

SURAT PERMINTAAN PROSES PEMBAYARAN

Nomor : SP3-045/PIP80000/2025-S4
Tanggal : 27 Februari 2025
Kepada : Finance Manager PMEP
Dari : Director PMEP

Terlampir kami kirimkan Dokumen Pendukung Pembayaran terdiri dari :

Invoice EPICWIN No. EWSB-040-WPP-022025 dated 27 February 2025

Quotation for New Process Professional Visit Pass DP10 No. QUO/2025-2025/FEB/017R

Untuk Pembayaran : Professional Visit Pass DP10
Jumlah : **MYR 3,905.00**
Due Date : 28 Februari 2025

Agar dibayarkan kepada :

- Nama Vendor : Epicwin (M) Sdn Bhd
- Nama Bank : Maybank Berhad
- Atas Nama Rekening : Epicwin (M) Sdn Bhd
- Nomor Rekening : 564342643413
- *Cost Center* : AI0201001
- *Cost Element* : 6001022160

Bersama ini kami menyatakan bahwa transaksi yang ditagihkan ini absah untuk dibayar. Dokumen-dokumen terkait yang tidak dilampirkan pada Surat Permintaan Proses Pembayaran ini harap disimpan untuk dipergunakan apabila diperlukan.

Demikian untuk dapat diterima dengan baik dan dapat dilaksanakan proses pembayaran lebih lanjut di tempat Saudara.

PT Pertamina Malaysia EP

Director,



Eva Fadlila (Feb 28, 2025 18:29 GMT+7)

Eva Fadlila

GF



INVOICE

Bill To:

PT Pertamina Malaysia Eksplorasi Produksi
Direct Purchase Committee
Level 45 Suite B, Menara Maxis, Kuala Lumpur City Centre
50088 Kuala Lumpur, Malaysia

Invoice No:

EWSB-040-WPP-022025

Invoice Date: 27 February 2025

Payment Due: 28 February 2025

Attention of: Mdm Eva Fadlila- Country Manager

Email: eva.fadlila@pertamina.com

En Jamaluddin Sidek – HR Admin

Email: mk.jamal.sidek@pertamina.com

Description	Quantity	Claim Amount	Total (MYR)
To process and obtain below process DP10 (Professional Visit Pass) Indonesian-Staff of Pertamina For Two Personnel 1) Galih Febriani Mursito Position: Sr. Analyst Planning, Performance & Partnership 2) Adam Brian Lucky Position: Sr Analyst Investment Economic	2	50% from RM 7,810.00 = RM 3,905.00	3,905.00
Total			3,905.00

Ringgit Malaysia: Three Thousand Nine Hundred and Five Ringgits only.

IMPORTANT INFORMATION:

- Payment to be made **immediately from the date of Invoice**

Please make your Payment to:

Account Name: Epicwin (M) Sdn Bhd
Account Number: 564342643413
Bank Name: Maybank
Bank Address: Maybank Banking Berhad,
No 1,3,5,7 & 9, Medan Tunku 1,
50300 Kuala Lumpur, Malaysia
Swift Code: MBBEMYKL

Please provide your invoice number as a payee reference on all payments made.

Please note: This is a computer-generated Invoice and no signature is required.

EPICWIN (M) SDN BHD (1553184-U)

Level 32, Menara Prestige, No.1, Jalan Pinang, 50450 Kuala Lumpur, Malaysia

Phone: +60 3 2726 2209, Email: info@epicwinhr.com

Website: www.epicwinhr.com

PROPOSAL LETTER		Ref No: QUO/2025/FEB/017R
To :	PT Pertamina Malaysia Eksplorasi Produksi Direct Purchase Committee Level 45 Suite B, Menara Maxis, Kuala Lumpur City Centre 50088 Kuala Lumpur, Malaysia	Date: 19-02-2025
Attn to:	Mdm Eva Fadlila - Country Manager-Malaysia Email : eva.fadlila@pertamina.com Mr Jamal Sidek Email : mk.jamal.sidek@pertamina.com	

Dear Sir/Madam,

**SUBJECT: QUOTATION FOR NEW PROCESS PROFESSIONAL VISIT PASS DP10
(INDONESIAN PROFESSIONAL FOR PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI)**

We are pleased to submit our proposal New Process Professional Visit Pass DP10 (Indonesian Professional) Pertamina Malaysia Eksplorasi Produksi ("PMEP"). Below are the details of our proposal:

Item	Description	Quantity	Process Consultation Fee (Per head) (RM)	Total Billable (RM)
1	To process and obtain below process DP10 (Professional Visit Pass) Indonesian-Staff of Pertamina	2 pax	2,100.00	4,200.00
2	ESD Fee (Government Fees)		1,400.00 (Including SST 8%)	2,800.00
3	Sticker Endorse -4 Pax (Government Fees)		405.00 (Including SST 8%)	810.00
TOTAL			3,905.00	7,810.00

Validity - Validity - 14 Days from Date of this letter.

Payment Term - Payment Term – 50% Upon Confirmation and Balance 50% within 14 Calendar Days from the day of receiving complete Invoice.

Terms & Conditions –

- Employer assistance will be provided to candidates upon their arrival at the Malaysian airport, and consultancy also provide guidance on how to reach the company.
- Company has to prepare accommodation for worker.
- Terms & Conditions (Payment)
 - Total consulting fees as discounted tariff **per person is RM2,100 upon completion** of Approval within 14 Calendar Days from the day of receiving complete Invoice
 - For **ESD Fees RM 1400.00 & Sticker Endorse RM405.00** will be borne by employer (employer must pay directly online during the process) Government fees may differ based on ESD; this will be reflected in this quotation
 - RM1000.00/per head will be charged if cancellation by company after submission

Please indicate your agreement by signing below. Once we received the acknowledgement, we will provide you with the relevant checklist to prepare the documents to formalized the scope of work. We look forward to hearing your favorable reply and **EPICWIN (M) SDN BHD** will always be in support to our clients whenever needed. If



you have any questions or concerns about the matter above, please do not hesitate to contact Syed Ajees at 0136131636

Best Regards,

For and On Behalf of **EPICWIN (M) SDN BHD**

SYED AJEES RAHMAN
DIRECTOR-MALAYSIA BUSINESS

REQUIRED FIELDS BY CLIENT

To accept this quotation, please sign here and return to the email.

Company Chop	Signature	Printed Name/Position	Date
		EVA FAD LILA COUNTRY MANAGER	

Signature:

Email: perdana.putra@pertamina.com

EPICWIN (M) SDN BHD (1553184-U)

Level 32, Menara Prestige, No.1, Jalan Pinang, 50450 Kuala Lumpur, Malaysia

Phone : +60 3 2726 2209, Email : info@epicwinhr.com

Website: www.epicwinhr.com