

Doc 1: Director Identity Card or Passport (Must be all Directors)

FRONT




BACK






FORM D



**SURUHANJAYA SYARIKAT MALAYSIA**  
COMPANIES COMMISSION OF MALAYSIA

**PERAKUAN PENDAFTARAN**  
**AKTA PENDAFTARAN PERNIAGAAN 1956**



BORANG D (KAEDAH 13)

No. Pendaftaran

Dengan ini diperakui bahawa Perniagaan yang dijalankan dengan nama

telah didaftarkan dari hari ini sehingga ke bawah peruntukan-peruntukan Akta Pendaftaran Perniagaan 1956, dengan nombor yang ditunjukkan di sini dan tempat utama perniagaannya

Jenis Perniagaan

Bertarikh di pada





## Akta Perkongsian Liabiliti Terhad 2012

**LLP No.**

### PERAKUAN PENDAFTARAN PERKONGSIAN LIABILITI TERHAD

Dengan ini diperakui bahawa

**SAMPLE**

telah didaftarkan di bawah Akta Perkongsian Liabiliti Terhad 2012  
pada dan mulai dari

Dibuat di bawah tandatangan saya pada



I

FORM 24

Form 24  
Company No. [REDACTED]

RETURN OF ALLOTMENT OF SHARES

The shares referred to in this return were allotted \*on the [REDACTED]

(2) Shares allotted	Details of Shares		
	Preference	Ordinary	Other kinds (Specify class)
1. For cash consideration:			
(a) Number of shares .....			
(b) Nominal amount of each share..... RM			
(c) Amount (if any) paid on each share .....RM			
(d) Amount (if any) due and payable on each share ..... RM			
(e) Amount of premium paid or payable on each share ..... RM			
2. For consideration other than cash:			
(a) Number of shares .....			
(b) Nominal amount of each share ..... RM			
(c) Amount to be treated as paid on each of the shares so allotted ..... RM			
(d) Amount of premium treated as paid up on each share ..... RM			
(e) The consideration for which the shares have been so allotted is as follows:			

SAMPLE

# Doc 4: Directors, Form 49

## FORM 49

### FORM 49

Companies Act, 1965  
Section 141(6)

Company No.

12345	T
-------	---

#### RETURN GIVING PARTICULARS IN REGISTER OF DIRECTORS, MANAGERS AND SECRETARIES AND CHANGES OF PARTICULARS

XXX SDN. BHD.

#### DIRECTORS

Full Name	Nationality/ Race	Date of Birth	Residential Address	Other Occupation (if any)	Particulars of Directorships	Nature of Appointment, or change and Relevant Date	Identity Card No./ Passport No.
XXX (f)	Malaysian/ Malay	7.9.1979	XXXXXX	Company Director	XXX Berhad	No Change	XXX
XXX	Malaysian/ Chinese	6.11.1948	XXXXXX	Company Director	Nil	No Change	XXX

- 1 -

Company No.

12345	T
-------	---

### FORM 49

XXX SDN. BHD.

#### MANAGERS AND SECRETARIES

Office in Company	Full Name	Nationality/ Race	Residential Address	Other Occupation (if any)	Nature of Appointment, change and Relevant Date	Identity Card No./ Passport No.
Managers	-	-	-	-	-	-
Secretaries	XXX (f) (MAICSA 1234567)	Malaysian/ Chinese	XXXXXX	Company Secretary	No Change	XXX

Dated this 18<sup>th</sup> day of May 2013.

Signature of Director / Secretary  
XXXXX  
(MAICSA 1234567)

Lodged by:  
XXX Sdn. Bhd.  
XXXX Kuala Lumpur.  
Tel: XXXX

- 2 -

## Doc 5: Memorandum of Association (M&A)

### FORM 11

#### Form 11

##### *Companies Act 1965*

- \*Section 21(2)
- \*Section 26(1),(2)
- \*Section 28(9)
- \*Section 154(1)
- \*Section 254(2)

Company No.

