SDN BHD**

PS. This is a computer generated reminder and no signature is required