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## NOTICE OF

# Annual General Meeting

**NOTICE IS HEREBY GIVEN** that the Thirty-Eighth Annual General Meeting of the Company will be held at the Meeting Room 2, 12th Floor, KUB.com. 12 Jalan Yap Kwan Seng, 50450 Kuala Lumpur on Friday, 29 September 2000 at 10.00 a.m.

### AGENDA

1. To receive and consider the audited accounts for the year ended 31 March 2000 together with the Reports of the Directors and of the Auditors thereon. (Resolution 1)
2. To declare a first and final dividend of 5 sen per share less 28% income tax for the year ended 31 March 2000 as recommended by the Directors. (Resolution 2)
3. To approve Directors' Fees. (Resolution 3)
4. To re-elect the following Directors who retire by rotation under Article 79 of the Company's Articles of Association:
  - (a) Tuan Haji Abdul Halim Bin Haji Abdul Aziz (Resolution 4)
  - (b) Encik Selamat Bin Bajuri (Resolution 5)
  - (c) Mr Ang Aik Pin (Resolution 6)
5. To appoint Auditors and authorise the Directors to fix their remuneration. (Resolution 7)
6. As Special Business:-

To consider and, if thought fit, to pass the following resolution as an Ordinary Resolution:-

"THAT subject always to the Companies Act 1965 and the approvals of the relevant Governmental and/or regulatory authorities, the Directors be and are hereby empowered, pursuant to Section 132D of the Companies Act 1965, to issue shares in the Company from time to time upon such terms and conditions and for such purposes and to such person or persons whomsoever as the Directors may deem fit provided that the aggregate number of shares issued pursuant to this resolution does not exceed 10% of the issued share capital of the Company for the time being and that the Directors be and are also empowered to obtain the approval from the Kuala Lumpur Stock Exchange for the listing and quotation for the additional shares so issued and that such authority shall continue in force until the conclusion of the next Annual General Meeting of the Company." (Resolution 8)
7. To transact any other business which may properly be transacted at an Annual General Meeting.

## NOTICE OF

# Annual General Meeting

**NOTICE IS ALSO HEREBY GIVEN** that the Register of Members will be closed from 3 October to 5 October both dates inclusive, to determine shareholders' entitlement to the dividend payment.

The dividend, if approved, will be paid on 3 November 2000 to shareholders whose name appear at the Register of Members of the Company at the close of business on 2 October 2000.

A Depositor shall qualify for entitlement only in respect of:

- a) shares deposited into the depositor's securities account before 12.30 p.m. on 28 September 2000 [in respect of shares which are exempted from mandatory deposit];
- b) shares transferred into the depositor's securities account before 12.30 p.m. on 2 October 2000 in respect of ordinary transfers;
- c) shares bought on the Kuala Lumpur Stock Exchange on a cum entitlement basis according to the Rules of the Kuala Lumpur Stock Exchange.

By Order of the Board

Lee Chee Chow  
Woo Mun Hoo  
Secretaries  
Kuala Lumpur  
14 September 2000

#### NOTES:

1. A member entitled to attend and vote at the General Meeting is entitled to appoint a proxy to attend and vote in his stead. A member shall not be entitled to appoint a person who is not a member as his proxy unless that person is a qualified legal practitioner, an approved company auditor or a person approved by the Registrar of Companies in a particular case.
2. The instrument appointing a proxy must be deposited at the Registered Office of the Company, B-8-7 Megan Phileo Promenade, 189 Jalan Tun Razak, 50400 Kuala Lumpur not less than 48 hours before the time for holding the Meeting.
3. SPECIAL BUSINESS  
The Ordinary Resolution proposed under item (5), if passed, will empower the Directors to allot and issue shares in the Company up to an amount not exceeding in total 10% of the issued share capital of the Company for such purposes as they consider would be in the interest of the Company. This authority, unless revoked or varied at a general meeting, will expire at the next Annual General Meeting of the Company.

# BOARD OF

# Directors

**Datuk Hassan Bin Harun**

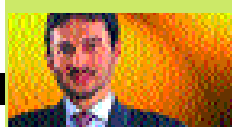


*chairman*

**Muhayuddin Bin Musa**



**Shabaruddin Bin Ibrahim**



**Haji Abdul Halim Bin Haji Abdul Aziz**



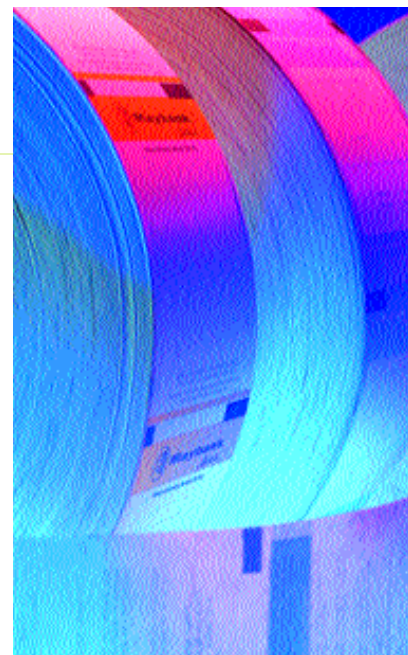
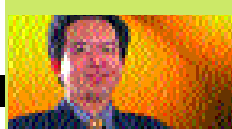
**Selamat @ Abdul Majid Bin Bajuri**



**Zaid @ Rasmi Bin Ishak**



**Ang Aik Pin**



# Information

## BOARD OF DIRECTORS

Datuk Hassan Bin Harun (Chairman)  
 Shabaruddin Bin Ibrahim  
 Selamat @ Abdul Majid Bin Bajuri  
 Muhayuddin Bin Musa  
 Ang Aik Pin  
 Haji Abdul Halim Bin Haji Abdul Aziz  
 Zaid @ Rasmi Bin Ishak

## SECRETARIES

Lee Chee Chow (MACS 00143)  
 Woo Mun Hoo (MACPA 2865)

## AUDITORS

Paul Chuah & Co  
 Public Accountants  
 Wisma PCKT, 17 Jalan Ipoh Kecil  
 50350 Kuala Lumpur

## REGISTERED OFFICE

B-8-7, Megan Phileo Promenade  
 189, Jalan Tun Razak  
 50400 Kuala Lumpur  
 Tel: 03-21616322

## REGISTRARS

Malaysian Share Registration Services Sdn Bhd  
 7th Floor, Exchange Square  
 Bukit Kewangan  
 50200 Kuala Lumpur

## PRINCIPAL BANKERS

Southern Bank Berhad  
 HSBC Bank Malaysia Berhad  
 Malayan Banking Berhad  
 Malaysian Industrial Development Finance Berhad

## STOCK EXCHANGE LISTING

Second Board of  
 the Kuala Lumpur Stock Exchange



Business Forms



Security Printing



General Printing and Exercise Books



Packaging



Plastic Cards



## Committee

### COMPOSITION AND DESIGNATION OF AUDIT COMMITTEE

1. Selamat @ Abdul Majid Bin Bajuri Chairman of Audit Committee (Non-Executive Director)
2. Zaid @ Rasmi Bin Ishak (Non-Executive Director)
3. Ang Aik Pin (Executive Director)

### TERMS OF REFERENCE OF THE AUDIT COMMITTEE MEMBERSHIP

1. The Audit Committee shall be appointed by the Board of Directors from among their numbers and shall be composed of not fewer than 3 members of whom a majority shall not be:-
  - a) executive directors of the Company or any related corporation;
  - b) a spouse, parent, brother, sister, son or daughter or adopted daughter of an executive director of the Company or of any related corporation; or
  - c) any person having a relationship which, in the opinion of the Board of Director, would interfere with the exercise of independent judgement in carrying out the functions of the Audit Committee.
2. The members of the Committee shall select a Chairman from among their numbers who is not an executive director or employee of the Company or any related corporation.
3. If a member of the Committee resigns, dies or for any reason ceases to be a member with the result that the number of members is reduced below 3, the Board of Directors shall, within 3 months of that event, appoint such number off new members as may be required to make up the minimum number of 3 members.
4. The term of office of committee members should be reviewed by the Board not less than every three years.

### AUTHORITY

5. The Committee is authorised by the Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the Committee.
6. The Committee is authorised by the Board to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.

### FUNCTIONS

7. The functions of the Committee shall be:-
  - a) to review-
    - i. with the external auditor, the audit plan;
    - ii. with the external auditor, his evaluation of the system of the internal accounting controls;
    - iii. with the external auditor, his audit report;
    - iv. the assistance given by the Company's officers to the auditor;
    - v. the balance sheet and profit and loss account of the Company and, if it is a holding company, the consolidated balance sheet and profit and loss account, submitted to it by the Company, and thereafter to submit them to the directors of the Company;
    - vi. any related party transactions that may arise within the Company or Group; and
  - b) to consider the nomination of a person or persons as auditors together with such other functions as may be agreed to by the Audit Committee and the Board of Directors.

