

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

OBC OFFIX BUSINESS CENTRE SDN BHD

64, JALAN TU 42,
TAMAN TASIK UTAMA,
75450 AYER KEROH, MELAKA.

Tel: 0126669598 Fax:

Debtor Code : 3000-O0008

Dear Sir,

RE: Reminder to Overdue Account (Balance of MYR 2,672.84)

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
25/8/2025	INV	MR2508.0238	35 DAYS	G002	1,117.70	29/9/2025	1,117.70
25/8/2025	INV	MR2508.0244	35 DAYS	G002	187.23	29/9/2025	187.23
25/8/2025	INV	MR2508.0245	35 DAYS	G002	109.73	29/9/2025	109.73
28/8/2025	INV	MR2508.0455	35 DAYS	G002	911.60	2/10/2025	911.60
28/8/2025	INV	MR2508.0456	35 DAYS	G002	346.58	2/10/2025	346.58
Total :							<u>2,672.84</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