

فسوروحجاي باغونن كوالا لومفور

PESURUHJAYA BANGUNAN KUALA LUMPUR

BAHAGIAN PESURUHJAYA BANGUNAN KUALA LUMPUR

TINGKAT 17, BANGUNAN TH PERDANA

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Tarikh : 19 Oktober 2016

PEKELILING COBKL 2016/01

Pengerusi

Badan Pengurusan Bersama (JMB)/

Perbadanan Pengurusan (MC)

Wilayah Persekutuan Kuala Lumpur

Tuan/ Puan,

ARAHAN KEWAJIPAN PENYERAGAMAN PEMFAILAN DOKUMEN-DOKUMEN BAGI TUJUAN PENGESAHAN PERAKUAN OLEH PESURUHJAYA BANGUNAN KUALA LUMPUR

Dengan hormatnya perkara di atas dirujuk.

2. Sebagaimana tuan/puan sedia maklum, terdapat tanggungjawab yang perlu dilaksanakan oleh Badan Pengurusan Bersama (JMB)/ Perbadanan Pengurusan (MC) setelah berakhirnya sesuatu mesyuarat agung. Di bawah peruntukan perenggan 7(8) Jadual Kedua Akta Pengurusan Strata 2013 (Akta 757) menyatakan seperti berikut:

*"Jawatankuasa pengurusan hendaklah, dalam masa **dua puluh lapan hari dari sesuatu mesyuarat agung**, memfailkan dengan Pesuruhjaya salinan yang diperakui benar bagi –*

- (a) akaun teraudit bagi JMB/MC dengan laporan juruaudit yang telah dibentangkan pada mesyuarat agung itu;
- (b) ketetapan yang diluluskan pada mesyuarat agung itu; dan
- (c) minit mesyuarat agung itu."

...2/-

3. Oleh hal demikian, bagi penyeragaman pemfailan dokumen-dokumen tersebut yang dikehendaki di bawah peruntukan Akta 757 dan juga bagi tujuan pengesahan perakuan oleh Pesuruhjaya Bangunan Kuala Lumpur, maka pihak tuan/puan **DIWAJIBKAN** mengikut senarai semak pemfailan dokumen seperti berikut:

- 3.1 **Surat akuan bersumpah oleh mana-mana anggota jawatankuasa;**
- 3.2 **Maklumat tambahan anggota jawatankuasa;**
- 3.3 **Minit dan ketetapan yang diluluskan sewaktu mesyuarat agung tersebut; dan/atau**
- 3.4 **Akaun teraudit dengan laporan juruaudit berdasarkan arahan pemakaian Malaysian Private Entity Reporting Standard (MPERS)**

Pihak tuan/puan boleh merujuk kepada contoh dokumen-dokumen sepertimana yang dilampirkan.

4. Pelaksanaan arahan kewajipan ini adalah serta merta dilaksanakan bagi keseluruhan kawasan pemajuan berstrata di Wilayah Persekutuan Kuala Lumpur. Kerjasama tuan/puan adalah amat diharapkan demi kesejahteraan bersama komuniti strata. Dikemukakan perkara di atas untuk makluman dan perhatian pihak tuan/puan selanjutnya.

Sekian, terima kasih.

"BERKHIDMAT UNTUK NEGARA"
"BERSEEDIA MENYUMBANG BANDARAYA CEMERLANG"



(DATUK HJ. ABDUL SAMAD BIN LOPE PIHIE)
Timbalan Pesuruhjaya Bangunan Kuala Lumpur
merangkap Pengarah Eksekutif (Pengurusan)
Dewan Bandaraya Kuala Lumpur

- s.k
- (i) Pesuruhjaya Bangunan Kuala Lumpur
merangkap Datuk Bandar Kuala Lumpur
 - (ii) Timbalan Pesuruhjaya Bangunan Kuala Lumpur
merangkap Pengarah Eksekutif (Perancangan)
Dewan Bandaraya Kuala Lumpur

SURAT AKUAN BERSUMPAH

Saya No. Kad Pengenalan
..... yang beralamat di
..... dan
merupakan (PENGURUSI/SETIAUSAHA/BENDAHARI/AJK) bagi
Badan Pengurusan Bersama (JMB)/ Perbadanan Pengurusan (MC)
..... (NAMA JMB/MC) dengan
sesungguhnya dan sebenarnya mengaku bahawa saya telah memfailkan dengan Pesuruhjaya
Bangunan Kuala Lumpur (COBKL) salinan yang diperakui benar bagi:

