

ASQ Secretarial Services Sdn Bhd

Company No.: 532332P



for all your professional needs

Date : 05 November 2020

23A-03A, Q Sentral,
No. 2A, Jalan Stesen Sentral 2,
KL Sentral, 50470 Kuala Lumpur
Tel: +603 2303 0300 Fax: +603 2303 0399
Email : cosec@asq.com.my

By courier

Attn : Ms Yoo

Client Name : **CHEMITJAYA SDN. BHD.**

WE HEREBY ENCLOSED THE FOLLOWING DOCUMENTS FOR YOUR ATTENTION & ACTION

TITLE OF DOCUMENTS

1) DCR for Fix Financial Year End, Appointment of Auditors & Tax Agent	X 2 SETS
2) Letter for Appointment of Auditors	X 4 SETS
3) Letter for Appointment of Tax Agent	X 4 SETS
4) Letter for Appointment of Tax Agent (to IRB)	X 5 SETS
5) DCR for Update Business Address & Accounting Record are Kept Address	X 2 SETS
6) Practice Directive 2/2017	X 1 SET
7) Section 47(2)	X 1 SET

PLEASE SIGN THE DOCUMENTS AND ACKNOWLEDGEMENT LETTER AND RETURN TO US ON THE FOLLOWING ADDRESS

ASQ SECRETARIAL SERVICES SDN BHD

23A-03A, Q Sentral, 2A, Jalan Stesen Sentral 2,
KL Sentral, 50470 Kuala Lumpur
Tel : (03) 2303 0300 ; Fax : (03) 2303 0399

I / WE HEREBY ACKNOWLEDGE RECEIPT OF THE ABOVE DOCUMENTS.

NAME AND I/C NO.

: Yoo mei mei 670522-10-5702 x ACK

SIGNATURE

:

DATE AND TIME

: 6/11/20, 2pm.

**QUOTATION**

Service Tax Registration No. : J31-1808-31044350

Invoice No. : TAX/KLP/20/_____/LOO/JY/BK

04 November 2020

To:

The Board of Directors

CHEMITJAYA SDN BHD

Attention : Mr Patrick

Dear Sir / Madam,

Memorandum of Cost : TAX/KLP/20/_____/LOO/JY/BK

	Fees RM	Service Tax Rate %	Service Tax Amount RM
Professional Services rendered in respect of:-			
1. Preparation & Submission of Tax Estimation Form e-CP204/ e-CP204A for the Year of Assessment (Y/A) 2021;	150.00	6%	9.00
2. Application for file reference numbers for company and employer number (C&E)	300.00	6%	18.00
Total charges	450.00		27.00
Amount due and payable	477.00		

Ringgit Malaysia: Four Hundred And Seventy Seven Only

Your faithfully,

ASQ TAX SERVICES SDN BHD

Loo Choo Hong

Director

Remark: The above quotation is excluding out-of-pocket expenses.**CONFIRMATION SLIP**

I hereby confirm to engage ASQ Tax Services Sdn Bhd to filing and compile the respective form and agree to a fee as proposed above.

Name : **Patrick Hott Lim Hone**
Designation : **DIRECTOR**
Date : **7/11/2020**

Borang ini ditetapkan di bawah seksyen 152 Akta Cukai Pendapatan 1967

ANGGARAN CUKAI YANG KENA DIBAYAR OLEH SYARIKAT / PERKONGSIAN LIABILITI TERHAD / BADAN AMANAH / KOPERASI

Kepada:

CHEMITJAYA SDN BHD

No. Ruiukan

(No. Pendaftaran):

1354311-X

No. Cukai Pendapatan:

Tarikh:

Kembalikan kepada: LEMBAGA HASIL DALAM NEGERI MALAYSIA
Jabatan Pemprosesan Maklumat
Menara Hasil
No.3 Jalan 9/10, Seksyen 9
Karung Berkunci 206
43659 Bandar Baru Bangi, Selangor
Telefon : 03-89133800
Faks : 03-89221801

Sila baca nota penerangan di muka belakang sebelum mengisi borang ini

1 Tahun Taksiran

2	0	2	1
---	---	---	---

2 Amaun Anggaran Cukai Yang Kena Dibayar

RM 00

2.1 Anggaran ini adalah % daripada anggaran tahun sebelumnya. *[rujuk perenggan (e) nota penerangan]*

3 Tempoh Perakaunan

dari

-	-20
Hari	Bulan Tahun

 hingga

-	-20
Hari	Bulan Tahun

4 Tempoh Asas

dari

-	-20
Hari	Bulan Tahun



 hingga

-	-20
Hari	Bulan Tahun

5 Syarikat Baru: Nyatakan tarikh mula beroperasi

Hari Bulan Tahun

5.1 Status SME syarikat yang layak sahaja
[rujuk perenggan (c) nota penerangan]

dari  Tahun Taksiran hingga  Tahun Taksiran

5.2 Nyatakan sama ada akaun disediakan bagi tempoh yang berakhir pada tarikh yang sama seperti syarikat-syarikat berkaitan dalam kumpulan yang sama