	W
--	---

Certified True Copy

Company Secretary

SDN. BHD.

To the Registrar of Companies,

At the Extraordinary General Meeting of the members of SDN. BHD. duly convened and held at PENANG on the 19TH day of                     , the † special / † ordinary resolution set out † below / † in the annexure marked with the letter "A" and signed by me for purposes of identification † was † duly passed / † agreed to.

#### CHANGE OF OBJECTIVE

*Special Resolution*

#### **MEMORANDUM OF ASSOCIATION**

RESOLVED that the Memorandum of Association of the Company be altered by:

To carry on Training & Consultancy business to government's authorities, private sectors, manufacturers, industries and engineering sector in all their branches and in particular to advise upon, direct or manage the production, engineering, accounting, budgetary and other business cost control methods and systems efficiency, policy, organization, reconstruction, development, expansion, administration, management, supervision, personnel, purchasing, stores, production and sales of any company, firm, or organization and the business, enterprises, operations, projects or undertakings thereof and to act as manager or consultants of any such company, firm or organization, and to provide courses of instructions, to hold examinations, to make provision for research and to take such steps as may appear necessary or desirable for the advancement and dissemination of knowledge, and to convene, hold and conduct seminars, conferences, meeting of companies, associations, clubs, public and government authorities.

Dated this                      day of                      20                    .

Lodged by :

\* Strike out whichever references to sections are inapplicable.

† Strike out whichever is inapplicable.

‡ Where the copy of the resolution is annexed, the annexure is to be endorsed as follows:

"This is the annexure marked "A" referred to in the notice of resolution signed by me on the .....day of ..... 20....."

Doc 6 : Latest 2 Months Bank Statement



CURRENT ACCOUNT STATEMENT

Protected by PIDM up to [REDACTED] for each depositor.  
Dilindungi oleh PIDM setakat [REDACTED] bagi setiap pen deposit.

88000 KOTA KINABALU

Page No / No Mukasurat : 1 of 2  
Date / Tarikh : 31/12/2023  
A/C No / No Akaun : [REDACTED] MYR  
Statement Period /  
Tempoh Penyataan : 01/12/2023 - 31/12/2023  
Branch / Cawangan : J. [REDACTED]  
Tel No / No Tel : C. [REDACTED]

Date Tarikh	Transaction Description Deskripsi Transaksi	Deposit Simpanan	Withdrawal Pengeluaran	Balance Baki
[REDACTED]	Balance from previous statement			[REDACTED]
[REDACTED]	Serv Charge-IBG/TT/Rentas/Misc		[REDACTED]	[REDACTED]
[REDACTED]	PERKESO SIP-BAYARAN			[REDACTED]
[REDACTED]	Instant Transfer at KLM		[REDACTED]	[REDACTED]
[REDACTED]	Pay for 3rd Party		[REDACTED]	[REDACTED]
[REDACTED]	Serv Charge-IBG/TT/Rentas/Misc		[REDACTED]	[REDACTED]
[REDACTED]	Connect BIZ IBG		[REDACTED]	[REDACTED]
[REDACTED]	Connect BIZ EPF Payment		[REDACTED]	[REDACTED]
[REDACTED]	Connect BIZ SOCSO Payment		[REDACTED]	[REDACTED]
[REDACTED]	JomPAY Bill Payment		[REDACTED]	[REDACTED]
[REDACTED]	JomPAY Bill Payment		[REDACTED]	[REDACTED]
[REDACTED]	TM Streamy and Voice		[REDACTED]	[REDACTED]
[REDACTED]	JomPAY Bill Payment		[REDACTED]	[REDACTED]
[REDACTED]	TM Streamy and Voice		[REDACTED]	[REDACTED]
[REDACTED]	JomPAY Bill Payment		[REDACTED]	[REDACTED]
[REDACTED]	TM Streamy and Voice		[REDACTED]	[REDACTED]
[REDACTED]	Serv Charge-IBG/TT/Rentas/Misc		[REDACTED]	[REDACTED]
[REDACTED]	Connect BIZ IBG		[REDACTED]	[REDACTED]
[REDACTED]	Manta booking reimburse		[REDACTED]	[REDACTED]
[REDACTED]	Serv Charge-IBG/TT/Rentas/Misc		[REDACTED]	[REDACTED]
[REDACTED]	Connect BIZ IBG		[REDACTED]	[REDACTED]
[REDACTED]	rental office rental		[REDACTED]	[REDACTED]

