To be printed onto the letterhead of the Client - [Delete before printing]

Date:  -  - 

**\*REMINDER: You are hereby reminded to read and understand the terms and conditions contained in this letter before signing/affixing the company’s seal below. In the event there are any terms and conditions in this letter that you do not understand, you are hereby advised to discuss further with the Bank’s authorised staff, representative or agent before signing/affixing the company’s seal below. [\*to be deleted prior to the issuance of this letter]**

AmBank (M) Berhad

Level 24, Menara AmBank  
No. 8 Jalan Yap Kwan Seng,   
50450 Kuala Lumpur, Malaysia

Dear Sir/Madam

**SCHEDULE OF ACCOUNT**

|  |  |
| --- | --- |
| Your Reference/Account No.  Our Reference |  |
| Facility Type: | Sales Ledger Maintenance  Domestic Recourse Factoring  Back-to-back Factoring |
| Customer(s) Name: |  |

1. We refer to the Master Factoring Agreement / Factoring Agreement (the “**Agreement”**) executed between AmBank (M) Berhad (the “**Bank**”) and us, as supplemented and amended from time to time. Words and expressions defined in the Agreement shall have the same meanings when used in this Schedule of Account unless otherwise defined in this Schedule of Account.

**2.** Pursuant to the terms of the Agreement, we hereby notify the Bank that we have issued the Invoices set out in the Schedule of Invoices/Certificates attached to this Schedule of Account to the Customer(s) named above and enclose the following:

(i) Original/a certified true copy(ies) of the Invoices, duly endorsed with the Bank’s legend;

(ii) Original/a certified true copy(ies) of the completion certificate(s) or delivery order(s) or other shipping/transport documents, duly acknowledged by the Customer that the goods and/or services have been received and/or completed in a satisfactory order or condition; and

(iii) other documents as may be required by the Bank, if any.

**3.** We confirm that:

1. we have assigned each of the Invoices to the Bank;
2. none of the Receivables evidenced by the Invoices is subject to a Dispute; and
3. we have signed and delivered a Notice of Assignment to the Customer(s) / deposited a Notice of Assignment for that Customer with the Bank.

**4.** Please make an Initial Payment against the Approved Receivables represented by the Invoices identified for Initial Payment or collect the Receivables from the Customer as represented by the Invoices identified in the Schedule to this notice in accordance with and subject to the terms of the Agreement and in accordance with the instructions set out below:

Please credit such Initial Payment amounts or Receipts to the current account No.  held by us with the Bank

Others: 

SIGNED by )

for and on behalf of )



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised Signatory(ies) With Company’s Authorised Rubber Stamp

**SCHEDULE OF INVOICES/CERTIFICATES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Invoice Date** | **Invoice No.** | **Completion Certificate No./**  **Transport Document No.** | **Amount**  **(in currency of** ) |
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