- i) Minit mesyuarat agung tahunan (AGM)/ mesyuarat agung luar biasa (EGM) kali ke
..... bertarikh berserta ketetapan yang
diluluskan **(LAMPIRAN I)**;
- ii) Maklumat tambahan berkenaan jawatankuasa yang dipilih pada mesyuarat agung
tahunan (AGM)/ mesyuarat agung luar biasa (EGM) bertarikh
(LAMPIRAN II) dan/atau;
- iii) Akaun teraudit bagi JMB/MC (NAMA JMB/MC) dengan laporan juruaudit
yang telah dibentangkan pada mesyuarat agung tahunan (AGM)/ mesyuarat agung luar
biasa (EGM) bertarikh **(LAMPIRAN III) (jika ada)**.

Dan saya membuat Surat Akuan Sumpah ini dengan kepercayaan bahawa apa-apa yang
tersebut di dalamnya adalah benar serta menurut Akta Akuan Berkanun 1960.

Diperbuat dan dengan sebenar-benarnya diakui oleh yang tersebut namanya di atas iaitu:

_____ (NAMA))

Di _____ (ALAMAT))

_____)

Di Negeri _____)

Pada _____ haribulan _____ Tahun _____)

.....
(di hadapan saya)

* Pesuruhjaya Sumpah/Majistret/Hakim
Mahkamah Sesyen

* (Potong mana yang tidak berkenaan)

MINIT MESYUARAT AGUNG TAHUNAN (AGM)/ MESYUARAT AGUNG LUAR BIASA (EGM)

BADAN PENGURUSAN BERSAMA (JMB)/ PERBADANAN PENGURUSAN (MC)

.....
KALI KE TAHUN

TARIKH :

MASA :

TEMPAT :

KEHADIRAN:

Sepertimana lampiran.

1.0 KATA-KATA ALUAN PENERUSI JMB/MC

.....
.....
.....
.....
.....

2.0 PROSES PENGUNDIAN

2.1 Undian dilakukan secara angkat tangan **ATAU** pengundian "by poll"

Pencadang: Nama & no unit

Penyokong: Nama & no unit

Keputusan:
.....

3.0 PEMILIHAN PENERUSI MESYUARAT DAN PENCATAT MINIT

Pencadang: Nama & no unit

Penyokong: Nama & no unit

.....
Keputusan:
.....

PENERUSI MESYUARAT:

PENCATAT MINIT:

4.0 AGENDA MESYUARAT/ KETETAPAN YANG DILULUSKAN

4.1 Untuk menentukan bilangan anggota jawatankuasa pengurusan **DAN**
untuk memilih jawatankuasa pengurusan

Pencadang: Nama & no unit Penyokong: Nama & no unit

.....
.....

Keputusan:

.....
.....
.....

4.2 Untuk menimbangkan belanjawan yang disediakan pemaju/JMB/MC

Pencadang: Nama & no unit Penyokong: Nama & no unit

.....
.....

Keputusan:

.....
.....
.....

4.3 Untuk memutuskan sama ada untuk mengesahkan **ATAU** mengubah apa-apa jumlah yang ditentukan sebagai Caj, atau caruman kepada kumpulan wang penjelas

Pencadang: Nama & no unit Penyokong: Nama & no unit

.....

.....

Keputusan:

.....

.....

.....

4.4 Untuk menentukan kadar bunga yang kena dibayar oleh seseorang pemunya petak/ pemilik berkenaan dengan caj pembayaran lewat

Pencadang: Nama & no unit Penyokong: Nama & no unit

.....

.....

Keputusan:

.....

.....

.....

4.5 Untuk menimbangankan akaun teraudit JMB/MC

Pencadang: Nama & no unit

Penyokong: Nama & no unit

.....
.....
.....

Keputusan:

.....
.....
.....

4.6 Untuk memutuskan sama ada untuk mengesahkan, mengubah atau melanjutkan insurans yang diambil pemaju/JMB/MC

Pencadang: Nama & no unit

Penyokong: Nama & no unit

.....
.....

Keputusan:

.....
.....
.....

4.7 Untuk membuat undang-undang kecil tambahan

Pencadang: Nama & no unit Penyokong: Nama & no unit

.....
.....

Keputusan:

.....
.....
.....

