

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

SK ROKAN
KAMPUNG ROKAN,
73200 GEMENCHEH,
NEGERI SEMBILAN

Tel: NA Fax:

Debtor Code : 3000-S0115

Dear Sir,

RE: Reminder to Overdue Account (Balance of MYR 362.33)

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
31/12/2024	INV	MR2412.1006	35 DAYS	S001	263.49	4/2/2025	263.49
31/5/2025	INV	MR2505.1004	35 DAYS	S001	95.76	5/7/2025	95.76
30/6/2025	INV	MR2506.0924	35 DAYS	S001	3.08	4/8/2025	3.08
Total :							<u>362.33</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