

**BY E-MAIL**

Date: 15 Julai 2022

Head of Accountant,  
Malaysian Productivity Corporation,  
PO Box 64, Jalan Sultan,  
46904 Petaling Jaya,  
Selangor Darul Ehsan.

(Attn: Cik Wan Norhani Binti Wan Khalid)

Dear Ms,

**QUOTATION FOR TAX AGENT FEE  
(Period: Year of Assessment 2021)**

Our professional fees for the above are as follows:

	RM
i) Tax Agent Fee	3,500.00
ii) Out of pocket	300.00
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iii) Service Tax (6%)	228.00
Total	<hr/> <hr/>

Job scope:

- (i) Preparation of tax computation and tax forms;
- (ii) Submitting relevant forms/documents to the IRB; and
- (iii) Attending to tax queries and correspondence with the IRB.

Thank you.

Yours sincerely,



**HEADIR BIN MAHFIDZ**