

# Your Reliable Supplier Since 1984



MOF Registered



CIDB Registered



Member of FFM



Office Furniture

Glass Partition

Glass Whiteboard

Packaging Material

Cleaning Detergent



[sheltonmart.com.my](https://sheltonmart.com.my)



[sheltonoffice.com.my](https://sheltonoffice.com.my)



# SHELTON™

Your Reliable Supplier Since 1984



## COMPANY PROFILE

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# COMPANY BACKGROUND

**Shelton Trading Company** (1231177-D) register as a sole proprietor since 1983, from the humble beginning of a single factory of 100 square metres, with manufacture **aluminium frame, door, window, tempered glass works and gypsum board partition**. It run by our director, Lim Kong Choong with 30 years experience in the glass and aluminium industry. Our company objective is provide the quality service and product with reasonable price and after sales service.

In year 1990, our company move to a new factory with office and store in Taman Industri Puchong. In 28 October 2008, our company director set up a another company which is **Shelton Trading and Marketing Sdn. Bhd. (1231177-D)** for trading building material purpose and also can lower our raw material cost. Now days the company are provide **one chain of service and product in aluminium, tempered glass, gypsum board partition and office renovation service and office furniture** with reasonable price in related industry.

In year 2009, it also get involve in office furniture supply **such as open plan partition, office seating and steel furniture** as our strategies partner for our office interior business. During the year, we always recruit technique staff to backup our quality product and after sales service.

In 2018, all business is under incorporation into **Shelton Jaya Sdn. Bhd. (1231177-D)**

**Paid Up Capital: RM518,000**



**To Establish “SHELTON” as a Trustworthy,  
Reliable, REASONABLE PRICE Retailer &  
Wholesaler /Agency Business Company  
toward Global Market**