Ya ☐ Tidak ☐


6 Pengiraan Ansuran Bulanan: *[rujuk perenggan (h) nota penerangan]*

Amaun Ansuran Bulanan

6.1 Ansuran Pertama hingga ke

6.2 Ansuran Akhir

RM



0 0

7) Ruangan ini perlu diisi oleh syarikat baru atau jika terdapat perubahan disebabkan pertukaran tarikh penutupan akaun

7.1 Tempoh Asas Tahun Taksiran berikutnya

-	-	2	0
Hari	Bulan	Tahun	

 hingga

-	-	2	0
Hari	Bulan	Tahun	

7.2 Tempoh Asas
Tahun Taksiran ke-2 berikutnya

-	-2	0
Hari	Bulan	Tahun

hingga

-	-2	0
Hari	Bulan	Tahun

8 Alamat surat-menyurat sekarang: *[jika berlainan dari di atas]*

Akuan

Saya dengan ini mengaku bahawa butir-butir yang diberikan di atas adalah benar.

Nama: PATRICK HOH KIN HONG

Tandatangan:

No. Pengenal: 750315-14-5611

lawatan: DIRECTOR

(Pengarah / Setiausaha atau jawatan yang setara)

No. Telefon: _____ Tarikh: _____

Tarikh:

Untuk Kegunaan Pejabat

Company No.

201901044981 (1354311-X)

CHEMITJAYA SDN. BHD.

(Incorporated in Malaysia)

DIRECTORS' CIRCULAR RESOLUTION

We, the undersigned, being directors of the above-mentioned Company for the time being, do resolve the following in writing pursuant to Clause 36 of the Company's Constitution.

FIXING OF FINANCIAL YEAR END

THAT the financial year end of the Company be hereby fixed at _____ of every calendar year.

THAT the first set of accounts of the Company shall be from _____

APPOINTMENT OF AUDITORS

RESOLVED that **ASQ PLT (LLP0011708-LCA & AF1428), Chartered Accountants of 16-13A, Q Sentral, 2A, Jalan Stesen Sentral 2, KL Sentral, 50470 Kuala Lumpur** be and are hereby appointed First Auditors of the Company at a fee to be determined by the directors.

APPOINTMENT OF TAX AGENTS

RESOLVED that **ASQ TAX SERVICES SDN. BHD. of 16-13A, Q Sentral, 2A, Jalan Stesen Sentral 2, KL Sentral, 50470 Kuala Lumpur** be and are hereby appointed as Tax Agents of the Company.

BOARD OF DIRECTORS



PATRICK HOH KIN HONG



YOO MEI MEI

Dated :

21/11/2020

X sign return AG

CHEMITJAYA SDN. BHD.

[201901044981 (1354311-X)]

23A-3A, Q Sentral, 2A, Jalan Stesen Sentral 2,
KL Sentral, 50470 Kuala Lumpur.

Date :

ASQ PLT (LLP0011708-LCA & AF1428)

16-13A, Q Sentral,
2A, Jalan Stesen Sentral 2,
KL Sentral,
50470 Kuala Lumpur

Dear Sir/Mdm,

APPOINTMENT OF AUDITORS

We are pleased to inform you that your firm has been nominated as First Auditors of our Company.

Please let us have your consent for the purpose of Section 264(5) of the Companies Act, 2016, we shall be glad if you can confirm in writing of the said appointment.

Thank you.

Yours faithfully,
For and on behalf of
CHEMITJAYA SDN. BHD.



PATRICK HOH KIN HONG
Director

x sign return ASQ

CHEMITJAYA SDN. BHD.

[201901044981 (1354311-X)]

23A-3A, Q Sentral, 2A, Jalan Stesen Sentral 2,
KL Sentral, 50470 Kuala Lumpur.

Date:

ASQ TAX SERVICES SDN. BHD.

16-13A, Q Sentral,
2A, Jalan Stesen Sentral 2,
KL Sentral,
50470 Kuala Lumpur

Dear Sir/Mdm,

APPOINTMENT OF TAX AGENT

We are pleased to appoint you to act as our tax agent with immediate effect. We enclose herewith a duly signed letter of notification of appointment to the Inland Revenue Board ("IRB") and would be glad if you would forward it to the Director General of Inland Revenue.

We will immediately forward to you for your advice and action any return of income, notices of assessment and other statutory forms and correspondences received from the Inland Revenue Board.

Yours faithfully,
For and on behalf of
CHEMITJAYA SDN. BHD.



PATRICK HOH KIN HONG
Director

X sign return ASQ

CHEMITJAYA SDN. BHD.
[201901044981 (1354311-X)]
23A-3A, Q Sentral, 2A, Jalan Stesen Sentral 2,
KL Sentral, 50470 Kuala Lumpur.