4.8 Untuk menimbangkan apa-apa perkara yang berkaitan dengan penyenggaraan dan pengurusan harta bersama JMB/MC (Agenda tambahan yang difikirkan perlu)

Pencadang: Nama & no unit Penyokong: Nama & no unit

.....
.....

Keputusan:

.....
.....
.....

5.0 Ucapan penangguhan/penutup

.....
.....
.....
.....
.....

Disediakan oleh :

.....

(Pencatat Minit)(Nama penuh)

Bertarikh :

Disahkan oleh :

.....

(Pengerusi semasa mesyuarat AGM/EGM)(Nama penuh)

Bertarikh :

Disahkan oleh :

.....

(Pengerusi dilantik JMB/MC)(Nama penuh)

Bertarikh :

LAMPIRAN II

MAKLUMAT JMB/MC _____ BERDASARKAN MESYUARAT AGUNG TAHUNAN (AGM)/ MESYUARAT
 AGUNG LUAR BIASA (EGM) BERTARIKH _____.

| BIL | NAMA PENUH | NO K/P | NO UNIT | JAWATAN | BANKRAPSI/ TIDAK | TANDATANGAN |
|-----|------------|--------|---------|-------------------|---------------------|-------------|
| 1. | | | | PENGERUSI | | |
| 2. | | | | SETIAUSAHA | | |
| 3. | | | | BENDAHARI | | |
| 4. | | | | AHLI JAWATANKUASA | | |
| 5. | | | | AHLI JAWATANKUASA | | |
| 6. | | | | AHLI JAWATANKUASA | | |
| 7. | | | | AHLI JAWATANKUASA | | |
| 8. | | | | AHLI JAWATANKUASA | | |
| 9. | | | | AHLI JAWATANKUASA | | |
| 10. | | | | AHLI JAWATANKUASA | | |
| 11. | | | | AHLI JAWATANKUASA | | |
| 12. | | | | AHLI JAWATANKUASA | | |
| 13. | | | | AHLI JAWATANKUASA | | |
| 14. | | | | AHLI JAWATANKUASA | | |

Nota : Perenggan 2(1) Jadual Kedua Akta Pengurusan Strata 2013 (Akta 757) memperuntukkan bahawa bilangan anggota jawatankuasa JMB/MC hendaklah terdiri daripada apa-apa bilangan orang sebagaimana ditentukan dalam AGM/EGM, tetapi tidak kurang daripada tiga (3) dan tidak lebih daripada empat belas (14) orang sebenar.

**CONTOH ARAHAN PEMAKAIAN MALAYSIAN PRIVATE ENTITY REPORTING
STANDARD (MPERS) SEBAGAI ASAS PENYEDIAAN PENYATA KEWANGAN
PIHAK PENGURUSAN BANGUNAN BERSTRATA**

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2014**

**NAME OF AUDIT CO..
Chartered Accountants (Malaysia)**

**BADAN PENGURUSAN BERSAMA
APARTMENT PESURUHJAYA BANGUNAN**

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**BADAN PENGURUSAN BERSAMA
APARTMENT PESURUHJAYA BANGUNAN**

CORPORATE INFORMATION

COMMITTEE : Name Of Member Commitees
: Name Of Member Commitees
: Name Of Member Commitees
: Name Of Member Commitees

PRINCIPAL PLACE OF MANAGEMENT : Address Of Management's Office

BANKER : Name Of Bank

AUDITORS : NAME OF AUDIT CO..
: Chartered Accountants (Malaysia)

(Incorporated in Malaysia)

COMMITTEES' REPORT

The Committee hereby submit their report together with the audited financial statements of the Management for the financial year 31 December 2014.

PRINCIPAL ACTIVITIES

The principal activities of the Management during the financial year is principally engaged in providing maintenance and management services to the XXX Apartment. These apartments contained 4 blocks that consist 400 units apartment.