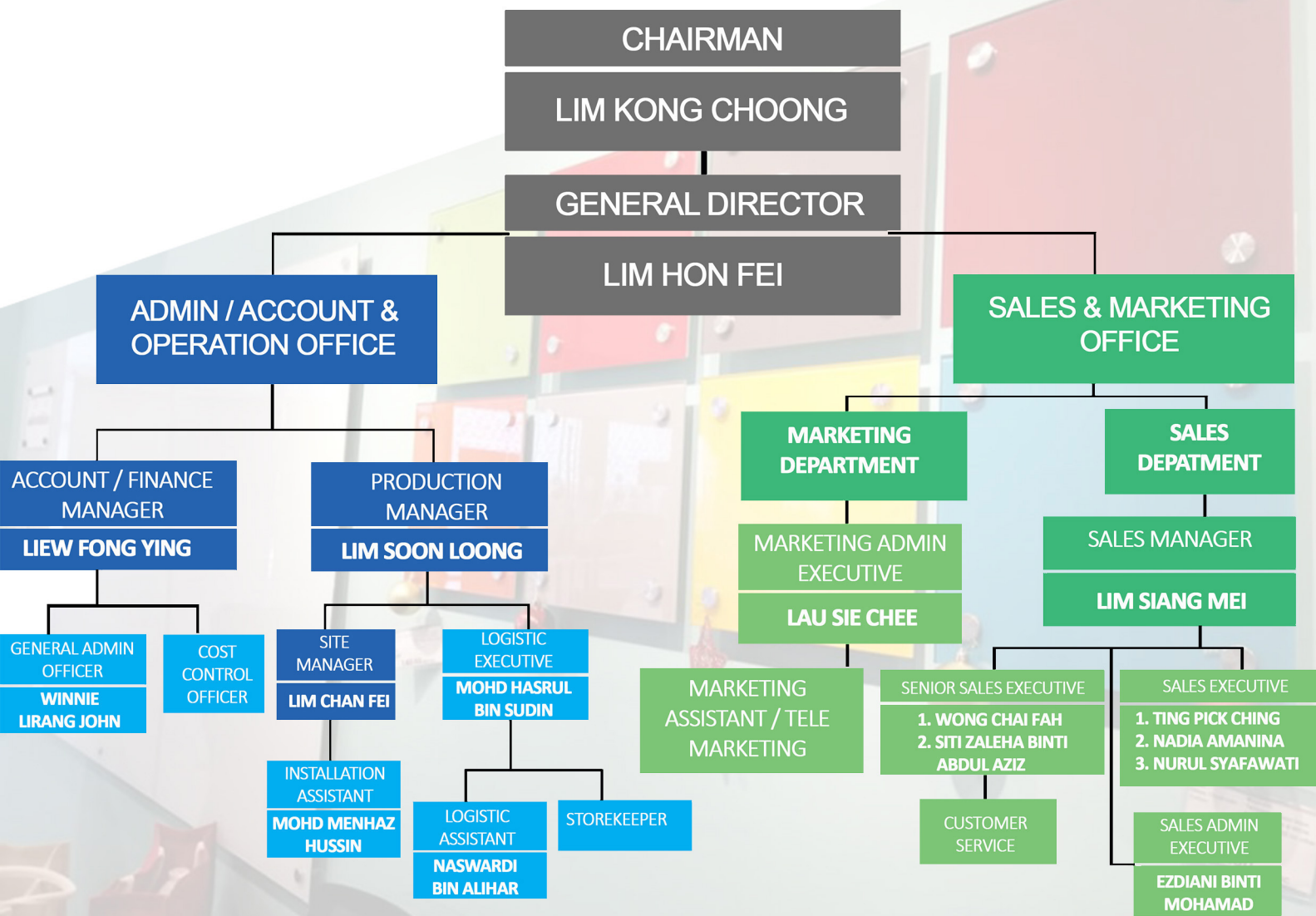
# KEY PERSONNEL RESOURCEPROFILE

NAME	DESIGNATION	EXPERIENCE
1. Lim Hon Fei (LLB Bachelor of Law University of London) - General Director	Operation Executive	9 years
2. Lim Kong Choong	Senior Consultant/Advisor	30 years
3. Lim Soon Loong	Senior Production Supervisor	13 years
4. Lim Chan Fei	Senior Site Supervisor	11 years
5. Lim Siang Mei	Marketing Executive	11 years
6. Wong Chai Fah	Sales Executive	11 years
7. Liew Foong Ying	Admin & Account Executive	20 years
8. Mohd Hasrul	Logistic & Transport Executive	9 years





# ORGANIZATION STRUCTURE



# Shelton's Sales Process

## PRE - SALES

1. Sent Catalog / E- catalog
2. Listen to customer requirement
3. Customer's contact detail
4. Site inspection (if applicable)
5. Site measurement (for engineering works)
6. Confirm site measurement (for engineering works)
7. Check stock availability
8. Quotation :
  - Product detail & price
  - Discount / warranty etc.
  - Transportation & loading charges
  - Payment info & method
  - Floor plan for engineering works
  - Highlight the renovation area in the floor plan



## DEALING SALES

1. Sent quotation & floor plan (for engineering works)
2. Whatapps / Call to confirmation
3. Receive purchase order & signed (for engineering works) / Signed quotation / Permanent writtem form
4. Written contract based / sales agreement



## PROCEED SALES

1. Update in Shelton's System
2. E-mail SO to production team
3. Debtor code create (if receive payment)\*\*
4. Issue Tax Invoice (if full payment settle)
5. Prepare DO invoice (priority 87 office print)
6. Follow up Job schedule :
  - Update address on Whatapps (for engineering works)
  - Plan delivery schedule



## AFTER SALES / PAYMENT

1. Receive DO signed by Customer
2. Whatapps / E-mail Shelton's bank info for credit term & COD customer
3. Tax Invoice / Proformal Invoice / Balance Statement
4. Follow Up with the payment for the credit customer
5. Collect payment
6. Record Payment method
  - a) Bank in / Online / Bank Transfer (bank in slip required)
  - b) Cash (no cash unless necessary)
  - c) Cheque
  - d) Fave
  - e) Direct Pay
7. Update payment info in system
8. E-mail / fax / Whatapps feedback form for customer
9. Receive feedback form from customer for improvement.



