

**SURAT PERMINTAAN PROSES PEMBAYARAN**

Nomor : SP3-228/PIP80000/2024-S4  
Tanggal : 13 Augustus 2024  
Kepada : Finance Manager PMEP  
Dari : Country Manager PMEP

**Terlampir kami kirimkan Dokumen Pendukung Pembayaran terdiri dari :**

1. Letter of Undertaking – Ascott Star KLCC Kuala Lumpur
2. Invoice akomodasi dari Ascott Star KLCC Kuala Lumpur

Untuk Pembayaran : Accommodation di Ascott Star Kuala Lumpur.

No.	Name	Reservation No	Room Type	Check-In	Check-Out	Amount	Cost Centre
1	Aris Hendra Wijaya	13686652	1-Bedroom Premier KLCC View	6 Aug 2024	9 Aug 2024	MYR 1,812.00	AI0201001
2	Adhelien Maharani	13754054	1-Bedroom Executive KLCC View	11 Aug 2024	13 Aug 2024	MYR 1,035.20	AI0202110
3	Andrew Ivan Julius	13764167	1-Bedroom Executive KLCC View	13 Aug 2024	15 Aug 2024	MYR 1,035.20	AI0203120
4	Selo Purna Atmani	13624756	1-Bedroom Deluxe	30 Jul 2024	1 Aug 2024	MYR 884.00	AI0204100
5	Bambang Irawan	13603771	1-Bedroom Deluxe	28 Jul 2024	2 Aug 2024	MYR 2,210.00	AI0201100
Grand Total						MYR 6,976.40	

Jumlah : **MYR 6,976.40**  
Due Date : **16 August 2024**

**Agar dibayarkan kepada :**

- Nama Vendor : Alpine Star Management Sdn Bhd
- Nama Bank : CIMB Bank Berhad
- Atas Nama Rekening : Alpine Star Management Sdn Bhd
- Nomor Rekening : 8010800059
- Cost Center : Refer as above
- Cost Element : 6001008100

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**  
Country Manager,

  
Eva Fadlila (Aug 14, 2024 00:32 GMT+8)

**Eva Fadlila**

 

Kuala Lumpur, 13 August 2024  
No.138/PIP80000/2024-S0

Enclosure : Proforma Invoice  
Subject : **Letter of Undertaking**

To: **Ms. Jocelyn**  
C/o: Ascott Star KLCC Kuala Lumpur  
No 1, Jalan Yap Kwan Seng  
50450 Kuala Lumpur, Malaysia

Dear Ms Jocelyn,

The purpose of this Letter of Undertaking is to confirm the accommodation for our employees by providing the room accommodation at Ascott Star KLCC. Details of daily apartment rental are as follows:-

No.	Name	Reservation No	Room Type	Check-In	Check-Out	Amount
1	Aris Hendra Wijaya	13686652	1-Bedroom Premier KLCC View	6 Aug 2024	9 Aug 2024	MYR 1,812.00
2	Adhelien Maharani	13754054	1-Bedroom Executive KLCC View	11 Aug 2024	13 Aug 2024	MYR 1,035.20
3	Andrew Ivan Julius	13764167	1-Bedroom Executive KLCC View	13 Aug 2024	15 Aug 2024	MYR 1,035.20
4	Selo Purna Atmani	13624756	1-Bedroom Deluxe	30 Jul 2024	1 Aug 2024	MYR 884.00
5	Bambang Irawan	13603771	1-Bedroom Deluxe	28 Jul 2024	2 Aug 2024	MYR 2,210.00
Grand Total						MYR 6,976.40

All expenses should be charge to PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI. Payment will be transferred once all detailed invoices have been received or no later than 16 August 2024.

The original invoice can be addressed to:

**PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI (PMEP)**  
**Level 45, Suite B, Menara Maxis**  
**Kuala Lumpur City Centre**  
**50088 Kuala Lumpur**

Sincerely Yours,  
Country Manager

  
Eva Fadlila (Aug 14, 2024 00:32 GMT+8)

**Eva Fadlila**

  
GF



## PROFORMA INVOICE

**Company** : PT Pertamina Malaysia Eksplorasi Produksi  
**Address** : Level 45 Suite B  
Menara Maxis  
Kuala Lumpur 50088  
Malaysia  
**Attention**  
**Room** : 703  
**Room Type** : 1-Bedroom Premier KLCC View  
**Arrival** : 06 Aug 2024  
**Departure** : 09 Aug 2024  
**Guest** : Mr Aris Hendra WIJAYA