### ATTENDANCE AT MEETINGS

8. The Financial Controller and representative of the external auditors shall normally attend meetings of the Committee. Other Board members shall also have the right of attendance. However, at least once a year the Committee shall meet with the external auditors without executive Board members present.
9. The Company Secretary shall be the Secretary of the Committee.

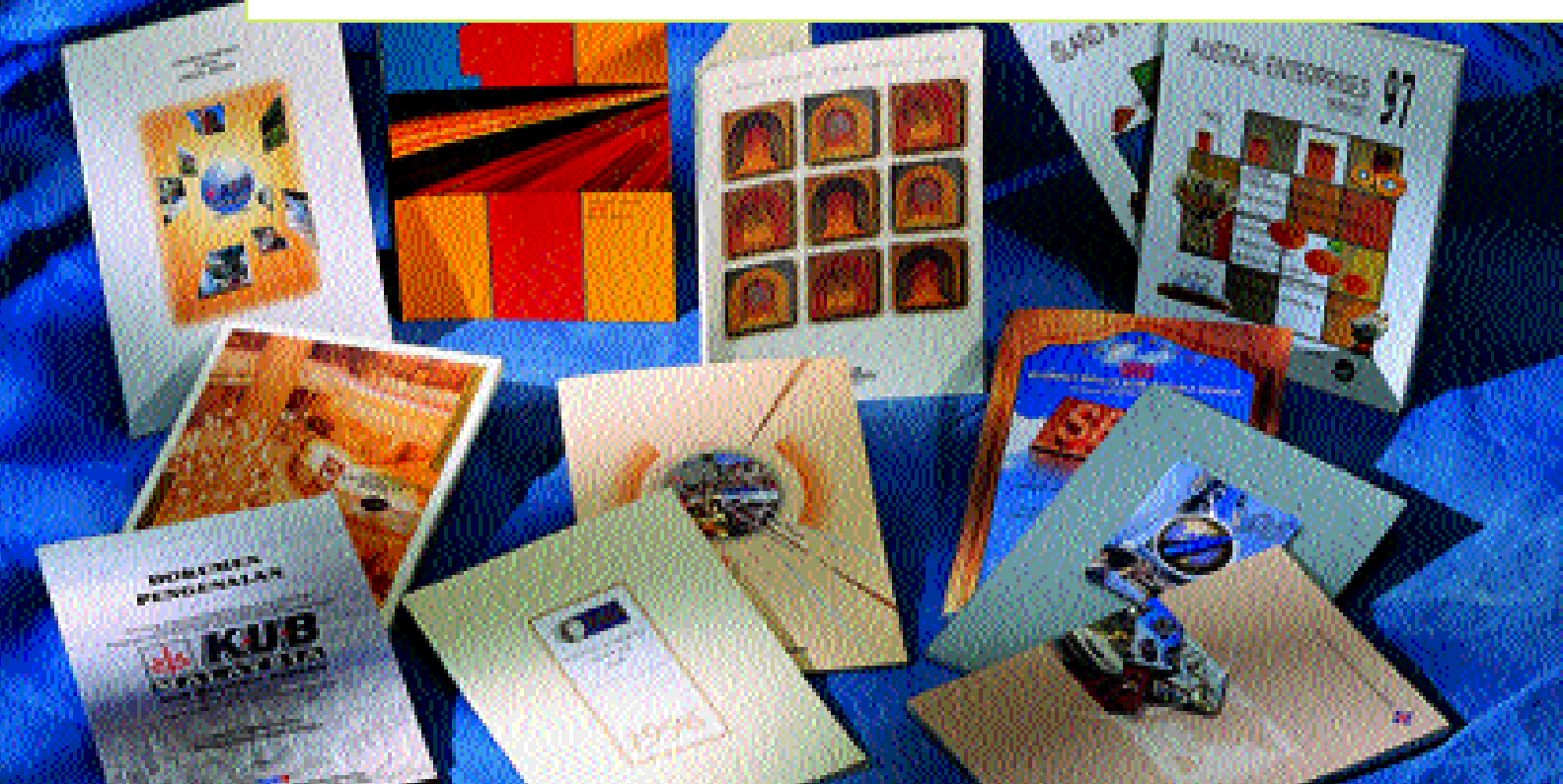
### FREQUENCY OF MEETINGS

10. Meetings shall be held not less than twice a year. The external auditors may request a meeting if they consider that one is necessary.

### REPORTING PROCEDURES

11. The Secretary shall circulate the minutes of meetings of the Committee to all members of the Board.

# Calendar



## PRELIMINARY RESULTS

Announced \_\_\_\_\_ [ 29 May 2000 ]

## DIVIDENDS

Announced \_\_\_\_\_ [ 29 August 2000 ]

Record Date \_\_\_\_\_ [ 3 October 2000 ]

Payable \_\_\_\_\_ [ 3 November 2000 ]

## ANNUAL REPORT

Issued \_\_\_\_\_ [ 14 September 2000 ]

## ANNUAL GENERAL MEETING

\_\_\_\_\_ [ 29 September 2000 ]

## CLOSURE OF SHARE REGISTER

\_\_\_\_\_ [ 3-5 October 2000 ]

# Statement

On behalf of your Board of Directors,  
it gives me great pleasure to present the  
[ **annual report** ] of the company and its subsidiaries  
("Group") for the year ended [ **31 March 2000** ]



## OVERVIEW

The year under review saw the Malaysian economy staging a remarkable turnaround from its economic contraction which hit the Asian economy since 1997. The gross domestic product (GDP) growth of 5.4% was a sharp rebound from a decline of 7.5% in the previous year. The ongoing consolidation of the banking industry as well as the proposed changes in the insurance industry and many other industries have made the market place much more competitive and challenging for the printing industry.

Against this backdrop, the turnover of the Group had increased by 7% from RM47.5 million in 31 March 1999 to RM51.0 million for the current financial year. The Group registered a profit before tax of RM0.5 million for the current financial year compared with a loss before tax of RM3.4 million in the preceding year. The improvement in the business environment coupled with the lower borrowing costs have contributed to the improvement in the Group's results.

## FUTURE OUTLOOK

As we move towards e-commerce and a paperless society, the general presumption is that printing is a sunset industry. On the contrary, we are confident that innovation in the usage of printing products would complement the changes and we believe that the requirement of conventional printing would not be affected. Being one of the biggest companies in the print industry, we believe that we have the necessary expertise to adapt to market changes. As part of our continuous effort in becoming more customer-oriented, we have embarked on internal reorganization to become more proactive in our marketing efforts. Our continued prudent cost management coupled with emphasis on productivity would further enable us to strengthen our position in the printing industry.

The outlook for 2000/2001 appears bright with GDP growth forecast to accelerate further. With the country economy firmly set towards recovery, we are confident of achieving better performance next year.

## DIVIDEND

Your Board of Directors is pleased to recommend a first and final dividend of 5% less 28% income tax for the year ended 31 March 2000 amounting to RM590,400 at the forthcoming Annual General Meeting.

## APPRECIATION

On behalf of the Board, we would like to express our gratitude and appreciation to all management and staff for their commitment, dedication and hard work especially during the difficult economic period we have recently experienced.

We would also like to thank our shareholders and business associates for your unwavering support and cooperation over the years and for the future.

Lastly, I would also like to thank my fellow Board of Directors for all their support and wise counsel.

## DATUK HASSAN BIN HARUN

CHAIRMAN

5 YEARS

# Financial Highlights



## GROUP

	2000	1999	1998	1997	1996
	RM'000	RM'000	RM'000	RM'000	RM'000
Turnover	51,002	47,505	53,674	39,373	32,810
Profit/(Loss) Before Tax	525	(3,417)	197	6,400	6,387
(Loss)/Profit Attributable to Shareholders	(997)	(2,552)	(2,201)	5,172	4,909
Shareholders' Funds	45,916	47,503	50,646	52,847	41,928
Total Assets	110,180	109,938	117,106	120,197	47,954
Gross (Loss)/Earnings per share (sen)	3.20	(20.8)	1.2	39	39
Net Tangible Asset (RM)	2.69	2.78	2.97	3.09	2.56

## COMPANY

Turnover	32,126	25,703	32,915	31,691	32,071
Profit/(Loss) Before Tax	2,824	(2,776)	(263)	6,507	6,266
Profit/(Loss) Attributable to Shareholders	1,845	(2,379)	(890)	5,128	4,819
Shareholders' Funds	49,998	48,744	51,411	52,302	41,427
Total Assets	101,491	98,590	101,886	107,150	47,184
Gross Earnings/(Loss) per share (sen)	17.22	(16.93)	(1.60)	40	38
Net Tangible Asset (RM)	3.05	2.95	3.13	3.19	2.53