# Shelton's Sales Concept





# GENERAL INFORMATION

## ADMINISTRATION OFFICE & FACTORY ADDRESS :

87, Jalan TTP 1/12, Taman Industri Puchong Batu 12,  
47100 Puchong, Selangor  
Tel : 03- 8068 5002 , Fax : 03- 8061 5009

## STORE / WAREHOUSE 1:

No. 71, Jalan TTP 1/12, Taman Industri Puchong Batu 12,  
47100 Puchong, Selangor

## SALES & MARKETING OFFICE / RETAIL SHOWROOM :

Main Branch (PUCHONG)

No. 17 & 19, Jalan Bandar 6/1 Pusat Bandar Puchong,  
47160 Puchong, Selangor

Tel : 03- 5891 1701 / 012- 929 8807 (Ms. Lehya) / 016 - 372 7225 ( Ms. Wong),  
011- 6251 1885 ( Ms. Ting) Fax : 03- 5885 2686

Email : sheltonpuchong@hotmail.com / sheltonleyha90@gmail.com /  
wongshelton80@gmail.com / shelton.ting@gmail.com

Branch (Kota Damansara)

A-GF-05, Sunway Nexis, No. 1, Jalan PJU 5/1, Kota Damansara, 47810 Petaling Jaya. Selangor

Tel : 03- 6141 0388 / 011- 5941 1889 (Ms. Nadia) / 012- 782 8807 ( Ms. Syafa)

Email : sales@sheltonmart.com.my / sheltonnad1@gmail.com / syafshelton@gmail.com

## BANK INFORMATION :

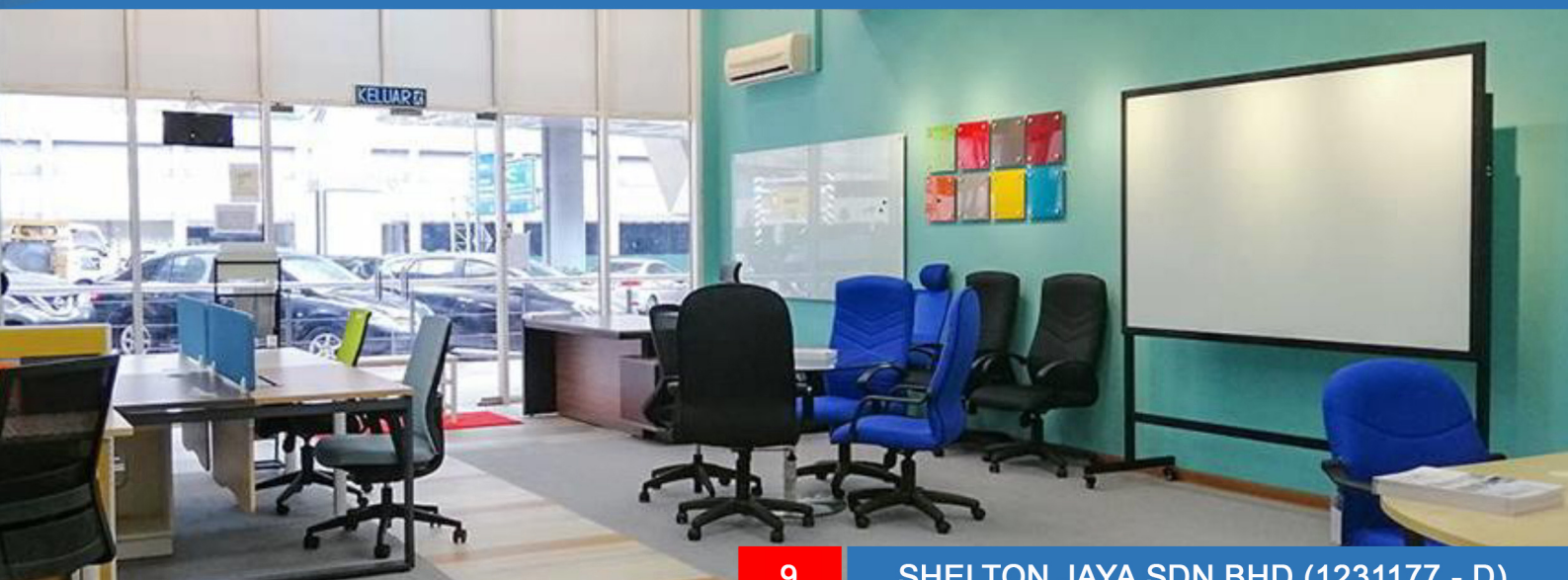
Public Bank : Shelton Jaya Sdn Bhd

Account No : 3205285021

ONLINE Shop / Showroom :