**Reservation** : 13686652  
**Regn No.** : 201601040319  
(1211260-H)  
**SST Regn. No.** : W10-2204-32000062  
**TTx Regn. No.** : 141-2022-10000015  
**Invoice No.** : 0  
**A/R No.** :  
**PO/Ref No.** :  
**3rd Party No.** :  
**Print Date/Time** : 05 Aug 2024 01:08  
**Cashier** : mimirazak  
**Page** : 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
06 Aug 2024	703	Daily Apartment Rental (SR) - (06-Aug-24)	550.00
07 Aug 2024	703	Daily Apartment Rental (SR) - (07-Aug-24)	550.00
08 Aug 2024	703	Daily Apartment Rental (SR) - (08-Aug-24)	550.00
Sub-Total Before SST			1,650.00
Sales Service Tax 8%			132.00
Tourism Tax			30.00
Total Amount			1,812.00
Payment			0.00
Balance			1,812.00

FOR BILL ENQUIRIES, PLEASE CALL: (60 3) 2718 6701 OR EMAIL US AT: enquiry.myKLbilling@the-ascott.com.  
PAYMENTS CAN BE MADE BY CASH, CHEQUE OR MAJOR CREDIT CARDS OR TELEGRAPHIC TRANSFER,  
MADE PAYABLE TO: ALPINE STAR MANAGEMENT SDN BHD

Please do not pay to any bank accounts that the beneficially name differs from the Company's/Property's name and immediately contact the authorised person for verification and confirmation upon receipt of any instruction to change of bank accounts.

### Bank Details

Bank Name	: CIMB BANK BERHAD	Branch Code	: NOT APPLICABLE
Account	: 8010800059	SWIFT Code	: CIBBMYKL
Bank Code	: NOT APPLICABLE	Bank Address	: LOT C01-C05 CONCOURSE LEVEL, PETRONAS TOWER 3, SURIA KLCC, JALAN AMPANG, 50088 KUALA LUMPUR
Holder's Name	: ALPINE STAR MANAGEMENT SDN BHD		

This Invoice is computer generated. No signature required.

I ACCEPT THAT MY LIABILITY FOR THIS BILL IS NOT WAIVED AND AGREE TO  
BE HELD PERSONALLY LIABLE IN THE EVENT THAT THE INDICATED PERSON  
COMPANY OR ASSOCIATION FAILS TO PAY FOR ANY PART OF THE FULL  
AMOUNT OF THESE CHARGES

SIGNATURE: \_\_\_\_\_

**Registered Company: ALPINE STAR MANAGEMENT SDN BHD**

C/o: Ascott Star KLCC Kuala Lumpur

No 1, Jalan Yap Kwan Seng, Kuala Lumpur Wilayah Persekutuan 50450

Tel.: +60 3-2705 8000 - Fax: - Email: frontoffice.asklcc@the-ascott.com - Website: https://www.discoverasr.com

**PROFORMA INVOICE**

**Company** : PT Pertamina Malaysia Eksplorasi Produksi  
**Address** : Level 45 Suite B  
Menara Maxis  
Kuala Lumpur 50088  
Malaysia  
**Attention**  
**Room** : 2805A  
**Room Type** : 1-Bedroom Executive KLCC View  
**Arrival** : 11 Aug 2024  
**Departure** : 13 Aug 2024  
**Guest** : Maharani ADHELIEN

**Reservation** : 13754054  
**Regn No.** : 201601040319  
(1211260-H)  
**SST Regn. No.** : W10-2204-32000062  
**TTx Regn. No.** : 141-2022-10000015  
**Invoice No.** : 0  
**A/R No.** :  
**PO/Ref No.** :  
**3rd Party No.** :  
**Print Date/Time** : 11 Aug 2024 06:11  
**Cashier** : norhafizah.mahmod  
**Page** : 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
11 Aug 2024	2805A	Daily Apartment Rental (SR) - (11-Aug-24)	470.00
12 Aug 2024	2805A	Daily Apartment Rental (SR) - (12-Aug-24)	470.00
			<hr/>
			Sub-Total Before SST 940.00
			Sales Service Tax 8% 75.20
			Tourism Tax 20.00
			<hr/> Total Amount 1,035.20
			Payment 0.00
			<hr/> Balance 1,035.20

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Bank Details

Bank Name	: CIMB BANK BERHAD	Branch Code	: NOT APPLICABLE
Account	: 8010800059	SWIFT Code	: CIBBMYKL
Bank Code	: NOT APPLICABLE	Bank Address	: LOT C01-C05 CONCOURSE LEVEL, PETRONAS TOWER 3, SURIA KLCC, JALAN AMPANG, 50088 KUALA LUMPUR
Holder's Name	: ALPINE STAR MANAGEMENT SDN BHD		