## ANALYSIS OF

# Shareholdings as at 25 August 2000

### ANALYSIS BY SIZE OF SHAREHOLDINGS AS AT 25 AUGUST 2000

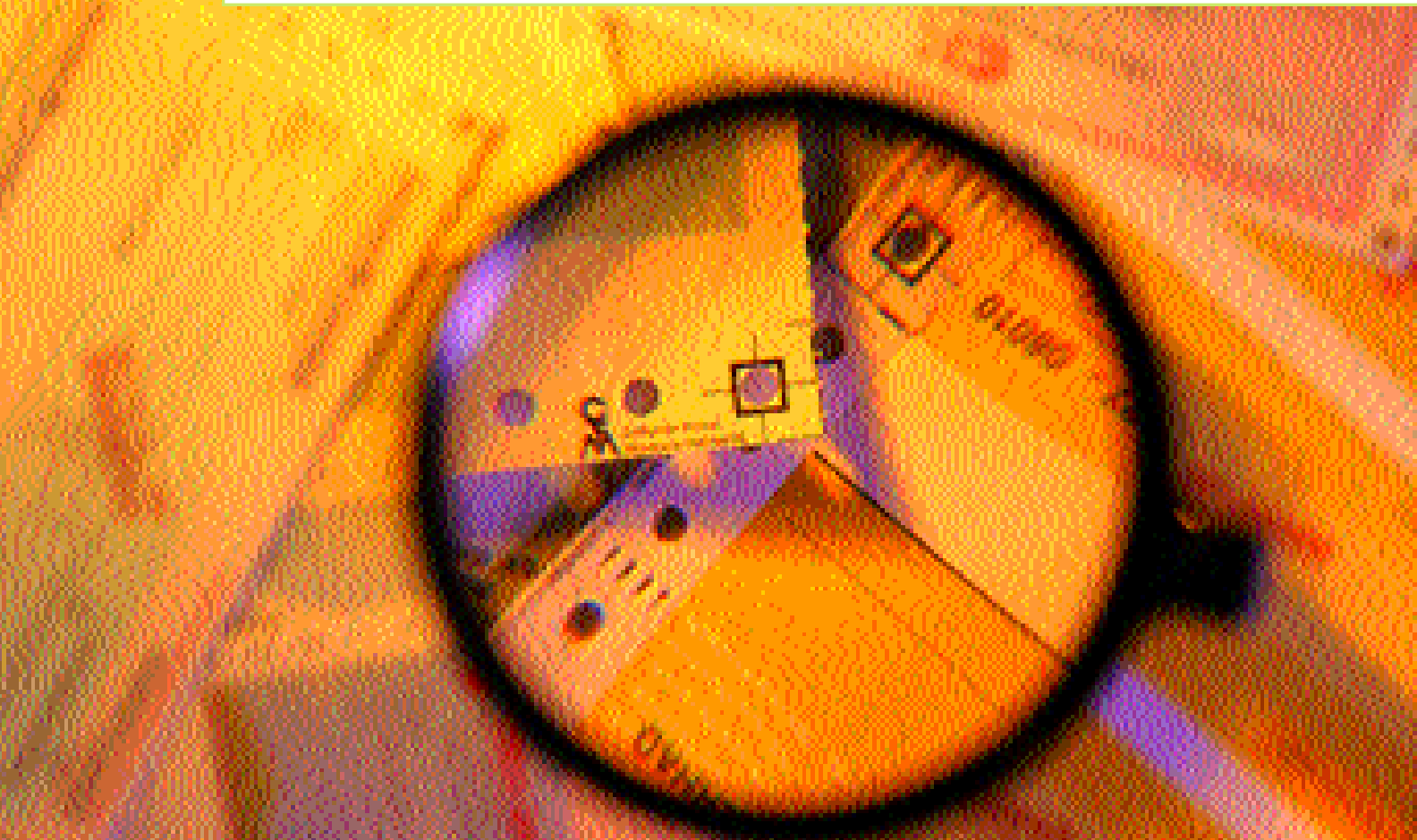
Size of Shareholding	Shareholders	%	Shareholdings	%
1 - 1,000	1,082	51.64	1,081,500	6.59
1,001 - 5,000	791	37.76	2,211,500	13.48
5,001 - 10,000	133	6.35	1,062,000	6.48
10,001 and above	89	4.25	12,045,000	73.45
<b>GRAND TOTAL</b>	<b>2,095</b>	<b>100.00</b>	<b>16,400,000</b>	<b>100.00</b>

### TWENTY (20) LARGEST SHAREHOLDERS AS AT 25 AUGUST 2000

No.	Names	Shareholdings	%
1.	KUB MALAYSIA BERHAD	5,248,000	32.00
2.	LEMBAGA TABUNG HAJI	4,174,000	25.45
3.	SYARIKAT NOMINEE BUMIPUTRA (TEMPATAN) SDN BHD (A/C FOR MALPAC SECURITIES SDN BHD)	218,000	1.33
4.	MALPAC NOMINEES (TEMPATAN) SDN BHD (A/C FOR TAN SI PENG @ CHEN CHIN PENG)	167,000	1.02
5.	MALPAC NOMINEES (TEMPATAN) SDN BHD (A/C FOR GREAT EASTERN LIFE ASSURANCE (M) BERHAD)	93,000	0.57
6.	TAN SIEW YEONG	91,000	0.55
7.	TAN ENG @ TAN CHIN ENG	89,000	0.54
8.	TAN SENG TEONG SDN BHD	75,000	0.46
9.	CHEAH SEE HAN	72,000	0.44
10.	CHAN KIT CHIN @ TAN KIT CHIN	67,000	0.41
11.	MAYBAN NOMINEES (TEMPATAN) SDN BHD (A/C FOR YAP CHONG CHOY)	64,000	0.39
12.	MALPAC NOMINEES (TEMPATAN) SDN BHD (A/C FOR CHEAH KOK POH)	63,000	0.38
13.	CHEE KENG PROPERTIES SDN BHD	50,000	0.30
14.	MAYBAN SECURITIES NOMINEES (ASING) SDN BHD (A/C FOR TAN KAY TOH)	50,000	0.30
15.	WONG THIAM LOY	50,000	0.30
16.	LIM CHYE SWEE	48,000	0.29
17.	NG HAU CHING	45,000	0.27
18.	HALIZA BINTI ABDULLAH	44,000	0.27
19.	ENG NOMINEES (TEMPATAN) SDN BHD (A/C FOR LIM SHIU BENG)	40,000	0.24
20.	TEE YEOW	40,000	0.24

## ANALYSIS OF

# Shareholdings



### SUBSTANTIAL SHAREHOLDERS

No.	Names	Shareholdings	%
1.	KUB MALAYSIA BERHAD	5,248,000	32.00
2.	LEMBAGA TABUNG HAJI	4,174,000	25.45

## LIST OF

# Properties

### COMPANY

Description	: Leasehold industrial land and factory building
Expiration of Lease	: 10 November 2093
Area	: 8,094 sq.m.
Location of Property	: Lot 2, Jalan 6, PKNS Setapak Industrial Area, Kuala Lumpur
Age of Building	: 23 years
Net Book Value	: RM9,675,970.71

### GROUP

Description	: Leasehold industrial land and factory building
Expiration of Lease	: 9 November 2093
Area	: 21,925 sq.m.
Location of Property	: Lot 1, Jalan 6, PKNS Setapak Industrial Area, Kuala Lumpur
Age of Building	: 5 years
Net Book Value	: RM20,888,167.00

Description	: Leasehold industrial land and factory building
Expiration of Lease	: Lot 13 - 3 November 2020 Lot 14 - 4 March 2025
Area	: 3,412 sq.m.
Location of Property	: Lot 13 & 14, Jalan Perusahaan Ringan, Off Jalan Genting Kelang Setapak, Kuala Lumpur
Age of Building	: 37 years
Net Book Value	: RM4,133,708.70

Description	: Leasehold industrial land and factory building
Expiration of Lease	: 8 February 2025
Area	: 372 sq.m.
Location of Property	: Lot 62, Mukim of Setapak, Kuala Lumpur
Age of Building	: 34 years
Net Book Value	: RM587,497.14

Description	: Leasehold industrial land and factory building
Expiration of Lease	: 28 August 2067
Area	: 4,047 sq.m.
Location of Property	: P.T. PDB/142/65 Mukim 14, District of Seberang Perai Utara, Penang
Age of Building	: 29 years
Net Book Value	: RM2,500,000.00

Description	: Leasehold industrial land and factory building
Expiration of Lease	: 26 January 2067
Area	: 4,589 sq.m.
Location of Property	: P.T. 2 & 4, Jalan Tukul, Shah Alam Industrial Estate Mukim of Damansara, District of Klang, Selangor Darul Ehsan
Age of Building	: 26 years
Net Book Value	: RM3,760,818.27

Description	: Leasehold industrial land and factory building
Expiration of Lease	: 7 February 2035
Area	: 822 sq.m.
Location of Property	: P.T. 23 HS(D) 78420, Mukim of Setapak, Kuala Lumpur
Age of Building	: 30 years
Net Book Value	: RM2,029,367.48

Description	: Leasehold industrial land
Expiration of Lease	: Lease expired
Area	: 355.35 sq.m.
Location of Property	: Lot 455, Mukim of Setapak, Kuala Lumpur
Age of Building	: Nil
Net Book Value	: RM105,033.34

Description	: Leasehold industrial land and factory building
Expiration of Lease	: Lease expired
Area	: 1,638 sq.m.
Location of Property	: Lot 11-1, Off Jalan Perusahaan Kiri Setapak, Kuala Lumpur
Age of Building	: 29 years
Net Book Value	: RM17,298.57

**14** DIRECTORS' REPORT

**17** STATEMENT BY DIRECTORS

**17** STATUTORY DECLARATION

**18** AUDITORS' REPORT

**19** CONSOLIDATED PROFIT  
& LOSS ACCOUNT

**20** CONSOLIDATED BALANCE SHEET

**21** CONSOLIDATED CASH FLOW  
STATEMENT

**23** PROFIT AND LOSS ACCOUNT

**24** BALANCE SHEET

**25** NOTES TO THE ACCOUNTS

**41** FORM OF PROXY

**[ financial statement ]**

# DIRECTORS' REPORT

*for the financial year ended 31 March 2000*

The directors have pleasure in submitting their report together with the audited accounts of the Group and of the Company for the financial year ended 31 March 2000.