[SheltonMart.com.my](http://SheltonMart.com.my)

[SheltonOffice.com.my](http://SheltonOffice.com.my)



# OUR CLIENT LIST

- ❖ Hitachi Malaysia
- ❖ Epson Malaysia
- ❖ Prestasi Flour Mill (West Port Klang)
- ❖ Sirim Training Center
- ❖ EM Construction Sdn Bhd
- ❖ Bosch Malaysia
- ❖ Malaysia Milk Sdn Bhd
- ❖ Shoon Lee Engineering Sdn Bhd
- ❖ CBD Properties Sdn Bhd
- ❖ Timur Temasek Sdn Bhd
- ❖ ABS Multimedia Sdn Bhd
- ❖ Institut Bank Malaysia
- ❖ Bank Negara Malaysia
- ❖ VP Engineering Sdn Bhd
- ❖ Embassy of the Republic of Cuba
- ❖ Puncak Ria Sdn Bhd – A group of cyber café
- ❖ Experian Sdn Bhd – Cyberjaya
- ❖ Artwright Technology Sdn Bhd
- ❖ Bristol Manufacturing Sdn Bhd
- ❖ Gentro Engineering Sdn Bhd
- ❖ Danau Permain Resort Berhad
- ❖ BCC Technology Sdn Bhd
- ❖ Zenith Project Sdn Bhd
- ❖ BH Beauty Sdn Bhd
- ❖ General Packaging Sdn Bhd
- ❖ Artmatrix Technology Sdn Bhd
- ❖ Oacific Intel Link Sdn Bhd
- ❖ IRDK Development Sdn Bhd
- ❖ World Equipment Sdn Bhd
- ❖ Malaya Springs Industries
- ❖ Johan Holding Berhad
- ❖ Digital Innovation Technology Sdn Bhd
- ❖ Gulf Asia Spectrum Sdn Bhd
- ❖ George Kent Malaysia Berhad
- ❖ Kensains Sdn Bhd
- ❖ Primetech Engineers Sdn Bhd
- ❖ Tegas Baiduri Sdn Bhd
- ❖ YMCA Brickfield
- ❖ Matsushita Malaysia, Bangi
- ❖ CIMB Wealth Advisors
- ❖ Naza Bikes Sdn Bhd
- ❖ Puspakom Sdn Bhd
- ❖ More 1000+



# CERTIFICATES



Perbadanan Harta Intelek Malaysia  
Intellectual Property Corporation of Malaysia

TRADE MARKS ACT 1976  
TRADE MARKS REGULATIONS 1997

CERTIFICATE OF REGISTRATION  
(Regulation 56)

## Shelton

Trade mark no : 2011050189

To : Lim Kong Choong trading as Shelton Trading Company

I HEREBY CERTIFY THAT under the provisions of the Trade Marks Act 1976 and the Trade Marks Regulations 1997, the above-numbered trade mark has been registered in your name as proprietor of the said trade mark in the Register for a period of ten (10) years from 02/03/2011 to 02/03/2021 in Class 3 in respect of the following goods:

CLEANING PREPARATIONS; GLASS CLEANERS; LIQUID CLEANERS FOR USE ON ELECTRICAL APPLIANCES; POLISHING PREPARATIONS; POWDER CLEANERS FOR METALS, CERAMICS AND CARPETS; STAIN REMOVERS; TOILET CLEANERS; VARNISH-REMOVING PREPARATIONS; WASHING PREPARATIONS; WINDSHIELD CLEANING LIQUIDS; WINDOW CLEANERS [POLISH]; WINDOW CLEANERS IN SPRAY FORM; ALL INCLUDED IN CLASS 3.