FINANCIAL RESULTS

| | 2014 | 2013 |
|-----------------------------|------|------|
| | RM | RM |
| SINKING FUND | | |
| ACCUMULATED SURPLUS/DEFISIT | | |

COMMITTEE

The Committee who served since the date of the last report are:

CHAIRMAN :
SECRETARY :
TREASURER :
OTHER COMMITTEE:

(Incorporated in Malaysia)

STATEMENT BY COMMITTEE

We, NAME OF CHAIRMAN, NAME OF SECRETARY and NAME OF TREASURER being three of Committee of BADAN PENGURUSAN BERSAMA APARTMENT PESURUHJAYA BANGUNAN, do hereby state on behalf of the Committee that in our opinion, the financial statements as set out on pages 7 to 21 are drawn up in accordance with applicable approved accounting standards in Malaysia so as to give a true and fair view of the state of affairs of the Management as at 31 December 2014 and of the results of its operations and of the cash flow of the Company for the year ended on that date in accordance with the Strata Management Act 2013 in Malaysia

On behalf of the Committee,

NAME OF CHAIRMAN
Chairman

NAME OF SECRETARY
Secretary

NAME OF TREASURER
Treasury

Putrajaya
Dated:

Before me,

Commissioner for Oaths
Putrajaya

AUDITORS LETTERHEAD

INDEPENDENT AUDITORS' REPORT TO THE MEMBER OF BADAN PENGURUSAN BERSAMA APARTMENT PESURUHJAYA BANGUNAN

Reports on Financial Statements

We have audited the financial statements of **BADAN PENGURUSAN BERSAMA APARTMENT PESURUHJAYA BANGUNAN**, which comprise the Statement of Financial Position as at 31 December 2014, and the Statement of Income, Statement of Changes in Equity, Statement of Cash Flows and Notes to the Financial Statement for the year ended

Joint Management Committee Responsibility for the Financial Statements

Joint Management Committee are responsible for the preparation of the financial statement so as to give a true and fair view in accordance with Malaysian Private Entity Reporting Standards and the requirements of the Strata Management Act 2013 in Malaysia. The Committee is also responsible for such internal control as the Committee determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statement based on our audit. We conducted our audit with accordance with approval standards on auditing in Malaysia. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgement, including the assessment of risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessment, we consider internal control relevant to the entity's preparation of the financial statement that give a true and fair view in order to design audit procedures that are appropriate in circumstances, but not for the purposes of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of financial statements.

We believe that the audit evidence we obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements give a true and fair view of the financial position of the Joint Management Body as of 31 December 2014 and its financial performance and cash flows for the year then ended in accordance with Malaysian Private Entity Reporting Standards.

AUDITORS LETTERHEAD

**INDEPENDENT AUDITORS' REPORT TO THE MEMBER OF
BADAN PENGURUSAN BERSAMA APARTMENT PESURUHJAYA BANGUNAN**

Report in Other Legal and Regulatory Requirements

In accordance with the requirements of the Strata Management Act 2013 in Malaysia, we also report that in our opinion, the accounting and other records and the registers required by the Act to be kept by Joint Management Body have been properly kept in accordance with the provisions of the Act.

Other Matters

This report is made solely to the members of Joint Management Body, as a body, and Commissioner of Building in accordance with the Strata Management Act 2013 in Malaysia and for no other purpose. We do not assume responsibility to any other person for the content of this report.

AUDIT & CO
AF 0757
Chartered Accountants

NAME OF PARTNER
No Audit License
Chartered Accountant
Partner

Putrajaya

Dated

(Incorporated in Malaysia)

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2014

| | Note | 2014 RM | 2013 RM |
|-------------------------------|------|-------------|-------------|
| NON-CURRENT ASSETS | | | |
| Property, Plant and Equipment | 4 | <u>XXXX</u> | <u>XXXX</u> |
| CURRENT ASSETS | | | |
| Cash & cash equivalents | 5 | XXXX | XXXX |
| Trade and Other Receivables | 6 | <u>XXXX</u> | <u>XXXX</u> |
| | | <u>XXXX</u> | <u>XXXX</u> |
| CURRENT LIABILITIES | | | |
| Trade and Other Payables | 7 | XXXX | XXXX |
| Refundable deposit | | <u>XXXX</u> | <u>XXXX</u> |
| | | <u>XXXX</u> | <u>XXXX</u> |
| NET CURRENT ASSETS | | <u>XXXX</u> | <u>XXXX</u> |
| FINANCED BY: | | | |
| Sinking fund | 8 | XXXX | XXXX |
| Accumulated surplus / defisit | | <u>XXXX</u> | <u>XXXX</u> |
| | | <u>XXXX</u> | <u>XXXX</u> |

The notes to the financial statements form an integral part of these financial statements.

Auditors' report on pages 3-4.