## PRINCIPAL ACTIVITIES

The principal activities of the Company are that of printing and distributing of computer forms, stock forms and specialised forms. The principal activities of the subsidiary companies are set out in Note 15 to the accounts. There have been no significant changes in the nature of these activities during the financial year.

## RESULTS

	<b>The Group RM</b>	<b>The Company RM</b>
Profit before taxation	525,400	2,823,656
Taxation	<u>(1,795,246)</u>	<u>(978,822)</u>
(Loss)/profit after taxation	(1,269,846)	1,844,834
Minority interests	<u>272,985</u>	<u>-</u>
(Loss)/profit attributable to shareholders	(996,861)	1,844,834
Retained profits brought forward	<u>17,635,674</u>	<u>19,012,008</u>
Profits available for appropriation	16,638,813	20,856,842
Dividend	<u>(590,400)</u>	<u>(590,400)</u>
Retained profits carried forward	<u>16,048,413</u>	<u>20,266,442</u>

## DIVIDEND

A final dividend of 5% less 28% income tax, amounting to RM590,400 in respect of the previous financial year as proposed in the directors' report for that financial year was paid on 2 November 1999.

The directors now recommend a final dividend of 5% less 28% income tax, amounting to RM590,400 in respect of the current financial year.

## RESERVES AND PROVISIONS

There were no material transfers to or from reserves or provisions during the financial year except as disclosed in the accounts.

## ISSUE OF SHARES AND DEBENTURES

The Company did not issue any shares or debentures during the year.

## DIRECTORS

The directors in office since the date of the last report are:

Datuk Hassan Bin Harun  
Shabaruddin Bin Ibrahim  
Selamat @ Abdul Majid Bin Bajuri  
Ang Aik Pin  
Tuan Haji Abdul Halim Bin Haji Abdul Aziz  
Zaid @ Rasmi Bin Ishak  
Muhayuddin Bin Musa

In accordance with the Company's articles of association, Tuan Haji Abdul Halim Bin Haji Abdul Aziz, Selamat @ Abdul Majid Bin Bajuri and Ang Aik Pin retire at the forthcoming annual general meeting and being eligible, offer themselves for re-election.

# DIRECTORS' REPORT

*for the financial year ended 1 March 2000 (Continued)*

## DIRECTORS' INTERESTS

According to the Register of Directors' Shareholdings, none of the directors in office at the end of the financial year had any interest in shares in the Company and its related corporations during the financial year.

There were no changes in the directors' interests in shares in the Company and its related corporation during the period from 1 April 2000 to 21 April 2000.

## DIRECTORS' BENEFITS

Since the end of the previous financial year, no director has received or become entitled to receive a benefit (other than benefits disclosed as directors' remuneration in the accounts) by reason of a contract made by the Company or a related corporation with the director or with a firm of which he is a member, or with a company in which he has a substantial financial interest.

Neither at the end of the financial year, nor at anytime during the financial year, did there subsist any arrangements to which the Company is a party, being arrangements with the object or objects of enabling directors to acquire benefits by means of the acquisition of shares in the Company or shares in, or debentures of any other body corporate.

## STATUTORY INFORMATION ON THE ACCOUNTS

- (a) Before the profit and loss accounts and balance sheets of the Group and of the Company were made out, the directors took reasonable steps to:
- (i) ascertain that proper action had been taken in relation to the writing off of bad debts and the making of provision for doubtful debts, and satisfied themselves that all known bad debts had been written off and that adequate provision had been made for doubtful debts; and
  - (ii) ensure that any current assets, other than debts, which were unlikely to realise in the ordinary course of business their values as shown in the accounting records of the Group and of the Company have been written down to amounts which they might be expected so to realise.
- (b) At the date of this report, the directors are not aware of any circumstances:
- (i) which would render the amount written off for bad debts or the amount of the provision for doubtful debts in the accounts of the Group and of the Company inadequate to any substantial extent; or
  - (ii) which would render the values attributed to current assets in the accounts of the Group and of the Company misleading; or
  - (iii) which have arisen which render adherence to the existing method of valuation of assets or liabilities of the Group and of the Company misleading or inappropriate.
- (c) As at the date of this report:
- (i) there are no charges on the assets of the Group and of the Company which have arisen since the end of the financial year to secure the liability of any other person; and
  - (ii) there are no contingent liabilities in the Group or in the Company which have arisen since the end of the financial year.
- (d) At the date of this report, the directors are not aware of any circumstances not otherwise dealt with in the report or accounts which would render any amount stated in the accounts misleading.

## DIRECTORS' REPORT

*for the financial year ended 31 March 2000 (Continued)*

- (e) Except as disclosed in note 26 to the accounts, no contingent or other liability has become enforceable, or is likely to become enforceable, within the period of twelve months after the end of the financial year which, in the opinion of the directors, will or may substantially affect the ability of the Group or of the Company to meet their obligations as and when they fall due.
- (f) In the opinion of the directors:
  - (i) the results of the operations of the Group and of the Company during the financial year were not substantially affected by any item, transaction or event of a material and unusual nature.
  - (ii) no item, transaction or event of a material and unusual nature has arisen in the interval between the end of the financial year and the date of this report which is likely to affect substantially the results of the operations of the Group and of the Company for the current financial year in which this report is made.

### AUDITORS

The auditors, Messrs Paul Chuah & Co., have indicated their willingness to continue in office.

On behalf of the board

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DATUK HASSAN BIN HARUN

---

MUHAYUDDIN BIN MUSA

Kuala Lumpur  
Date: 26 July 2000

## STATEMENT BY DIRECTORS

In the opinion of the directors, the accounts set out on pages 19 to 38 are drawn up in accordance with the provisions of the Companies Act, 1965 and the applicable approved accounting standards so as to give a true and fair view of the state of affairs of the Group and of the Company as at 31 March 2000 and of the results of the Group and of the Company and the cash flows of the Group for the year then ended.

Signed in accordance with a resolution of the directors

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DATUK HASSAN BIN HARUN

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MUHAYUDDIN BIN MUSA

Kuala Lumpur  
Date: 26 July 2000

## STATUTORY DECLARATION

I, Woo Mun Hoo, being the officer responsible for the financial management of Computer Forms (Malaysia) Berhad, do solemnly and sincerely declare that to the best of my knowledge and belief, the accounts set out on pages 19 to 38 are correct and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act, 1960.

WOO MUN HOO

Subscribed and solemnly declared at Kuala Lumpur, Wilayah Persekutuan on 26 July 2000

Before me:

Commissioner for Oaths

## REPORT OF THE AUDITORS TO THE MEMBERS OF

### *Computer Forms (Malaysia) Berhad* (Incorporated in Malaysia)

We have audited the consolidated accounts set out on pages 19 to 38 of Computer Forms (Malaysia) Berhad, comprising of the balance sheet of the Group and of the Company and notes to the accounts as at 31 March 2000 and of the profit and loss accounts of the Group and of the Company and the cash flow statement of the Group for the year ended on that date.

The preparation of the accounts is the responsibility of the directors. Our responsibility is to express an opinion on the accounts based on our audit.

We conducted our audit in accordance with approved standards on auditing. These standards require that we plan and perform the audit to obtain all the information and explanations, which we considered necessary to provide us with sufficient evidence to give reasonable assurance that the accounts are free of material misstatements. Our audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the accounts. Our audit includes an assessment of the accounting principles used and significant estimates made by the directors as well as evaluating the adequacy of the presentation of information in the accounts.

We believe our audit provides a reasonable basis for our opinion.