(ABDUL AZIZ B. ISMAIL)  
for REGISTRAR OF TRADE MARKS  
MALAYSIA

DATE ISSUE: 12/04/2012



COMPANIES ACT 2016 (SECTION 17)  
(ACT 777)

CERTIFICATE OF INCORPORATION  
OF PRIVATE COMPANY

This is to certify that

**SHELTON JAYA SDN. BHD.**  
(1231177-D)

is, on and from the 17<sup>th</sup> day of May 2017, incorporated under the Companies Act 2016, and that the company is a company limited by shares and that the company is a private company.

Dated at KUALA LUMPUR this 17<sup>th</sup> day of May 2017.

DATO' ZAHRAH AND WAHAB FENNER  
REGISTRAR OF COMPANIES  
MALAYSIA

MYDATA



KEMENTERIAN KEWANGAN MALAYSIA  
SIJIL AKUAN PENDAFTARAN SYARIKAT

NO. SIJIL : K10345408771972804  
NO. RUJUKAN PENDAFTARAN : 357-0002290439  
TEMPOH SAH LAKU : 12/06/2018 - 11/06/2021

Bahawa dengan ini diperakui syarikat:  
SHELTON JAYA SDN BHD (1231177-D)  
87, JALAN TPP 1/12  
TAMAN INDUSTRI PUCHONG BATU 14  
PUCHONG  
PETALING  
47100 MUKIM PETALING  
SELANGOR, MALAYSIA

Telah berdaftar dengan Kementerian Kewangan Malaysia dalam bidang bekalan/perkhidmatan di bawah sektor, bidang dan sub-bidang seperti di Lampiran A. Keluasan ini adalah tertakluk kepada syarat-syarat seperti yang dinyatakan di Lampiran B. Individu yang diberi kuasa oleh syarikat bagi urusan pengekoran Kerajaan adalah seperti berikut:

LIM HON FEI 900819145157 OPERATION EXECUTIVE

LI  
DATO' OTHMAN BIN SEMAIL  
Perbendaharaan Malaysia Semenanjung  
d.p. Ketua Setiausaha Perbendaharaan  
Kementerian Kewangan Malaysia

Tarikh Berdaftar Dengan Kementerian Kewangan Malaysia : 12/06/2018

(Sijil ini adalah cetakan komputer dan tidak memerlukan tandatangan)

Membership No. S0812



FEDERATION OF MALAYSIAN MANUFACTURERS  
PERSEKUTUAN PEKILANG-PEKILANG MALAYSIA (1967-X)  
(A Company Limited by Guarantee)

## Certificate of Membership

This is to certify that

**Shelton Jaya Sdn Bhd**

is a member of the

Federation of Malaysian Manufacturers

Financial Year 2018/2019



Member since April 23, 2019

President  
Dato' Soh Thian Lai

Making Malaysian Industries Globally Competitive



PERAKUAN PENDAFTARAN

Adalah dengan ini diperakui bahawa kontraktor yang dinyatakan di bawah ini telah berdaftar dengan Lembaga Pengurusan Industri Pembinaan Malaysia 1994. Pendaftaran ini adalah tertakluk kepada syarat-syarat yang telah ditetapkan bersama peraturan ini.

No. Pendaftaran : 0120180416-WP011498  
Nama Kontraktor : SHELTON JAYA SDN. BHD.  
Alamat Berdaftar : PS-2A, TAMAN EVERGREEN, BATU 4, JALAN KELANG LAMA, 58100 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR

Daerah : KUALA LUMPUR  
Tarikh Mula Berdaftar : 17/04/2018

GERB	KATEGORI	PENGKILASAN
G3	B	B04
G3	CE	CE21

Tarikh Mula Berkusasa : 17/04/2018  
Tarikh Habis Tempoh Perakuan : 16/04/2020  
STATUS: BARU

Ketua Eksekutif  
Lembaga Pembangunan Industri Pembinaan Malaysia  
Tarikh: 17/04/2018





