

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

XIN HWA TRADING & TRANSPORT SDN BHD

NO.2, JALAN PERMATANG 2,
KEMPAS BARU,
81200 JOHOR BAHRU, JOHOR

Tel: 072316999 Fax:

Debtor Code : 3000-X0001

Dear Sir,

RE: Reminder to Overdue Account (Balance of MYR 6,157.86)

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
31/7/2025	INV	MR2507.1060	35 DAYS	G002	330.30	4/9/2025	330.30
31/7/2025	INV	MR2507.1061	35 DAYS	G002	164.42	4/9/2025	164.42
31/7/2025	INV	MR2507.1073	35 DAYS	G002	150.00	4/9/2025	150.00
31/8/2025	INV	MR2508.0207.	35 DAYS		463.25	5/10/2025	463.25
31/8/2025	INV	MR2508.0208.	35 DAYS		237.99	5/10/2025	237.99
31/8/2025	INV	MR2508.0209.	35 DAYS		336.99	5/10/2025	336.99
31/8/2025	INV	MR2508.0218.	35 DAYS	G002	539.80	5/10/2025	539.80
31/8/2025	INV	MR2508.0221.	35 DAYS	G002	263.38	5/10/2025	263.38
31/8/2025	INV	MR2508.0243.	35 DAYS	G002	276.96	5/10/2025	276.96
31/8/2025	INV	MR2508.0251.	35 DAYS	G002	466.68	5/10/2025	466.68
31/8/2025	INV	MR2508.0264.	35 DAYS	G002	102.03	5/10/2025	102.03
31/8/2025	INV	MR2508.0266.	35 DAYS	G002	530.80	5/10/2025	530.80
31/8/2025	INV	MR2508.0275.	35 DAYS	G002	544.60	5/10/2025	394.60
31/8/2025	INV	MR2508.0342.	35 DAYS		399.54	5/10/2025	399.54
31/8/2025	INV	MR2508.0344.	35 DAYS	G002	301.38	5/10/2025	301.38
31/8/2025	INV	MR2508.0348.	30 DAYS	K002	354.91	30/9/2025	354.91
31/8/2025	INV	MR2508.0435.	35 DAYS	G002	341.95	5/10/2025	341.95
31/8/2025	INV	MR2508.0436.	35 DAYS	G002	158.35	5/10/2025	158.35
31/8/2025	INV	MR2508.0691.	35 DAYS	G002	150.00	5/10/2025	150.00
31/8/2025	INV	MR2508.1073.	35 DAYS	G002	194.53	5/10/2025	194.53

Total : **6,157.86**

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.

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Yours faithfully,

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