SAMPLE



## Doc 6: Latest 2 Months Bank Statement



### CURRENT ACCOUNT STATEMENT

Protected by PIDM up to [REDACTED] for each depositor.  
Dilindungi oleh PIDM setakat [REDACTED] bagi setiap pen deposit.

88000 KOTA KINABALU

Page No / No Mukasurat : 2 of 2  
Date / Tarikh : [REDACTED]  
A/C No / No Akaun : [REDACTED] MYR  
Statement Period /  
Tempoh Penyataan : [REDACTED]  
Branch / Cawangan : [REDACTED]  
Tel No / No Tel : [REDACTED]

Date Tarikh	Transaction Description Deskripsi Transaksi	Deposit Simpanan	Withdrawal Pengeluaran	Balance Baki
	FPX B2B1  PERTURUHAN KFSFI AMATAN SOSIAL  Cr Adv-Interbank GIRO at KLM  PERKESO SIP-BAYARAN			
SAMPLE				
Total Withdrawals / Jumlah Pengeluaran :		Date / Tarikh :		
Total Deposits / Jumlah Simpanan :		Closing Balance / Baki Akhir :		
<p>Important Notices / Notis Penting:</p> <p>1) Effective 10 July 2020, the Bank's Base Rate / Islamic Base Rate is 2.63% p.a. and Base Lending Rate / Islamic Financing Rate is 5.64% p.a. Berkuat kuasa 10 Julai 2020, Kadar Asas Bank / Kadar Asas Islamik ialah 2.63% setahun dan Kadar Pinjaman Asas / Kadar Pembiayaan Islamik ialah 5.64% setahun.</p> <p>2) Effective 10 July 2020, MYR Fixed Deposit board rates for 1 to 2 mths is 1.50% p.a., 3 to 5 mths is 1.55% p.a., 6 to 60 mths is 1.60% p.a. Berkuat kuasa 10 Julai 2020, kadar papan Deposit Tetap MYR bagi 1 hingga 2 bulan ialah 1.50% setahun, 3 hingga 5 bulan ialah 1.55% setahun, 6 hingga 60 bulan ialah 1.60% setahun.</p>				
<p>The items and balances shown above will be considered correct unless the bank is notified of any discrepancy within fourteen (14) days upon receipt of statement. The bank shall have no liability for any losses, damages, costs or expenses caused by or arising from any error in the statement. For more details on your account transactions, please log on to <a href="http://www.hlb.com.my">www.hlb.com.my</a> and register with Hong Leong Connect. If you have any inquiries, please call 03 7626 8899. Please notify the Bank of any change in <b>contact details</b> by logging on to Hong Leong Connect and click on "Settings", then click on "Update Contact Info" and proceed to update. Or call Hong Leong Contact Centre 03 7626 8899 or drop by any Hong Leong Bank/Hong Leong Islamic Bank branch nationwide.</p> <p>Item dan baki yang ditunjukkan di atas akan dianggap betul melainkan jika Bank diberitahu tentang apa-apa percanggahan dalam tempoh empat belas (14) hari dari tarikh penerimaan pernyataan. Bank tidak bertanggungjawab bagi apa-apa kerugian, kerosakan, kos atau perbelanjaan yang disebabkan oleh atau berpunca daripada apa-apa kesilapan dalam kenyataan itu. Untuk maklumat lanjut mengenai transaksi akaun anda, sila layari laman <a href="http://www.hlb.com.my">www.hlb.com.my</a> dan mendaftar dengan Hong Leong Connect. Jika anda mempunyai sebarang pertanyaan, sila hubungi 03 7626 8899. Sila maklumkan Bank tentang sebarang perubahan <b>butiran hubungan</b> dengan melayari laman Hong Leong Connect dan klik "Settings", kemudian klik pada "Update Contact Info" dan mengemas kini. Atau hubungi Pusat Hubungan Hong Leong 03 7626 8899 atau singgah di mana-mana cawangan Hong Leong Bank/Hong Leong Islamic Bank di seluruh negara.</p>				