**INCOME STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2014**

| | Note | 2014 RM | 2013 RM |
|--|------|-------------|-------------|
| INCOME / REVENUE | | | |
| Maintenance charges income | | XXXX | XXXX |
| Water chargers income | | XXXX | XXXX |
| Quit rent | | XXXX | XXXX |
| Building insurance | | XXXX | XXXX |
| | | XXXX | XXXX |
| LESS : Cost of Services | | | |
| Cleaning services | | XXXX | XXXX |
| Gardening and landscaping | | XXXX | XXXX |
| General repairs and maintenance | | XXXX | XXXX |
| Water and electricity | | XXXX | XXXX |
| | | XXXX | XXXX |
| Gross Profit | | XXXX | XXXX |
| Other income | | | |
| Interest receivable on late payment | | XXXX | XXXX |
| Rental of building | | XXXX | XXXX |
| | | XXXX | XXXX |
| TOTAL INCOME | | XXXX | XXXX |
| LESS: | | | |
| ADMINISTRATION AND OPERATING EXPENSES | | | |
| Accounting fee | | XXXX | XXXX |
| Auditors' remuneration | | XXXX | XXXX |
| EGM / AGM expenses | | XXXX | XXXX |
| Bank charges | | XXXX | XXXX |
| Building insurance | | XXXX | XXXX |
| Quit rent | | XXXX | XXXX |
| Security expenses | | XXXX | XXXX |
| Depreciation | | XXXX | XXXX |
| Staff cost | 9 | XXXX | XXXX |
| Telephone | | XXXX | XXXX |
| Offive expenses | | XXXX | XXXX |
| Printing and stationary | | XXXX | XXXX |
| Other expenses | | XXXX | XXXX |
| | | XXXX | XXXX |
| SURPLUS / (DEFICITS) FOR THE YEAR | | XXXX | XXXX |

The notes to the financial statements form an integral part of these financial statements.
Auditors' report on pages 3-4.

(Incorporated in Malaysia)

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 DECEMBER 2014

| NOTE | SINKING FUND RM | ACCUMULATED SURPLUS/DEFICIT RM | TOTAL RM |
|---------------------------------|-----------------------|--------------------------------------|-------------|
| As at 01.01.2013 | XXX | XXX | XXX |
| Addition for the year | XXX | XXX | XXX |
| Sinking fund expenses | XXX | XXX | XXX |
| Surplus/Deficit for the year | XXX | XXX | XXX |
| As at 31.12.2013 | XXX | XXX | XXX |
| Addition for the year | XXX | XXX | XXX |
| Sinking fund expenses | XXX | XXX | XXX |
| Surplus/Deficit for the year | XXX | XXX | XXX |
| As at 31.12.2014 | XXX | XXX | XXX |

The notes to the financial statements form an integral part of these financial statements.
Auditors' report on pages 3-4.

(Incorporated in Malaysia)

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2014**

| | NOTE | 2014 RM | 2013 RM |
|--|------|------------|------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | | |
| Cash receipts from residents | | XXX | XXX |
| Cash payments to suppliers | | (XXX) | (XXX) |
| Cash payments to employees & for administrative expenses | | (XXX) | (XXX) |
| Cash generated from operations | | XXX | XXX |
| Interest earned | | XXX | XXX |
| Other income | | XXX | XXX |
| Interest paid | | (XXX) | (XXX) |
| Net cash generated from operating activities | | XXX | XXX |
| CASH FLOWS FROM INVESTING ACTIVITIES | | | |
| Purchase of property, plant and equipment | | (XXX) | (XXX) |
| Proceeds from sale of equipment | | XXX | XXX |
| Net cash generated investing activities | | XXX | XXX |
| CASH FLOWS FROM FINANCING ACTIVITIES | | | |
| Dividends paid | | (XXX) | (XXX) |
| Net cash (used in) financing activities | | (XXX) | (XXX) |
| Net increase in cash and cash equivalents | | XXX | XXX |
| CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR | | XXX | XXX |
| CASH AND CASH EQUIVALENTS AT THE END OF YEAR | | XXX | XXX |

The notes to the financial statements form an integral part of these financial statements.
Auditors' report on pages 3-4.

(Incorporated in Malaysia)

NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2014

1. GENERAL INFORMATION

The JMB/MC was incorporated on 1st January 2013 and commence its operation on 1st March 2013. The principal place of the apartment is located at No. 34, No. 51, Persiaran Perdana, Precint 4, 62100 Putrajaya.

