

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

ONG BAN CHAI & CO

SUITE NOS. 704-707, 7TH FLOOR,
JOHOR TOWER, JALAN GREJA,
80100 JOHOR BAHRU, JOHOR

Tel: 072245808 Fax:

Debtor Code : 3000-O0001

Dear Sir,

RE: Reminder to Overdue Account (Balance of MYR 1,799.45)

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
30/4/2025	INV	MR2504.0754	35 DAYS	N001	373.61	4/6/2025	373.61
31/5/2025	INV	MR2505.0797	35 DAYS	K002	623.56	5/7/2025	623.56
30/6/2025	INV	MR2506.0807	35 DAYS	K002	284.28	4/8/2025	284.28
31/7/2025	INV	MR2507.0803	35 DAYS	K002	282.23	4/9/2025	282.23
30/8/2025	INV	MR2508.0865	35 DAYS	K002	235.77	4/10/2025	235.77
Total :							<u>1,799.45</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