**SILA TULIS MENGGUNAKAN HURUF BESAR DAN TANDAKAN ✓ PADA RUANG YANG BERKENAAN**

[illegible]

Residential Type / Jenis Kediaman	<input type="checkbox"/> Own / Sendiri	<input type="checkbox"/> Rental / Sewa
Correspondence Address / Alamat Surat - Menyurat		
Postcode / Poskod		City / Bandar
State / Negeri		

### 3. VENDORS' DETAILS / MAKLUMAT VENDOR

Digitalization Area / Penjanaan Digital	<input type="checkbox"/> ePOS / ePOS	<input type="checkbox"/> Procurement / Perolehan	<input type="checkbox"/> ERP/Accounting & Taxation / Perakaunan & Cukai
	<input type="checkbox"/> Digital Marketing & Sales / Pemasaran Digital & Jualan		
	<input type="checkbox"/> HR Payroll System / Sistem Penggajian Sumber Manusia (HR) & CRM		
	<input type="checkbox"/> Remote Working / Kerja Jarak Jauh	<input type="checkbox"/> E-Commerce / E-Dagang	
Vendor's Name / Nama Vendor	D I T A S E L I A S D N B H D		
Vendor's Account Number / Nombor Akaun Vendor	1 0 1 0 7 4 1 1 4 0 0 0 0 9 5 0 0		
Amount (RM) / Amaun (RM)			

Digitalization Area / Penjanaan Digital	<input type="checkbox"/> ePOS / ePOS	<input type="checkbox"/> Procurement / Perolehan	<input type="checkbox"/> ERP/Accounting & Taxation / Perakaunan & Cukai
	<input type="checkbox"/> Digital Marketing & Sales / Pemasaran Digital & Jualan		
	<input type="checkbox"/> HR Payroll System / Sistem Penggajian Sumber Manusia (HR) & CRM		
	<input type="checkbox"/> Remote Working / Kerja Jarak Jauh	<input type="checkbox"/> E-Commerce / E-Dagang	
Vendor's Name / Nama Vendor			
Vendor's Account Number / Nombor Akaun Vendor			
Amount (RM) / Amaun (RM)			

Digitalization Area / Penjanaan Digital	<input type="checkbox"/> ePOS / ePOS	<input type="checkbox"/> Procurement / Perolehan	<input type="checkbox"/> ERP/Accounting & Taxation / Perakaunan & Cukai
	<input type="checkbox"/> Digital Marketing & Sales / Pemasaran Digital & Jualan		
	<input type="checkbox"/> HR Payroll System / Sistem Penggajian Sumber Manusia (HR) & CRM		
	<input type="checkbox"/> Remote Working / Kerja Jarak Jauh	<input type="checkbox"/> E-Commerce / E-Dagang	
Vendor's Name / Nama Vendor			
Vendor's Account Number / Nombor Akaun Vendor			
Amount (RM) / Amaun (RM)			

### 3. DECLARATION / PENGAKUAN

I/We hereby declare that I/we have read and understood the terms and conditions of the grant applied herein and further declare that :-  
 Saya/Kami dengan ini mengaku bahawa saya/kami telah membaca dan memahami terma dan syarat geran yang dipohon dan mengakui bahawa :-