# JOIN OUR LIFETIME MEMBERSHIP PROGRAM

Pay RM 100 to join  
Shelton Lifetime Membership

## SET 1

- ❖ 1 Nos Recycle Jute Bag
- ❖ Choose 1 Nos Glass Cleaner  
OR Penetrating Oil
- ❖ Choose 2 Nos Shelton Floor  
Cleaner Serai (4 Liter) OR  
Shelton Floor Cleaner  
Lavender (4 Liter) OR Shelton  
Toilet Heavy Duty (4 Liter)



## SET 2

- ❖ 1 Nos Recycle Jute Bag
- ❖ Choose 1 Nos Glass  
Cleaner OR Penetrating Oil
- ❖ 1 Nos Stainless Steel Straw
- ❖ 1 Nos Panda Bear





# PRODUCT & SERVICES RANGE

## ENGINEERING SERVICES

### OFFICE PARTITION

- Glass Partition
- Aluminium Glass Partition
- Gypsum Board Partition



### OFFICE CEILING

- Suspended Ceiling - Pin Hole
- Suspended Ceiling - Laminated Vinyl
- Plain Gypsum Plaster Ceiling (NO Pattern Allow)
- Metal Steel Support Ceiling



### OFFICE WINDOW BLIND

### OFFICE DISMANTLE

## PRODUCT SUPPLY

- Office Furniture
- Steel Cabinet
- Safe Box
- Office Automation
- Industrial Dustbins
- Industrial Plastic
- Stationery



### OFFICE DOOR

- Frameless 12mm Tempered Glass Door
- Aluminium Frame with Glass Door
- Nyatoh Plywood Door
- Aluminium Sliding Door



### OFFICE FLOORING

- Artificial Grass
- Carpet Tiles
- Carpet Roll
- Vinyl Flooring



### GLASS DOOR REPAIR SERVICES

## GLASS BOARD

- 6MM Tempered Glass Whiteboard
- Magnetic
- Non- Magnetic
- Moveable Glass Whiteboard c/w P.coated
- Magnetic
- Non- Magnetic
- World Magnetic Tempered Glassboard
- Glass Sign Board



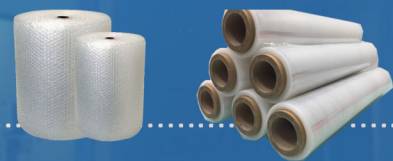
## HOUSEKEEPING PRODUCTS & TOOLS

- Shelton Floor Detergent & Toilet Detergent
- General Cleaner Tools & Garbage Bags



## PACKAGING MATERIALS

- Stretch Film, Inflatable Air Column Roll & Bubble Wrap
- Transparent Tape, Fragile Tape



## PREMIUM & GIFTS

- Jute Bag, Canvas / Cotton Bag, Denim Bag & Non Woven Bag
- Festival Gifts & Premium Angpau



## PLASTIC PRODUCT

- Industrial Tray & Industrial Stackable Basket
- Foldable Table & Plastic Chair
- Tools Rack & Drawer









## "Cover Your Risk"

- ✓ Motor Insurance  
汽车保险  
Insurans Motor
- ✓ Fire Insurance  
火灾保险  
Insurans Kebakaran
- ✓ Misc Insurance  
杂项保险
- ✓ Contractor All Risks Insurance  
承包商所有风险保险  
Insurans untuk Semua Risiko Kontraktor
- ✓ Plate Glass Insurance
- ✓ Travel Insurance  
旅游保险  
Insurans Perjalanan

# INSURANCE SERVICES

We are Shelton Jaya Sdn Bhd (1231177-D). We are currently registered as general insurance agent in Malaysia.

我们 · Shelton Jaya Sdn Bhd (1231177-D), 目前已注册为保险代理人

Kami, Shelton Jaya Sdn Bhd (1231177-D), kini berdaftar sebagai agen insurans di Malaysia.