In our opinion,

- (a) the accounts and notes which have been prepared under the historical cost convention modified to include the revaluation of certain freehold and leasehold properties, are properly drawn up in accordance with the provision of the Companies Act, 1965 and the applicable approved accounting standards so as to give a true and fair view of the state of affairs of the Group and of the Company as at 31 March 2000 and of the results of the Group and of the Company and the cash flows of the Group for the year ended on that date;
- (b) the accounting and other records and the registers required by the Act to be kept by the Company and its subsidiary companies have been properly kept in accordance with the provisions of the Act.

We are satisfied that the accounts of the subsidiary companies that have been consolidated with the Company's accounts are in form and content appropriate and proper for the purposes of the preparation of the consolidated accounts and we have received satisfactory information and explanations required by us for those purposes.

The audit reports on the accounts of the subsidiary companies were not subject to any qualification and did not include any comment made under sub-section (3) of Section 174 of the Act.

**PAUL CHUAH & CO.**  
No. AF 1056  
Public Accountants

**NOR IZAN BINTI KUSHAIRI**  
No. 1849/8/01 (J)  
Partner of the firm

Kuala Lumpur  
Date: 26 July 2000

# CONSOLIDATED PROFIT AND LOSS ACCOUNT

for the year ended 31 March 2000

	NOTE	2000 RM	1999 RM
TURNOVER	3	<u>51,002,645</u>	<u>47,505,002</u>
PROFIT/(LOSS) BEFORE TAXATION	4	525,400	(3,417,139)
TAXATION	5	<u>(1,795,246)</u>	<u>666,359</u>
LOSS AFTER TAXATION		(1,269,846)	(2,750,780)
MINORITY INTERESTS		<u>272,985</u>	<u>198,473</u>
LOSS ATTRIBUTABLE TO SHAREHOLDERS		(996,861)	(2,552,307)
RETAINED PROFITS BROUGHT FORWARD		<u>17,635,674</u>	<u>20,778,381</u>
PROFITS AVAILABLE FOR APPROPRIATION		16,638,813	18,226,074
PROPOSED FINAL DIVIDEND OF 5% LESS 28% INCOME TAX (1999: 5% LESS 28% INCOME TAX)		<u>(590,400)</u>	<u>(590,400)</u>
RETAINED PROFITS CARRIED FORWARD		<u>16,048,413</u>	<u>17,635,674</u>
Retained profits/(accumulated losses) retained by:			
The Company		20,266,442	19,012,008
The subsidiary companies		(4,218,029)	(1,376,334)
		<u>16,048,413</u>	<u>17,635,674</u>
LOSS PER SHARE (Sen)	6	<u>(6.08)</u>	<u>(15.56)</u>

The accompanying notes are an integral part of these accounts.

# CONSOLIDATED BALANCE SHEET

for the year ended 31 March 2000

	NOTE	2000 RM	1999 RM
<b>SHARE CAPITAL</b>	7	16,400,000	16,400,000
<b>RESERVES</b>	8	<u>29,515,904</u>	<u>31,103,165</u>
<b>SHAREHOLDERS' FUNDS</b>		45,915,904	47,503,165
<b>MINORITY INTERESTS</b>		4,699,402	4,972,386
<b>LONG TERM AND DEFERRED LIABILITIES</b>	9	<u>43,321,139</u>	<u>43,605,272</u>
		<u>93,936,445</u>	<u>96,080,823</u>
Represented by:			
<b>FIXED ASSETS</b>	13	55,229,883	58,314,734
<b>INVESTMENT PROPERTIES</b>	14	2,704,000	2,704,000
<b>OTHER INVESTMENTS</b>	16	162,814	162,814
<b>DEFERRED EXPENDITURE</b>	17	42,658	33,746
<b>GOODWILL ON CONSOLIDATION</b>	18	<u>1,833,144</u>	<u>1,920,436</u>
		59,972,499	63,135,730
<b>CURRENT ASSETS</b>			
Stocks	19	18,915,560	13,633,848
Debtors	20	14,306,270	13,080,178
Tax recoverable		-	453,020
Fixed deposits with licensed banks		15,531,347	16,886,812
Cash and bank balances		1,454,927	2,748,333
		<u>50,208,104</u>	<u>46,802,191</u>
Less:			
<b>CURRENT LIABILITIES</b>			
Creditors	21	6,924,651	6,890,587
Short term borrowings	23	8,541,349	6,338,311
Taxation		187,758	-
Dividend		590,400	628,200
		<u>16,244,158</u>	<u>13,857,098</u>
<b>NET CURRENT ASSETS</b>		<u>33,963,946</u>	<u>32,945,093</u>
		<u>93,936,445</u>	<u>96,080,823</u>

The accompanying notes are an integral part of these accounts.

# CONSOLIDATED CASH FLOW STATEMENT

for the year ended 31 March 2000

	NOTE	2000 RM	1999 RM
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Profit/(loss) before taxation and minority interests		525,400	(3,417,139)
Adjustments for:			
Amortisation of goodwill		87,292	87,292
Depreciation		3,321,129	3,400,648
Interest expense		3,113,363	5,935,912
Loss on disposal of investment		-	394
Provision for diminution in value of an investment		-	9,999
Provision for doubtful debts		553,380	1,279,985
Provision for slow moving stocks		279,061	-
Bad debts written off		726,714	860,710
Dividend received		-	(54)
Interest income		(674,994)	(1,490,610)
Profit from disposal of fixed assets		(22,190)	(5,400)
Provision for doubtful debts no longer required		(697,047)	(7,872)
Other creditors written off		(9,593)	-
Profit before working capital changes		7,202,515	6,653,865
Working capital changes:			
Stocks		(5,560,773)	3,596,402
Debtors		(1,809,139)	545,044
Creditors		66,661	(1,744,074)
Cash (outflows)/inflows from operations		(100,736)	9,051,237
Dividend received		-	39
Interest received		674,994	1,490,610
Interest paid		(3,113,363)	(5,935,912)
Tax paid		(942,362)	(1,931,643)
Additions of deferred expenditure		(8,913)	(11,543)
Net cash (outflows)/inflows from operating activities		(3,490,380)	2,662,788

## CONSOLIDATED CASH FLOW STATEMENT

for the year ended 31 March 2000 (continued)

	NOTE	2000 RM	1999 RM
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Proceeds from disposal of investment		-	193,000
Proceeds from disposal of fixed assets		71,200	5,400
Purchase of fixed assets		(285,288)	(182,376)
Net cash (outflows)/inflows from investing activities		(214,088)	16,024
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Repayment of term loans		(637,363)	(582,711)
Repayment of hire purchase creditor		(34,491)	(23,004)
Dividend paid		(628,200)	-
Drawdown from short term borrowings		2,138,626	880,686
Net cash inflows from financing activities		838,572	274,971
<b>NET (DECREASE)/INCREASE IN CASH AND CASH EQUIVALENTS</b>		(2,865,896)	2,953,783
<b>CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR</b>	A	17,902,393	14,948,610
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	A	15,036,497	17,902,393
<b>A. CASH AND CASH EQUIVALENTS</b>			
Fixed deposits with licensed banks		15,531,347	16,886,812
Cash and bank balances		1,454,927	2,748,333
Bank overdrafts		(1,949,777)	(1,732,752)
Total cash and cash equivalents		15,036,497	17,902,393

The accompanying notes are an integral part of these accounts.

## PROFIT AND LOSS ACCOUNT

*for the year ended 31 March 2000*

	NOTE	2000 RM	1999 RM
TURNOVER	3	<u>32,125,666</u>	<u>25,703,115</u>
PROFIT/(LOSS) BEFORE TAXATION	4	2,823,656	(2,473,957)
TAXATION	5	<u>(978,822)</u>	<u>397,182</u>
PROFIT/(LOSS) AFTER TAXATION		1,844,834	(2,076,775)
RETAINED PROFITS BROUGHT FORWARD		<u>19,012,008</u>	<u>21,679,183</u>
PROFITS AVAILABLE FOR APPROPRIATION		20,856,842	19,602,408
PROPOSED FINAL DIVIDEND OF 5% LESS 28% INCOME TAX (1999 : 5% LESS 28% INCOME TAX)		<u>(590,400)</u>	<u>(590,400)</u>
RETAINED PROFITS CARRIED FORWARD		<u>20,266,442</u>	<u>19,012,008</u>

The accompanying notes are an integral part of these accounts.