- All information and documents given by me/us for this application is true and no material facts are withheld.  
 Semua maklumat dan dokumen yang diberikan oleh saya/kami bagi permohonan ini adalah benar dan kami tidak menyembunyikan sebarang maklumat penting.
- To the best of our knowledge and belief, having made all reasonable enquiries, I/we are not an undischarged bankrupt, and no liquidation and/or dissolution proceedings and/or order for winding up (whether voluntary or otherwise) has been commenced, made or threatened against me/us, or are intended or anticipated by me/us.  
 Berdasarkan pengetahuan dan kepercayaan saya/kami, setelah membuat semua pertanyaan yang munasabah, saya/ kami bukan bankrap yang belum dilepaskan, dan tiada pembubaran, prosiding pembubaran, perintah atau ketetapan bagi penggulungan (sama ada secara sukarela atau sebaliknya) telah dimulakan, diambil atau diancam terhadap kami, atau telah dirancang atau dijangka oleh kami.
- In the event that this application is approved and the information given by me/us is found to be false, the Bank reserves its right to terminate and/or recall the grant or impose any other condition(s) on me/us.  
 Sekiranya permohonan ini diluluskan dan maklumat yang diberikan didapati tidak benar, pihak Bank berhak untuk membatalkan dan/atau menarik balik geran atau mengenakan syarat lain ke atas saya/kami.
- I/We understand that the Bank reserves the absolute right to approve or decline this application as the Bank deems fit without assigning any reason.  
 Saya/Kami memahami bahawa pihak Bank merizabkan hak mutlak untuk meluluskan atau menolak permohonan ini mengikut kewajaran Bank tanpa menyatakan sebarang alasan.
- I/We hereby consent and authorise the Bank to process and to disclose any of our information in connection with this application to any agencies, subsidiaries of the Bank and any related party which the Bank deems appropriate for the purpose of processing this application.  
 Saya/Kami dengan ini bersetuju dan memberi kebenaran kepada pihak Bank untuk memproses dan menzahirkan apa-apa maklumat saya/kami berkaitan permohonan ini kepada mana-mana agensi, pihak berkuasa dan mana-mana pihak yang difikirkan wajar oleh Bank untuk tujuan pemrosesan permohonan ini.
- I/We have read and agreed with the Bank's Privacy Notice which can be obtained from the Bank's website.  
 Saya/Kami telah membaca dan bersetuju dengan Notis Privasi Bank yang boleh didapati di laman sesawang Bank.
- I/We hereby undertake that I/we will not use this grant to channel any proceeds from any unlawful activities and I/we also agree to provide the Bank with all information and documents, as and when required by the Bank, in compliance with the Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 requirements.  
 Saya/Kami dengan ini mengaku janji bahawa saya/kami tidak akan menggunakan geran ini untuk menyalurkan apa-apa hasil daripada aktiviti haram dan saya/kami juga bersetuju untuk memberi semua maklumat dan dokumen-dokumen, sebagaimana dan apabila dikehendaki oleh pihak Bank, untuk tujuan mengenalpasti sumber dana bagi mematuhi keperluan akta Pencegahan Penggubahan Wang Haram, Akta Pencegahan Pembiayaan Keganasan dan Hasil daripada Aktiviti Haram 2001.

- i. I/We hereby consent and authorize the Bank to process my/our personal information and disclose any information in connection with the application(s) to any bureau, board or agencies established by Bank Negara Malaysia (BNM) such as the Central Credit Bureau (CCRIS), Dishonoured Cheques Information System (DCHEQS), RAM Credit Information (RAMCI), the Association of Banks in Malaysia or any other authorities including but not limited to any subsidiary of the Bank and any related party which the Bank deems appropriate for the purpose of processing this application.

Saya/Kami dengan ini memberi persetujuan dan kebenaran kepada pihak Bank untuk memproses maklumat peribadi saya/kami dan menzahirkan apa - apa maklumat berkaitan permohonan ini kepada mana - mana biro, lembaga atau agensi yang ditubuhkan oleh Bank Negara Malaysia (BNM) seperti, Biro Kredit Pusat (CCRIS), Sistem Maklumat Cek Tidak Laku (DCHEQS), Maklumat Kredit (RAMCI), Persatuan Bank - Bank Malaysia atau mana - mana pihak berkuasa lain, termasuk mana - mana anak syarikat Bank dan mana - mana pihak yang difikirkan wajar oleh pihak Bank untuk tujuan pemprosesan permohonan ini.