2. BASIS OF PREPARATION

The financial statements as set out on pages 5 to 8 have been prepared in accordance with Malaysian Private Entity Reporting Standards and compliance with the provision of Strata Management Act 2013.

3. SIGNIFICANT ACCOUNTING POLICIES

a. Basis of accounting

The financial statements have been prepared on the historical cost convention.

b. Property, plant and equipment

Property, plant and equipment are stated at historical cost less accumulated depreciation and impairment losses.

Depreciation is provided on the straight line method in order to write off the cost of each asset to its residual value over its estimated useful life. The principal rates used are as follows:

| | |
|-----------------------|-----|
| Computer | 15% |
| Furniture and fitting | 10% |
| Machineries | 15% |
| Motor vehicles | 20% |
| Office equipment | 15% |
| Site equipment | 15% |
| Telecommunication | 15% |

Property, plant and equipment are written down to recoverable amount if, the recoverable amount is less than their carrying value. Recoverable amount is the higher of an asset's net selling price and its value in use.

Fully depreciated property, plant and equipment are retained in the financial statements until they are no longer in use and no further charge for depreciation is made in respects of these assets.

(Incorporated in Malaysia)

**NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2014**

3 SIGNIFICANT ACCOUNTING POLICIES (Continued)

c. Impairment of asset (Continued)

The carrying values of asset are reviewed for impairment when there is an indication that the asset might be impaired. Impairment is measured by comparing the carrying values of the asset with their recoverable amounts. The recoverable amount is higher of an asset's net selling price and its value in use, which for individual asset, or if it is not possible, for the cash-generating unit.

An impairment loss is charged to the income statement immediately, unless the asset is carried at revalued amount. Any impairment loss of a revalued asset is treated as revaluation decrease to the extent of previously recognized revaluation surplus for the same asset.

Subsequent increase in the recoverable amount of an asset is treated as reversal of the previous impairment loss and recognized to the extent of the carrying amount of the asset that would have determined (net of amortization and depreciation) had no impairment loss been recognized. The reversal is recognized in the income statement immediately, unless the asset is carried at revalued amount. A reversal of an impairment loss on a revalued asset is credited to revaluation surplus. However, to the extent that an impairment loss on the same revalued asset was previously recognized as an expense in the income statement, a reversal of that impairment loss is recognized as income in the income statement.

d. Trade and other receivables

Trade and other receivables are carried at anticipated realizable value. Bad debts are written off in the year in which they are identified. An estimate is made for doubtful debts based on a review of all outstanding amounts at the year end.

e. Trade and other payables

Trade and other payables are stated at the amount which the Company is contracted or obligated to settle plus any incidental legal expenses.

(Incorporated in Malaysia)

NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2014

3 SIGNIFICANT ACCOUNTING POLICIES (Continued)

f. Leased and hire purchase assets

Leases of property, plant and equipment where substantially all the risks and rewards incidental to the ownership of the assets, but not the legal ownership, are transferred to the Company are classified as finance lease. Finance leases are capitalised, recording an asset and liability, and so are assets acquired with hire purchase facility.

Hire purchased or leased assets are depreciated following the depreciation policy above. Hire purchase and lease payments are allocated between the reduction of the hire purchase and lease liability and the hire purchase and lease interest is charged to the income statement over the lease period on the straight line method.

Lease payments for operating leases, where substantially all the risk and benefits remain with lessor, are charged as expenses in the income statement on a straight-basis over the period in which they are incurred.

g. Loan and borrowing

Loan and borrowings are stated at amortised cost with any difference between cost and redemption value being recognised in the income statements over the period of the loans and borrowings using the effective interest method.

All interest incurred in connection with borrowings are expenses as incurred.

h. Cash and cash equivalents

Cash and cash equivalents comprise cash in hand, bank balances, that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

i. Employee benefits

i. Short term benefits

Wages, salaries, bonuses and social security contributions are recognised as an expense in the year in which the associated services are rendered by employees of the Company. Short term accumulating compensated absences such as paid annual leave are recognised when services are rendered by employees that increase their entitlement to future compensated absences, and short term non-accumulating compensated absences such sick leave are recognised when the absences occur.