Rujukan Tuan:

Tarikh:

LEMBAGA HASIL DALAM NEGERI

SERAHAN TANGAN

Tuan/Puan,

PERLANTIKAN EJEN CUKAI PENDAPATAN

Kami ingin memaklumkan kepada pihak tuan/puan bahawa kami telah melantik **ASQ TAX SERVICES SDN. BHD. (Nombor Pendaftaran: 427833-K)** sebagai ejen cukai pendapatan kami mewakili dan bertindak bagi pihak kami di dalam urusan-urusan percukaian berkuatkuasa dengan serta merta.

Sehubungan dengan perkara tersebut segala surat-menyurat, notis borang cukai pendapatan, taksiran, resit, perhubungan dan pertanyaan hendaklah dikirimkan ke alamat seperti berikut:

ASQ TAX SERVICES SDN. BHD. (427833-K)
16-13A, Q Sentral
2A, Jalan Stesen Sentral 2
KL Sentral, 50470 Kuala Lumpur

Sekian, terima kasih.

Yang benar,
CHEMITJAYA SDN. BHD.



PATRICK HOH KIN HONG
Pengarah

s.k. (i) **Lembaga Hasil Dalam Negeri**
*Jabatan Pemprosesan Maklumat,
Menara Hasil,
No. 3, Jalan 9/10, Seksyen 9,
43650 Bandar Baru Bangi, Selangor.*

(SERAHAN TANGAN)

(ii) **Lembaga Hasil Dalam Negeri**
Cawangan Pungutan

(SERAHAN TANGAN)

(iii) **ASQ Tax Services Sdn Bhd**

(SERAHAN TANGAN)

Company No. 201901044981 (1354311-X)

CHEMITJAYA SDN. BHD.
(Incorporated in Malaysia)

DIRECTORS' CIRCULAR RESOLUTION

We, the undersigned, being directors of the above-mentioned Company for the time being, do resolve the following in writing pursuant to Clause 36 of the Company's Constitution.

BUSINESS ADDRESS

That the Company's business address shall be located at: -

No. 9480, Jalan Jinjang Aman 5,
Jinjang Utara, Jinjang,
52000 Kuala Lumpur
W.P. Kuala Lumpur

ADDRESS WHERE REGISTERS OR RECORDS ARE KEPT

THAT the following records of the Company as mentioned below be hereby kept at No. 9480, Jalan Jinjang Aman 5, Jinjang Utara, Jinjang, 52000 Kuala Lumpur, W.P. Kuala Lumpur with immediate effect:-

- a) Accounting records of the Company required under section 245 of the Companies Act 2016.

BOARD OF DIRECTORS



PATRICK HOH KIN HONG



YOO MEI MEI

Dated :

Company No.

201901044981 (1354311-X)

x sign return ASQ

COMPANIES ACT 2016

Practice Directive 2/2017

NOTIFICATION OF CHANGE IN THE BUSINESS/BRANCH ADDRESS AND/OR NATURE OF BUSINESS

CHEMITJAYA SDN. BHD.

Type of Change (please tick whichever applicable)

☒ *Business Address / ~~Branch Address~~

☐ Nature of Business

BUSINESS / BRANCH ADDRESS

Tick whichever is relevant	Nature of Change:	Address	Effective Date of Change
✓	Change of *Business/ Branch Address (New address)	No. 9480, Jalan Jinjang Aman 5, Jinjang Utara, Jinjang, 52000 Kuala Lumpur W.P. Kuala Lumpur	
	Additional *Business/ Branch Address		
	Closure *Business/ Branch Address		

NATURE OF BUSINESS

Nature of Business :

Date of Change :

** Strike out whichever is inapplicable*

Declaration:

I confirm that the facts and information stated in this document are true and to the best of my knowledge.

Signed:



PATRICK HOH KIN HONG
Director

Date : 21/11/2020

Attention:

It is an offence under section 591 of the Companies Act 2016 to make or authorize the making of a statement that a person knows is false or misleading and that person may be liable, upon conviction, to imprisonment for a term not exceeding ten years or to a fine not exceeding RM3million or to both.

Company No.

201901044981 (1354311-X)

x sign return ASG

COMPANIES ACT 2016

Section 47(2)

NOTIFICATION WHERE REGISTERS OR RECORDS ARE NOT KEPT AT THE REGISTERED ADDRESS

CHEMITJAYA SDN. BHD.

Address where registers/records are kept : No. 9480, Jalan Jinjang Aman 5,
Jinjang Utara, Jinjang,
52000 Kuala Lumpur
W.P. Kuala Lumpur

Type of registers/records kept at this address : The accounting records of the Company required
under Section 245 of the Companies Act 2016

Effective date where registers/records are :
kept at this address

*Please use a different form if the address is different

Declaration:

I confirm that the facts and information stated in this document are true and to the best of my knowledge.

Signed:



PATRICK HOH KIN HONG
Director

Date: 2/11/2020

Attention:

It is an offence under section 591 of the Companies Act 2016 to make or authorize the making of a statement that a person knows is false or misleading and that person may be liable, upon conviction, to imprisonment for a term not exceeding ten years or to a fine not exceeding RM3million or to both.