- j. Please choose one:-  
Sila pilih salah satu:-

☐

I/We hereby **CONSENT** and authorized the Bank to disclose and share any information that is relevant for the purpose of cross-selling, marketing and promotional activities including to the subsidiaries, service providers, strategic business partners of the Bank or any third party(ies) associated with the Bank.

Saya/Kami dengan ini **BERSETUJU** dan memberi kuasa kepada Bank untuk menzahirkan dan berkongsi apa-apa maklumat yang dianggap relevan untuk tujuan jualan silang, pemasaran dan aktiviti promosi termasuk subsidiari, pembekal perkhidmatan, rakan niaga strategik bagi pihak Bank atau mana-mana parti ketiga yang bekerjasama dengan pihak Bank.

or / atau

☐

I/We hereby **DO NOT CONSENT** and do not allow the Bank to disclose and share any information that is relevant for the purpose of cross-selling, marketing and promotional activities including to the subsidiaries, service providers, strategic business partners of the Bank or any third party(ies) associated with the Bank.

Saya/Kami dengan ini **TIDAK BERSETUJU** dan tidak memberi kuasa kepada Bank untuk menzahirkan dan berkongsi apa-apa maklumat yang dianggap relevan untuk tujuan jualan silang pemasaran dan aktiviti promosi termasuk subsidiari, pembekal perkhidmatan, rakan niaga strategik bagi pihak Bank atau mana-mana parti ketiga yang bekerjasama dengan pihak Bank.

- k. If there are any changes to your personal information, the Bank reserves the right to update your information in the Bank's system based on your feedback. In order to ensure that the records are accurate, we encourage you to inform us if there are any changes to your information. Jika terdapat sebarang perubahan maklumat peribadi anda, pihak Bank berhak untuk mengemaskini maklumat tersebut di sistem kami berdasarkan maklumbalas anda. Demi memasti memastikan ketepatan maklumat tersebut, adalah sangat penting untuk anda memaklumkan kepada kami jika terdapat sebarang perubahan maklumat.

- l. I/We agree to be bound by all the terms of conditions of the SME Digitalization Initiative and all future amendments thereto. This application shall form my/our agreement with the Bank for this Initiative..

Saya/Kami bersetuju kepada segala terma dan syarat - syarat Inisiatif Pendigitalan PKS dan sebarang pindaan pada masa akan datang. Borang permohonan ini akan dianggap sebagai perjanjian saya dengan Bank bagi Inisiatif tersebut.

Authorized Signature

Tandatangan yang diberi kuasa

John Smith

Authorized Signature

Tandatangan yang diberi kuasa

Please sign and add company stamp to the quotation

Name / Nama

John Smith

Name / Nama

Designation / Jawatan

Director

Designation / Jawatan

Date / Tarikh

d d m m y y y y

Date / Tarikh

d d m m y y y y

Company Stamp / Cop Syarikat

BEST QUALITY STAMP MAKER  
(PG0123456-A)  
No. 1, Jalan Dua, Taman Tiga,  
45678 Negeri Sembilan.  
Tel: 01-2345678 Fax: 01-9876543  
H/P: 012-3456789

#### 4. FOR BANK USE ONLY / UNTUK KEGUNAAN BANK SAHAJA

To be filled by the Bank's representative. / Untuk diisi oleh pegawai Bank.

I hereby declare that I have accepted the documents required for this application.

Saya mengaku saya telah menerima dokumen-dokumen yang diperlukan bagi permohonan ini.