### Requirement For The Insurance :

- Motor** : Car Certificate & Previous Policy
- Contractor All Risks** : Site Address & Contract/ Agreement
- Plate Glass**: Invoice By Contractor That Included The Site Address
- Travel**: Travel Ticket
- Fire**: Sales & Purchase Agreement

REQUEST DOCUMENT FROM  
CUSTOMER



SEND QUOTATION



SEND COVER NOTE  
(after full payment received)

If you have any further enquiries, please don't hesitate to contact us,  
012-9298807 (Ms. Leyha) / 011-5941 1889 (Ms. Nadia) / 011-62511885 (Ms. Ting) /  
012-7828807 (Ms. Syafa) or email us, sheltonpuchong@hotmail.com

Shop Online at

**SheltonMart.com.my**



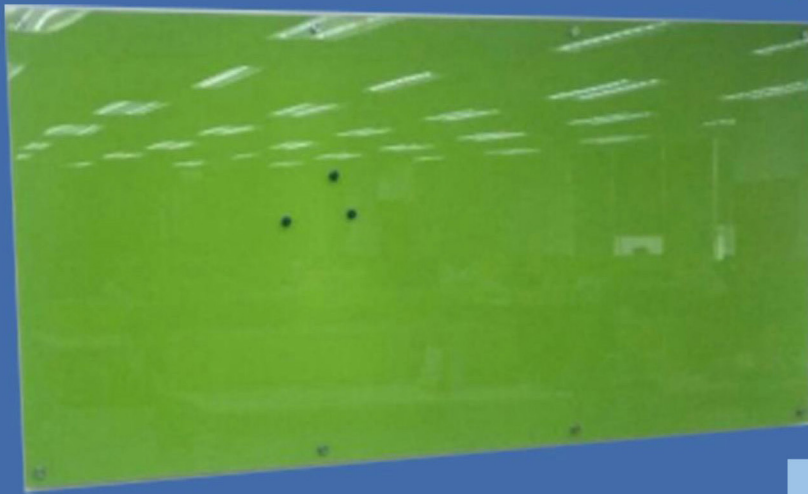
Compulsory Platform for Businessmen

\* Free membership points (exchange Shelton's Cash Voucher) **T&C Apply**  
\* Credit card (suggestion payment method) (Can ask Installment plan from bank)

# PRODUCTS SUPPLY GALLERY



**Glass Whiteboard**



**Packaging Material**





# PRODUCTS SUPPLY GALLERY



## Office Furniture



## Cleaning Detergent



# PRODUCTS SUPPLY GALLERY

## Plastic Product





# PRODUCTS SUPPLY GALLERY

## OFFICE EQUIPMENT

2 IN 1 INTELLIGENT  
SHREDDER AIR PURIFIER  
PURE - 800



### SERVICE CENTRE

Singapore +65 67475100  
Kuala Lumpur +603 89481277  
Penang +604 2881166  
Kuching +6082 423888  
Johor +607 8620811  
Myanmar +95 9401505765

**2 YEARS DEPOT WARRANTY**  
**3 MONTHS EXCHANGE ONE-TO-ONE**

## BANKING EQUIPMENT

ALL INTELLIGENT  
NOTE VALUE COUNTER  
ANK 6000



### SERVICE CENTRE

Singapore +65 67475100  
Kuala Lumpur +603 89481277  
Penang +604 2881166  
Kuching +6082 423888  
Johor +607 8620811  
Myanmar +95 9401505765



**1 YEAR DEPOT WARRANTY**  
**3 MONTHS EXCHANGE ONE-TO-ONE**

## TIME ATTENDANCE

JAPAN TECHNOLOGY  
TIME RECORDER  
BX3300A (B)



Intelligent • Luxury • Reliable

Cater For All Kind Of Market Common Time Cards



### SERVICE CENTRE

Singapore +65 67475100  
Kuala Lumpur +603 89481277  
Penang +604 2881166  
Kuching +6082 423888  
Johor +607 8620811  
Myanmar +95 9401505765