## BALANCE SHEET

as at 31 March 2000

	NOTE	2000 RM	1999 RM
<b>SHARE CAPITAL</b>	7	16,400,000	16,400,000
<b>RESERVES</b>	8	33,598,382	32,343,948
<b>SHAREHOLDERS' FUNDS</b>		<u>49,998,382</u>	<u>48,743,948</u>
<b>LONG TERM AND DEFERRED LIABILITIES</b>	9	<u>42,638,500</u>	<u>42,752,500</u>
		<u>92,636,882</u>	<u>91,496,448</u>
Represented by:			
<b>FIXED ASSETS</b>	13	16,680,170	18,083,924
<b>SUBSIDIARY COMPANIES</b>	15	<u>51,612,484</u>	<u>51,612,484</u>
		<u>68,292,654</u>	<u>69,696,408</u>
<b>CURRENT ASSETS</b>			
Stocks	19	10,381,347	6,829,803
Debtors	20	19,270,725	18,593,273
Dividends receivable		1,586,594	-
Tax recoverable		921,972	1,307,204
Fixed deposits with a licensed bank		1,010,099	2,124,906
Cash and bank balances		27,325	39,226
		<u>33,198,062</u>	<u>28,894,412</u>
Less :			
<b>CURRENT LIABILITIES</b>			
Creditors	21	1,770,692	1,765,960
Short term borrowings	23	6,492,742	4,738,012
Dividend		590,400	590,400
		<u>8,853,834</u>	<u>7,094,372</u>
<b>NET CURRENT ASSETS</b>		<u>24,344,228</u>	<u>21,800,040</u>
		<u>92,636,882</u>	<u>91,496,448</u>

The accompanying notes are an integral part of these accounts.

# NOTES TO THE ACCOUNTS

*for the year ended 31 March 2000*

## 1. ACCOUNTING BASIS

The accounts are prepared under the historical cost convention modified to include the revaluation of certain freehold and leasehold properties and complied with the applicable approved accounting standards.

## 2. SIGNIFICANT ACCOUNTING POLICIES

### (a) Basis of consolidation

The consolidated accounts incorporate the accounts of the Company and its subsidiary companies made up to the end of the financial year. All material intercompany transactions have been eliminated.

Differences between the cost of acquisition and the fair value of the subsidiary companies at the date of acquisition are included in the Group accounts as either goodwill or reserve arising on consolidation as appropriate. Goodwill is amortised to the profit and loss account over a period of 25 years.

### (b) Depreciation

Leasehold land and buildings are depreciated on a straight-line basis over the lease period between 23 to 99 years. Other fixed assets are depreciated over their estimated useful lives on a straight-line basis at the following annual rates:

	%	
Plant and machinery	7.5	- 10
Furniture, fittings, equipment, renovations and motor vehicles	2	- 20

### (c) Investments

Long term investments are stated at cost less provision for diminution in value, if any, which is considered to be permanent.

### (d) Stocks

Stocks are valued at the lower of cost and net realisable value after adequate provision has been made for all deteriorated, damaged, obsolete or slow-moving stocks. Costs of raw materials and consumables comprise the original costs of purchase and the costs of bringing the stocks to their present location and condition. Costs of work-in-progress and finished goods comprise direct materials, direct labour and an appropriate proportion of production overheads. Costs is determined on the first in, first out basis.

### (e) Cash and cash equivalents

Cash comprises cash on hand and demand deposits. Cash equivalents are short term, highly liquid investments that are readily convertible to cash with insignificant risk of changes in value.

### (f) Foreign currencies

Transactions in foreign currencies are converted into Ringgit Malaysia at rates ruling at the transaction dates. Assets and liabilities in foreign currencies are translated at the rates prevailing at the balance sheet date. Exchange gains and losses are included in the profit and loss account.

### (g) Deferred taxation

Provision is made by the liability method for taxation deferred in respect of all timing differences except where it is thought reasonably probable that the tax effects of such deferrals will continue in the foreseeable future.

### (h) Debtors

Known bad debts are written off and specific provision is made for any debts considered to be doubtful of collection.

# NOTES TO THE ACCOUNTS

for the year ended 31 March 2000 (continued)

## 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

### (i) Deferred expenditure

Deferred expenditure comprises preliminary and pre-operating expenses. Deferred expenditure is stated at cost and will be charged to expense in the year in which the subsidiary companies commence operations.

### (j) Investment properties

Investment properties comprises land and buildings held by the Group for their investment potential and rental income.

It is the policy of the Group to periodically revalue its investment properties based upon the advice of independent professional valuers and appraisers at open market values based on appropriate information and indices that are available.

## 3. TURNOVER

Turnover of the Group comprises the invoiced value of goods sold net of returns and discounts.

Turnover of the Company comprises gross dividend income and the invoiced value of goods sold net of returns and discounts.

## 4. PROFIT/(LOSS) BEFORE TAXATION

	GROUP		COMPANY	
	2000 RM	1999 RM	2000 RM	1999 RM
<b>Profit/(loss) before taxation is stated after charging and (crediting)</b>				
Amortisation of goodwill	87,292	87,292	-	-
Auditors' remuneration:				
current year	66,330	67,930	30,000	30,000
overprovision in prior year	(2,930)	(175)	-	-
Bad debts written off	726,714	860,710	104,038	-
Depreciation	3,321,129	3,400,648	1,441,272	1,592,764
Directors' remuneration:				
fees	130,000	85,000	70,000	25,000
other emoluments	462,282	374,769	180,960	156,000
Interest expense:				
bank overdrafts	100,163	244,514	60,703	171,513
term loans	2,738,703	5,196,967	2,658,867	5,049,516
trust receipts	726	130,492	-	112,815
bankers' acceptances	267,115	359,103	197,321	169,330
hire purchase	6,656	4,836	-	-
Provision for doubtful debts	553,380	1,279,985	50,000	288,038
Other creditors written off	(9,593)	-	-	-
Rental from buildings	(191,664)	(191,664)	-	-
Realised profits from foreign exchange	(5,907)	-	(6,365)	-
Interest income:				
fixed deposits	(651,844)	(1,490,610)	(79,380)	(200,269)
others	(23,150)	-	-	-
Provision for doubtful debts no longer required	(697,047)	(7,872)	(38,038)	(3,872)
Profit from disposal of fixed assets	(22,190)	(5,400)	(300)	-

# NOTES TO THE ACCOUNTS

for the year ended 31 March 2000 (continued)

## 4. PROFIT/(LOSS) BEFORE TAXATION (continued)

	GROUP		COMPANY	
	2000 RM	1999 RM	2000 RM	1999 RM
Loss on disposal of investment	-	394	-	-
Provision for slow moving stocks	279,061	-	-	-
Provision for diminution in value of unquoted investment	-	9,999	-	-
Rental of buildings	-	-	380,136	380,136
Realised loss from foreign exchange	-	81,924	-	87,266
Gross dividends from:				
subsidiary companies	-	-	(2,403,603)	(194,444)
quoted investment	-	(54)	-	-

## 5. TAXATION

	GROUP		COMPANY	
	2000 RM	1999 RM	2000 RM	1999 RM
(a) Current Malaysian taxation	1,626,700	-	1,072,000	54,444
(Over)/underprovision in prior years	(43,558)	(235,756)	20,822	(451,626)
	<u>1,583,142</u>	<u>(235,756)</u>	<u>1,092,822</u>	<u>(397,182)</u>
Deferred taxation (Note 12)	212,104	(430,603)	(114,000)	-
	<u>1,795,246</u>	<u>(666,359)</u>	<u>978,822</u>	<u>(397,182)</u>

(b) The effective tax rate of the Company is higher than the statutory tax rate because certain expenses are not deductible for the purposes. (1999: Pursuant to the Income Tax (Amendment) Act, income derived in 1999 will not be subject to income tax, except for income derived from dividend. Despite the current year losses the Company has provision for taxation due to dividend income received from a subsidiary company. Subject to the approval of the Inland Revenue Board the Company has a tax exempt account of approximately RM2,959,000 available for distribution as tax exempt dividend).

(c) Subject to the approval of Inland Revenue Board, the Company has sufficient tax credit under Section 108 of the Income Tax Act, 1967 to frank the payment of dividends out of all its retained profits at 31 March 2000.

## 6. LOSS PER SHARE

The loss per share for the year has been calculated based on the consolidated loss after tax and minority interests of RM996,861 (1999: RM2,552,307) and on the number of ordinary shares in issue and paid up during the year of 16,400,000 (1999: 16,400,000).