Staff's Signature and Stamp

Tandatangan dan Cop Kakitangan

Date / Tarikh

d d m m y y y y



# Quotation

Company : COMPANY XYZ SDN. BHD.  
Address : NO.1 JALAN ABC,  
47300 PETALING JAYA, SELANGOR  
  
Attention : MR JOHN SMITH  
Tel : +6012-345 6789  
Email : [EXAMPLE@EMAIL.COM](mailto:EXAMPLE@EMAIL.COM)  
Date : DD/MM/YYYY  
Ref : 000123

Product	Unit(s)	Price(RM)	Total (RM)
<b>Project : SEO OPTIMISATION</b>			
<b>SEO PREMIUM (12 months)</b> <ul style="list-style-type: none"><li>All of Stage 1</li><li>12 Months Service Contract</li><li>Guaranteed Min. 3 Keywords Rank (Min. 12 Months Subscription)</li><li>10 Keywords</li><li>1 X SEO Copywriting per month</li><li>Advanced Keyword Research</li><li>Google Analytics Setup</li><li>On-page Optimization</li><li>Local Search Optimisation</li><li>Goal Setup &amp; Tracking</li><li>Launch Backlink Campaign</li><li>Mobile Experience Audit</li><li>Monthly Report</li></ul>	12	1,xxx.00	1x,xxx.00
<b>Total SEO Optimisation Cost</b>			<b>Xx,xxx.00</b>
<b>Discount 30%</b>			<b>(x,xxx.80)</b>
<b>GRAND TOTAL</b>			<b>xx,xxx.20</b>
<b>50% Deposit</b>			<b>x,xxx.60</b>
<b>50% Balance</b>			<b>x,xxx.60</b>

Terms & Conditions	
Payment Type:	Cash / Cheque
Bank Details:	Bank: Bank Simpanan Nasional Account Name: Dita Selia Sdn. Bhd. (943657-K) Account no.: 10107411400009500
Project Confirmation:	Within 30 days of quotation date.
Projected Delivery:	Within 30 working days of project confirmation and full payment is received.
Conditions:	Client is to provide finalized images and content before start work.
	*Down payment is non-refundable (if any)

SAMPLE

# Contract Terms & Agreement

1. Dita Selia will provide web site development services with payments totaling **RM xx,xxx.20** for these services.
2. Following completion of the contract, all content is copyright to Client unless otherwise indicated or owned by a third party.
3. Dita Selia Sdn. Bhd. bears no responsibility for the actual information found on any project developed for Clients and partners of Dita Selia Sdn Bhd. Content is sole responsibility of the client and Dita Selia Sdn. Bhd. shall not be held responsible for any information and content on any project developed whole or in part by Dita Selia Sdn. Bhd. as represented in this or any other media.
4. Delays in Meeting Contract Terms. If client does not meet certain dates within the forthcoming production schedule, the delivery date may be delayed and the approval of additional billable time may be required. Client agrees to pay out-of-pocket expenses including but not limited to travel expenses, information transfer costs (mail, FedEx, etc.)
5. Pricing. This form is a confirmation of contract. Client's approval shall be obtained for any increases in fees or expenses that exceed the original pricing.
6. Expenses. Client shall reimburse Dita Selia Sdn. Bhd. for any sales taxes due for completion of this contract, if applicable.
7. Returned Checks. There will be a RM200.00 contract charge for each returned check.
8. Changes. Changes are limited to 3 rounds on the system submitted. There should not be layout, graphic design and coding changes during and after page coding. Changes to scope of the project and/or additional changes requested by client will require the approval of additional billable hours. However, no additional payment shall be made for changes required to conform to the original contract description.
9. Copyright and Licensing Responsibilities. Prior to development, Dita Selia Sdn. Bhd. will notify client of any licensing and/or permissions required for art generating/driving programs to be used. Client shall be responsible for any licensing fees required for the inclusion of any third party products (i.e. stock photography, professional photography, video shooting, custom made illustrations, etc.) into the final piece. Client is to pay full amount of all stock materials and 3rd party services upon approval, prior to production.
10. Time for Payment. Down payment is due prior to development. Progressive payment will be applied on this project. Final payment is due 30 days following acceptance. A 1.5% monthly service charge is payable on all overdue balances.