**1 YEARS DEPOT WARRANTY**  
**3 MONTHS EXCHANGE ONE-TO-ONE**

## OFFICE MACHINE ACCESSORIES



**OFFICE MACHINE ACCESSORIES**

## OFFICE AUTOMATION

## PREMIUM & GIFTS

### JUTE BAG



### CANVAS & COTTON BAG



### DENIM BAG



### NON WOVEN BAG



### PREMIUM ANGPAU



### FESTIVAL GIFTS





# ENGINEERING WORKS GALLERY



## Aluminium & Glass Product



# ENGINEERING WORKS GALLERY

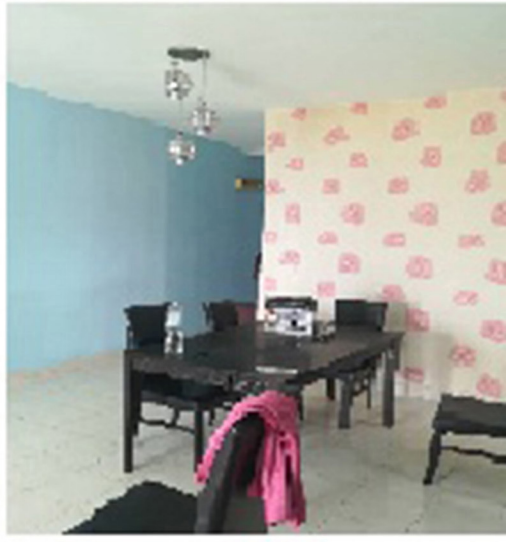
## Office Interior & Build





# PROPERTY DIVISION

## BAYU PUTERI APARTMENT



Address :

A-05-05, Bayu Puteri  
Apartment, Jalan Puteri  
11/1, Bandar Puteri,  
47100, Puchong, Selangor

For Sell: RM 900,000.



# Shelton's Exporting Customer



# Why Us?

- Provide high cost-effective product
- Reasonable price
- Great after sales service
- Delivery services (within Klang Valley)

\*Apply to terms and conditions



## SIGN UP AS SHELTON MEMBER NOW

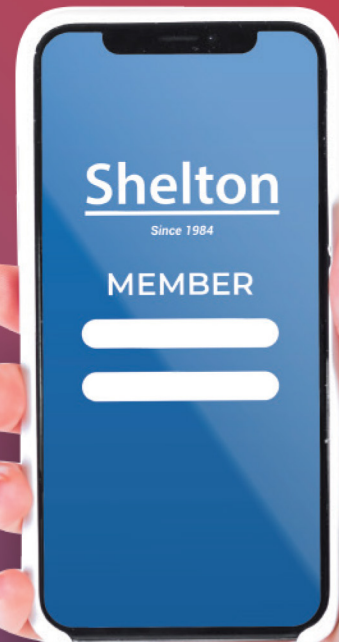
- ✓ Points Redemption
- ✓ Shelton Member Birthday Treats
- ✓ Get reward when you introduce the membership to your friend / family reward
- ✓ Life Time membership
- ✓ Entitle mysterious gift set
- ✓ Entitle 6 % discount for any purchase

 **Get a Newsletter**  
by email / Whatapps

 **Get a Yearly Exclusive Catalog**



**DEALER  
WANTED**  
contact us for more info



### RETAIL SHOP :

**Puchong Showroom (HQ)**  
No.17 & 19, Jalan Bandar 6/1, Pusat Bandar Puchong.  
T : 03-5891 1701 F : 03-5885 2686  
M: 012-929 8807 (Ms.Leyha)/ 016-372 7225 (Ms.Wong)/ 011-62511885 (Ms.Ting)  
E : sheltonpuchong@hotmail.com / wongshelton80@gmail.com/  
shelton.ting@gmail.com/ sheltonleyha90@gmail.com  
Business Hour : Mon - Fri: 09:00 am - 05:30 pm

**Kota Damansara Showroom**  
A-GF-05, Sunway Nexis, No.1 Jalan PJU 5/1, Kota Damansara.  
T : 011-5941 1889 (Ms. Nadia)/ 012-782 8807 (Ms. Syafa)  
E : sales@sheltonmart.com.my/ sheltonnad1@gmail.com/ syafshelton@gmail.com  
Business Hour : Mon - Fri: 09:00 am - 05:30 pm ; Saturday: 09:00 am - 1:00 pm



Shop Online at

**SheltonMart.com.my**



**Compulsory Platform for Businessmen**  
**商人必备平台**  
**Platform Wajib Untuk Ahli Perniagaan**



MOF Registered



CIDB Registered



A Member Of FFM