# NOTES TO THE ACCOUNTS

for the year ended 31 March 2000 (continued)

## 7. SHARE CAPITAL

	2000 RM	1999 RM
<b>Ordinary shares of RM1 each</b>		
Authorised	<u>25,000,000</u>	<u>25,000,000</u>
Issued and fully paid up	<u>16,400,000</u>	<u>16,400,000</u>

## 8. RESERVES

	GROUP		COMPANY	
	2000 RM	1999 RM	2000 RM	1999 RM
<b>Non-distributable</b>				
Reserve on consolidation	135,551	135,551	-	-
Share premium	5,861,066	5,861,066	5,861,066	5,861,066
Revaluation reserve	<u>7,470,874</u>	<u>7,470,874</u>	<u>7,470,874</u>	<u>7,470,874</u>
	13,467,491	13,467,491	13,331,940	13,331,940
<b>Distributable</b>				
Retained profit	<u>16,048,413</u>	<u>17,635,674</u>	<u>20,266,442</u>	<u>19,012,008</u>
	<u>29,515,904</u>	<u>31,103,165</u>	<u>33,598,382</u>	<u>32,343,948</u>

## 9. LONG TERM AND DEFERRED LIABILITIES

	GROUP		COMPANY	
	2000 RM	1999 RM	2000 RM	1999 RM
Term loans (Note 10)	41,198,129	41,682,879	41,000,000	41,000,000
Hire purchase creditor (Note 11)	-	11,487	-	-
Deferred taxation (Note 12)	<u>2,123,010</u>	<u>1,910,906</u>	<u>1,638,500</u>	<u>1,752,500</u>
	<u>43,321,139</u>	<u>43,605,272</u>	<u>42,638,500</u>	<u>42,752,500</u>

## 10. TERM LOANS

	GROUP		COMPANY	
	2000 RM	1999 RM	2000 RM	1999 RM
Repayments due:				
Within one year	460,946	613,559	-	-
Two to five years	<u>41,198,129</u>	<u>41,682,879</u>	<u>41,000,000</u>	<u>41,000,000</u>
	<u>41,659,075</u>	<u>42,296,438</u>	<u>41,000,000</u>	<u>41,000,000</u>

# NOTES TO THE ACCOUNTS

for the year ended 31 March 2000 (continued)

## 10. TERM LOANS (continued)

The term loans are secured as follows:

- i) negative pledge of the Company;
- ii) fixed and floating charge over certain subsidiary companies' assets;
- iii) corporate guarantee from the Company; and
- iv) deed of assignment and fixed charge over subsidiary companies' land and buildings.

Interest is charged at between 1.5% to 2.25% per annum above banks' base lending rate or cost of fund and 6.5% per annum on reducing balances.

## 11. HIRE PURCHASE CREDITOR

	GROUP	
	2000 RM	1999 RM
Amount payable	-	41,730
Less: interest in suspense	-	(7,239)
	<u>-</u>	<u>34,491</u>
Repayments due :		
Within one year	-	23,004
Two to five years	-	11,487
	<u>-</u>	<u>34,491</u>

## 12. DEFERRED TAXATION

	GROUP		COMPANY	
	2000 RM	1999 RM	2000 RM	1999 RM
At 1 April	1,910,906	2,341,509	1,752,500	1,752,500
Transfer from/(to) profit and loss account (Note 5)	212,104	(430,603)	(114,000)	-
At 31 March	<u>2,123,010</u>	<u>1,910,906</u>	<u>1,638,500</u>	<u>1,752,500</u>
The deferred taxation is in respect of:				
Timing differences between capital allowance and depreciation	2,263,010	2,036,906	1,778,500	1,878,500
General provision for doubtful debts	(140,000)	(126,000)	(140,000)	(126,000)
	<u>2,123,010</u>	<u>1,910,906</u>	<u>1,638,500</u>	<u>1,752,500</u>

## NOTES TO THE ACCOUNTS

for the year ended 31 March 2000 (continued)

### 13. FIXED ASSETS

	Long term leasehold land and buildings RM	Short term leasehold land and buildings RM	Plant and machinery RM	Furniture, fittings, equipment, renovations and motor vehicles RM	Total RM
<b>GROUP</b>					
<b>At cost or valuation</b>					
At 1 April 1999	35,525,384	8,409,233	47,281,194	5,197,525	96,413,336
Additions	-	-	107,150	178,138	285,288
Disposals	-	-	-	(135,870)	(135,870)
At 31 March 2000	35,525,384	8,409,233	47,388,344	5,239,793	96,562,754

#### Analysis of cost and valuation

Valuation	25,126,059	8,371,626	-	-	33,497,685
Cost	10,399,325	37,607	47,388,344	5,239,793	63,065,069
At 31 March 2000	35,525,384	8,409,233	47,388,344	5,239,793	96,562,754

#### Accumulated depreciation

At 1 April 1999	584,569	542,143	32,982,029	3,989,861	38,098,602
Charge for the year	390,967	289,740	2,373,520	266,902	3,321,129
Disposals	-	-	-	(86,860)	(86,860)
At 31 March 2000	975,536	831,883	35,355,549	4,169,903	41,332,871

#### Net book value

At 31 March 2000	34,549,848	7,577,350	12,032,795	1,069,890	55,229,883
At 31 March 1999	34,940,815	7,867,090	14,299,165	1,207,664	58,314,734

# NOTES TO THE ACCOUNTS

for the year ended 31 March 2000 (continued)

## 13. FIXED ASSETS (continued)

	Long term leasehold land and buildings RM	Plant and machinery RM	Furniture, fittings, equipment and renovations RM	Motor vehicles RM	Total RM
<b>COMPANY</b>					
<b>At cost or valuation</b>					
At 1 April 1999	10,070,072	23,465,216	1,652,198	1,224,017	36,411,503
Additions	-	-	37,518	-	37,518
Disposals	-	-	-	(2,823)	(2,823)
At 31 March 2000	10,070,072	23,465,216	1,689,716	1,221,194	36,446,198

### Analysis of cost and valuation

Valuation	9,842,792	-	-	-	9,842,792
Cost	227,280	23,465,216	1,689,716	1,221,194	26,603,406
At 31 March 2000	10,070,072	23,465,216	1,689,716	1,221,194	36,446,198

### Accumulated depreciation

At 1 April 1999	286,092	15,731,548	1,105,894	1,204,045	18,327,579
Charge for the year	108,010	1,197,709	116,479	19,074	1,441,272
Disposal	-	-	-	(2,823)	(2,823)
At 31 March 2000	394,102	16,929,257	1,222,373	1,220,296	19,766,028

### Net book value

At 31 March 2000	9,675,970	6,535,959	467,343	898	16,680,170
At 31 March 1999	9,783,980	7,733,668	546,304	19,972	18,083,924

(a) Included under fixed assets are:

	GROUP	
	Net book value	
	2000 RM	1999 RM
Asset acquired under hire purchase contract	-	58,183

## NOTES TO THE ACCOUNTS

for the year ended 31 March 2000 (continued)

### 13. FIXED ASSETS (continued)

(b) The long term and short term leasehold land and buildings of the Group and of the Company were revalued by the directors based on the valuation by independent professional valuers in 1980 and 1997 for subsidiary companies and 1996 and 1997 for the Company using the open market value basis.

(c) Certain fixed assets of the Group have been pledged with licensed banks as security for facility granted to the Group.

### 14. INVESTMENT PROPERTIES

	GROUP	
	2000 RM	1999 RM
<b>At Valuation</b>		
Freehold land	204,000	204,000
Long term leasehold land and buildings	<u>2,500,000</u>	<u>2,500,000</u>
	<u>2,704,000</u>	<u>2,704,000</u>

The freehold land and long term leasehold land and buildings were revalued by the directors based on the valuation by a firm of independent professional valuers in 1976 and 1997 respectively using the fair market value basis.

### 15. SUBSIDIARY COMPANIES

	COMPANY	
	2000 RM	1999 RM
Shares in unquoted corporations at cost	66,540,008	66,540,008
Less: Dividends out of pre-acquisition profits	<u>(14,927,524)</u>	<u>(14,927,524)</u>
	<u>51,612,484</u>	<u>51,612,484</u>

# NOTES TO THE ACCOUNTS

for the year ended 31 March 2000 (continued)

## 15. SUBSIDIARY COMPANIES

The subsidiary companies, all of which were incorporated in Malaysia, are:

Name of company	Principal activities	Group's equity interest	
		2000	1999
Compu-Aids (M) Sdn. Bhd.	Distributor of computer forms.	100%	100%
CFM Resources Sdn. Bhd.	Dormant company.	100%	100%
CFM Ventures Sdn. Bhd.	Dormant company.	100%	100%
CFM Management Services Sdn. Bhd.	Dormant company.	100%	100%
CFM Dagangan Sdn. Bhd.	Dormant company.	100%	100%
Chip Seng Trading (Holdings) Sdn. Bhd. and its subsidiary companies:	Investment holding company.	100%	100%
Chip Card Sdn. Bhd.	Manufacturing and distributing of plastic cards, computer systems and other cards and card printers.	100%	100%
Aktif Samudera Sdn. Bhd.	Investment holding company and provision of marketing services.	100%	100%
Syarikat Chip Seng Trading Sendirian Berhad	Printing and supplying of exercise books and magazines.	88.5%	88.5%
Contipak Noron Sendirian Berhad	Printing and supplying of packaging materials.	100%	100%
Malaysia Machinery Manufacturers Sdn. Bhd.	Dormant company.	100%	100%
Kobayashi Kirokushi Sdn. Bhd.	Manufacturer and distributor of magnetic transit tickets. The Company has ceased operation during the financial year.	65%	65%
Asset Spectrum Sdn. Bhd.	Dormant company.	100%	100%

## NOTES TO THE ACCOUNTS

for the year ended 31 March 2000 (continued)

### 16. OTHER INVESTMENTS

	GROUP	
	2000 RM	1999 RM
Shares in corporations at cost:		
Quoted in Malaysia	2,813	2,813
Unquoted	170,000	170,000
Less: Provision for diminution in value	(9,999)	(9,999)
	<u>160,001</u>	<u>160,001</u>
	<u>162,814</u>	<u>162,814</u>
Market value of quoted investments	<u>4,063</u>	<u>1,746</u>

### 17. DEFERRED EXPENDITURE

	GROUP	
	2000 RM	1999 RM
Preliminary expenses	9,992	9,992
Pre-operating expenses	32,666	23,754
	<u>42,658</u>	<u>33,746</u>

Included in pre-operating expenses is current year's auditors' remuneration of RM2,250 (1999: RM2,250).