11. Default in Payment. Client shall assume responsibility for all reasonable legal fees necessitated by default in payment without cause.
12. Cancellation Policy. In the event this project is terminated, client agrees unconditionally to compensate Dita Selia Sdn Bhd. for all consulting and development time provided. All other aspects of this agreement are conditional upon approval of the final project specifications. In the event of cancellation of this contract, ownership of all copyrights of all works created or enhanced by Dita Selia Sdn Bhd. during the course of development, including digital artwork developed for the site as well as source code, shall be retained by Dita Selia Sdn Bhd. All other copyrights and properties are the property of the client.
13. Conversions for Other Operating Systems. If client makes the decision to host the site on an alternative operating system, Dita Selia Sdn. Bhd. will be given first option of compiling the work for operating systems beyond the original use unless rates are not agreed upon.
14. Confidentiality. Client may disclose certain Client Confidential Information to Dita Selia solely for Dita Selia's use in the operation and development of the web site development and hosting. The Client Confidential Information is proprietary and includes Client's trade secrets. During the Term and thereafter: (a) Dita Selia may not use the Client Confidential Information in any other business or capacity (Dita Selia acknowledges such use is an unfair method of competition); (b) Dita Selia must exert its best efforts to maintain the confidentiality of the Client Confidential Information; (c) Dita Selia may not make unauthorized copies of any portion of the Client Confidential Information disclosed in written, electronic or other form; and (d) Dita Selia must implement all reasonable procedures from time to time to prevent unauthorized use or disclosure of the Client Confidential Information, including the use of nondisclosure agreements with Dita Selia's officers, directors, managers and assistant managers.
15. Unauthorized Use and Program Licenses. Client will indemnify Dita Selia Sdn. Bhd. against all claims and expenses arising from uses for which the client does not have rights or authority to use.
16. Warranty. Following client's approval of contract deliverables, Dita Selia Sdn. Bhd. makes no warranty with regard to the final contract deliverables and bears no responsibility for the suitability of this contract deliverables for any other application.
17. Arbitration. Any disputes arising out of this Agreement shall be submitted to binding arbitration before the Joint Ethics Committee or a mutually agreed upon Arbitrator pursuant of the rules of the Malaysian Arbitration Association. The Arbitrator's award shall be final and judgment may be entered in any court having jurisdiction thereof.
18. Scope of Contract. This contract represents the entire agreement between Dita Selia Sdn. Bhd. and the client and supersedes any previous written or oral agreements that have been made for this particular contract.



19. Acceptance of Terms. The laws of the Malaysian Government shall govern this contract. The signature of both parties shall evidence acceptance of these terms.
20. Contract Non-Inclusions. This contract does not include consulting for infrastructure development, e-mail account set-up, system/network configuration, photography & videography. With client's approval, Dita Selia will provide ongoing consultation as needed, billable at Dita Selia's standard consulting rate.
21. Future upgrading of website or addition of modules to the website will be based on the rate of the initial quotation whereby the prices set will be agreeable to both Dita Selia Sdn. Bhd. and client. In the event of non-agreeable term, Dita Selia Sdn. Bhd. agreed to provide the full source code to the client for future action.

We trust that the above is most favorable to you and if you need any further clarification, please do not hesitate to contact us.

Please sign with company stamp below:



**Rossha Jaafar**  
on behalf of Dita Selia Sdn. Bhd.

Date: DD/MM/YYYY



**Name: MR JOHN SMITH**  
COMPANY XYZ SDN. BHD.

Date: DD/MM/YYYY

**BEST QUALITY STAMP MAKER**  
(PG0123456-A)  
No. 1, Jalan Dua, Taman Tiga,  
45678 Negeri Sembilan.  
Tel: 01-2345678 Fax: 01-9876543  
H/P: 012-3456789

Please sign and add company stamp to the quotation