(Incorporated in Malaysia)

NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2014

3 SIGNIFICANT ACCOUNTING POLICIES (Continued)

j. Employee benefits (continued)

ii. Defined contribution plans

As required by law, companies in Malaysia make contributions to the pension scheme, the Employees Provident Fund ('EPF'). Such contributions are recognised as an expense in the income statement as incurred.

k. Sinking Funds

Sinking funds represent contribution made by apartment owners. The fund may only be utilized for the following matters as stated in Section 24 of Strata Management Act 2013.

l. Revenue recognition

Revenue is recognised based on invoiced value of services charged to the unit owners of podium blocks on accrual basis.

4 PROPERTY, PLANT AND EQUIPMENT

| | OFFICE EQUIPMENT RM | FURNITURE & FITTINGS RM | TOTAL RM |
|---------------------------------------|---------------------------|-------------------------------|---------------|
| Cost | | | |
| As at 1 January 2014 | XXXX | XXXX | XXXX |
| Additional | XXX | XXX | XXX |
| Disposal | (XXX) | (XXX) | (XXX) |
| As at 31 December 2014 | <u>XXXX</u> | <u>XXXX</u> | <u>XXXX</u> |
| Accumulated Depreciation | | | |
| As at 1 January 2014 | (XXXX) | (XXXX) | (XXXX) |
| Depreciation charge | (XXX) | (XXX) | (XXX) |
| Disposal | XXX | XXX | XXX |
| As at 31 December 2014 | <u>(XXXX)</u> | <u>(XXXX)</u> | <u>(XXXX)</u> |
| Net Book Value As At 31 December 2014 | <u>XXXX</u> | <u>XXXX</u> | <u>XXXX</u> |
| Cost | | | |
| As at 1 January 2013 | XXXX | XXXX | XXXX |
| Additional | XXX | XXX | XXX |
| Disposal | (XXX) | (XXX) | (XXX) |
| As at 31 December 2013 | <u>XXXX</u> | <u>XXXX</u> | <u>XXXX</u> |
| Accumulated Depreciation | | | |
| As at 1 January 2013 | (XXXX) | (XXXX) | (XXXX) |
| Depreciation charge | (XXX) | (XXX) | (XXX) |
| Disposal | XXX | XXX | XXX |
| As at 31 December 2013 | <u>(XXXX)</u> | <u>(XXXX)</u> | <u>(XXXX)</u> |
| Net Book Value As At 31 December 2013 | <u>XXXX</u> | <u>XXXX</u> | <u>XXXX</u> |

(Incorporated in Malaysia)

NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2014

5 CASH AND CASH EQUIVALENTS

| | 2014 RM | 2013 RM |
|----------------|------------|------------|
| Cash at bank | XXX | XXX |
| Cash in hand | XXX | XXX |
| Fixed deposits | XXX | XXX |
| | <u>XXX</u> | <u>XXX</u> |

6 TRADE AND OTHER RECEIVABLES

| | 2014 RM | 2013 RM |
|-------------------|------------|------------|
| Trade Receivables | XXX | XXX |
| Less : Bad Debts | (XXX) | (XXX) |
| | <u>XXX</u> | <u>XXX</u> |
| Other Receivables | XXX | XXX |
| | <u>XXX</u> | <u>XXX</u> |

7 TRADE AND OTHER PAYABLES

| | 2014 RM | 2013 RM |
|-------------------|------------|------------|
| Trade Payables | XXX | XXX |
| Other Receivables | XXX | XXX |
| | <u>XXX</u> | <u>XXX</u> |

All the credit terms granted to the Company are on a case by case basis

8 SINKING FUND

| | 2014 RM | 2013 RM |
|----------------------------|------------|------------|
| As at 1 January | XXX | XXX |
| Additional during the year | XXX | XXX |
| | <u>XXX</u> | <u>XXX</u> |
| Less: Expenses | XXX | XXX |
| As at 31 December | <u>XXX</u> | <u>XXX</u> |

(Incorporated in Malaysia)

NOTES TO THE FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2014

9 STAFF COST

| | 2014 RM | 2013 RM |
|--------------------------------|------------|------------|
| Salaries, allowances and bonus | XXX | XXX |
| EPF contribution | XXX | XXX |
| SOCSO contribution | XXX | XXX |
| Other staff related expenses | XXX | XXX |
| | <u>XXX</u> | <u>XXX</u> |

10 COMPARATIVE FIGURES

Certain comparative figures have also been reclassified to conform to this year's presentation.

11 CURRENCY

All amounts are stated in Ringgit Malaysia.