### 18. GOODWILL ON CONSOLIDATION

	GROUP	
	2000 RM	1999 RM
At 1 April	1,920,436	2,007,728
Amortisation for the year	(87,292)	(87,292)
At 31 March	<u>1,833,144</u>	<u>1,920,436</u>

# NOTES TO THE ACCOUNTS

for the year ended 31 March 2000 (continued)

## 19. STOCKS

	GROUP		COMPANY	
	2000 RM	1999 RM	2000 RM	1999 RM
Raw materials and consumables	15,351,270	10,155,854	7,562,882	4,193,449
Work-in-progress	1,185,200	1,058,185	812,097	773,181
Finished goods	2,658,151	2,419,809	2,006,368	1,863,173
	<u>19,194,621</u>	<u>13,633,848</u>	<u>10,381,347</u>	<u>6,829,803</u>
Provision for slow moving stocks	(279,061)	-	-	-
	<u>18,915,560</u>	<u>13,633,848</u>	<u>10,381,347</u>	<u>6,829,803</u>

## 20. DEBTORS

	GROUP		COMPANY	
	2000 RM	1999 RM	2000 RM	1999 RM
Trade debtors	16,339,095	14,860,821	6,325,302	5,475,188
Provision for doubtful debts	(2,880,525)	(2,996,207)	(1,468,534)	(1,418,534)
	<u>13,458,570</u>	<u>11,864,614</u>	<u>4,856,768</u>	<u>4,056,654</u>
Other debtors, deposits and prepayment	976,753	1,372,602	178,719	405,813
Provision for doubtful debts	(129,053)	(157,038)	-	(38,038)
	<u>847,700</u>	<u>1,215,564</u>	<u>178,719</u>	<u>367,775</u>
Amounts due from subsidiary companies (Note 22)	-	-	14,235,238	14,168,844
	<u>14,306,270</u>	<u>13,080,178</u>	<u>19,270,725</u>	<u>18,593,273</u>

## NOTES TO THE ACCOUNTS

for the year ended 31 March 2000 (continued)

### 21. CREDITORS

	GROUP		COMPANY	
	2000 RM	1999 RM	2000 RM	1999 RM
Trade creditors	1,140,370	1,248,365	591,201	644,977
Other creditors and accruals	5,724,281	5,559,218	719,917	597,431
Hire purchase creditor (Note 11)	-	23,004	-	-
Amount due to directors	60,000	60,000	-	-
Amounts due to subsidiary companies (Note 22)	-	-	459,574	523,552
	<u>6,924,651</u>	<u>6,890,587</u>	<u>1,770,692</u>	<u>1,765,960</u>

### 22. AMOUNTS DUE FROM/TO SUBSIDIARY COMPANIES

The amounts due from/to subsidiary companies are interest free with no fixed repayment terms.

### 23. SHORT TERM BORROWINGS

	GROUP		COMPANY	
	2000 RM	1999 RM	2000 RM	1999 RM
Trust receipts	-	233,000	-	-
Bills payable	105,626	-	105,626	-
Bankers' acceptances	6,025,000	3,759,000	4,603,000	3,545,000
Bank overdrafts	1,949,777	1,732,752	1,784,116	1,193,012
Term loans (Note 10)	460,946	613,559	-	-
	<u>8,541,349</u>	<u>6,338,311</u>	<u>6,492,742</u>	<u>4,738,012</u>

The trust receipts, bills payable, bankers' acceptances and bank overdrafts are secured as follows:

- a negative pledge against the assets of the Company and of the Group;
- a fixed and floating charge over subsidiary companies' assets;
- a deed of assignment and fixed charge over the subsidiary companies' land and buildings;
- letter of undertaking from the Company; and
- corporate guarantee from the Company.

Interests are charged at between 1% to 1.5% per annum above banks' base lending rates.

# NOTES TO THE ACCOUNTS

for the year ended 31 March 2000 (continued)

## 24. SIGNIFICANT RELATED PARTY TRANSACTIONS

	COMPANY	
	2000 RM	1999 RM
Payable to subsidiary companies:		
purchases	232,332	279,081
rental of building	380,136	380,136
Receivable from subsidiary companies:		
sales	<u>3,771,029</u>	<u>3,271,990</u>

## 25. SEGMENTAL INFORMATION

	Turnover RM	Operating profit/(loss) RM	Total assets employed RM
<b>2000</b>			
Manufacturing	47,001,431	(37,199)	94,393,304
Trading	4,001,214	313,357	1,741,971
Others	-	249,242	14,045,328
	<u>51,002,645</u>	<u>525,400</u>	<u>110,180,603</u>
Net interest expenses	-	2,438,369	-
	<u>51,002,645</u>	<u>2,963,769</u>	<u>110,180,603</u>
<b>1999</b>			
Manufacturing	43,746,003	(3,936,041)	96,563,598
Trading	3,758,999	390,363	1,324,861
Others	-	128,539	12,049,462
	<u>47,505,002</u>	<u>(3,417,139)</u>	<u>109,937,921</u>
Net interest expenses	-	4,445,302	-
	<u>47,505,002</u>	<u>1,028,163</u>	<u>109,937,921</u>

The operations of the Group are entirely carried out in Malaysia.

## 26. CONTINGENT LIABILITIES

	GROUP		COMPANY	
	2000 RM	1999 RM	2000 RM	1999 RM
Disputes with third party	424,498	392,616	-	-
Bank guarantee to third parties	259,722	489,495	85,722	136,995
Corporate guarantee to subsidiary Companies	-	-	2,039,074	1,679,745
	<u>684,220</u>	<u>882,111</u>	<u>2,124,796</u>	<u>1,816,740</u>

# NOTES TO THE ACCOUNTS

*for the year ended 31 March 2000* (continued)

## 27. CAPITAL COMMITMENTS

	GROUP AND COMPANY	
	2000 RM	1999 RM
Contracted but not provided in the accounts	269,000	-
Authorised but not contracted and not provided for in the accounts	348,000	-

## 28. COMPARATIVE FIGURES

Certain comparative figures have been reclassified to conform with the current year's presentation.

# FORM OF PROXY



## Computer Forms (Malaysia) Berhad

(4423-H)  
Incorporated in Malaysia

I/We, \_\_\_\_\_  
of \_\_\_\_\_  
being a Member/Members of Computer Forms (Malaysia) Berhad, hereby appoint \_\_\_\_\_  
of \_\_\_\_\_  
or failing him/her \_\_\_\_\_  
of \_\_\_\_\_  
as my/our proxy to vote for me/us and on my/our behalf at the Thirty-Eighth Annual General Meeting of the Company to be held on 29 September 2000 and at any adjournment thereof.

		FOR	AGAINST
RESOLUTION 1	ADOPTION OF REPORT AND ACCOUNTS		
RESOLUTION 2	DECLARATION OF DIVIDEND		
RESOLUTION 3	APPROVAL OF DIRECTORS' FEES		
RESOLUTION 4	RE-ELECTION OF DIRECTORS RETIRING UNDER ARTICLE 79:		
RESOLUTION 5	Tuan Haji Abdul Halim Bin Haji Abdul Aziz		
RESOLUTION 6	Encik Selamat Bin Bajuri		
	Mr. Ang Aik Pin		
RESOLUTION 7	APPOINTMENT OF AUDITORS		
RESOLUTION 8	SPECIAL BUSINESS		

Please indicate with an "X" in the appropriate spaces provided above how you wish your votes to be cast. If you do not indicate how you wish your proxy to vote on any Resolution, the proxy will vote as he thinks fit, or, at his discretion, abstain from voting.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2000

No. of shares

Signature \_\_\_\_\_

### NOTES :

1. A member entitled to attend and vote at the General Meeting is entitled to appoint a proxy to attend and vote in his stead. A member shall not be entitled to appoint a person who is not a member as his proxy unless that person is a qualified legal practitioner, an approved company auditor or a person approved by the Registrar of Companies in a particular case.
3. The instrument appointing a proxy must be deposited at the Registered Office of the Company, B-8-7 Megan Phileo Promenade, 189 Jalan Tun Razak, 50400 Kuala Lumpur not less than 48 hours before the time for holding the Meeting.
4. If the Appointer is a Corporation, the Form of Proxy must be executed under its Common Seal or under the hand of its officer or attorney duly authorised.

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Stamp/Setem

The Company Secretary  
**Computer Forms (Malaysia) Berhad** (4423-H)  
B-8-7 Megan Phileo Promenade  
189 Jalan Tun Razak  
50400 Kuala Lumpur  
Malaysia

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