

# **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

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**October 23, 2025**

**PEJABAT KEMENTERIAN KEMAJUAN DESA DAN**

NO 27, ARAS 7, BANGUNAN KWSP,  
JALAN DATO' DALAM,  
80000 JOHOR BAHRU,  
JOHOR.

Tel: NA                  Fax:

Debtor Code : 3000-P0065

Dear Sir,

**RE: Reminder to Overdue Account (Balance of MYR 3,004.35)**

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
24/1/2025	INV	MR2501.0359	35 DAYS	N001	745.79	28/2/2025	143.50
28/4/2025	INV	MR2504.0351	35 DAYS	H002	655.02	2/6/2025	18.20
26/6/2025	INV	MR2506.0416	35 DAYS	H002	955.20	31/7/2025	268.10
28/7/2025	INV	MR2507.0436	35 DAYS	H002	1,240.40	1/9/2025	1,240.40
31/8/2025	INV	MR2508.1214	35 DAYS	H002	1,334.15	5/10/2025	1,334.15
<b>Total :</b>							<b><u>3,004.35</u></b>

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