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<b>I ACCEPT THAT MY LIABILITY FOR THIS BILL IS NOT WAIVED AND AGREE TO BE HELD PERSONALLY LIABLE IN THE EVENT THAT THE INDICATED PERSON COMPANY OR ASSOCIATION FAILS TO PAY FOR ANY PART OF THE FULL AMOUNT OF THESE CHARGES</b>	<b>SIGNATURE:</b> _____
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**PROFORMA INVOICE**

**Company** : PT Pertamina Malaysia Eksplorasi Produksi  
**Address** : Level 45 Suite B  
Menara Maxis  
Kuala Lumpur 50088  
Malaysia  
**Attention**  
**Room** :  
**Room Type** : 1-Bedroom Executive KLCC View  
**Arrival** : 13 Aug 2024  
**Departure** : 15 Aug 2024  
**Guest** : Andrew Ivan JULIUS

**Reservation** : 13764167  
**Regn No.** : 201601040319  
(1211260-H)  
**SST Regn. No.** : W10-2204-32000062  
**TTx Regn. No.** : 141-2022-10000015  
**Invoice No.** : 0  
**A/R No.** :  
**PO/Ref No.** :  
**3rd Party No.** :  
**Print Date/Time** : 12 Aug 2024 06:29  
**Cashier** : mazrinamatlatih  
**Page** : 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
13 Aug 2024		Daily Apartment Rental (SR) - (13-Aug-24)	470.00
14 Aug 2024		Daily Apartment Rental (SR) - (14-Aug-24)	470.00
			<hr/>
			Sub-Total Before SST 940.00
			Sales Service Tax 8% 75.20
			Tourism Tax 20.00
			<b>Total Amount 1,035.20</b>
			<hr/>
			Payment 0.00
			<b>Balance 1,035.20</b>
			<hr/>

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Bank Details

Bank Name	: CIMB BANK BERHAD	Branch Code	: NOT APPLICABLE
Account	: 8010800059	SWIFT Code	: CIBBMYKL
Bank Code	: NOT APPLICABLE	Bank Address	: LOT C01-C05 CONCOURSE LEVEL, PETRONAS TOWER 3, SURIA KLCC, JALAN AMPANG, 50088 KUALA LUMPUR
Holder's Name	: ALPINE STAR MANAGEMENT SDN BHD		

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AMOUNT OF THESE CHARGES**

**SIGNATURE:** \_\_\_\_\_

**Registered Company: ALPINE STAR MANAGEMENT SDN BHD**

C/o: Ascott Star KLCC Kuala Lumpur

No 1, Jalan Yap Kwan Seng, Kuala Lumpur Wilayah Persekutuan 50450

Tel.: +60 3-2705 8000 - Fax: - Email: frontoffice.asklcc@the-ascott.com - Website: https://www.discoverasr.com

**Ascott Star KLCC Kuala Lumpur | Tax Invoice # 0 | Page 1/1**

**PROFORMA INVOICE**

**Company** : PT Pertamina Malaysia Eksplorasi Produksi  
**Address** : Level 45 Suite B  
Menara Maxis  
Kuala Lumpur 50088  
Malaysia  
**Attention**  
**Room** :  
**Room Type** : 1-Bedroom Deluxe  
**Arrival** : 30 Jul 2024  
**Departure** : 01 Aug 2024  
**Guest** : Selo Purna ATMANI

**Reservation** : 13624756  
**Regn No.** : 201601040319  
(1211260-H)  
**SST Regn. No.** : W10-2204-32000062  
**TTx Regn. No.** : 141-2022-10000015  
**Invoice No.** : 0  
**A/R No.** :  
**PO/Ref No.** :  
**3rd Party No.** :  
**Print Date/Time** : 30 Jul 2024 01:43  
**Cashier** : mimirazak  
**Page** : 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
30 Jul 2024		Daily Apartment Rental (SR) - (30-Jul-24)	400.00
31 Jul 2024		Daily Apartment Rental (SR) - (31-Jul-24)	400.00
			<hr/>
			Sub-Total Before SST 800.00
			Sales Service Tax 8% 64.00
			Tourism Tax 20.00
			<b>Total Amount 884.00</b>
			<hr/>
			Payment 0.00
			<b>Balance 884.00</b>

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Account	: 8010800059	SWIFT Code	: CIBBMYKL
Bank Code	: NOT APPLICABLE	Bank Address	: LOT C01-C05 CONCOURSE LEVEL, PETRONAS TOWER 3, SURIA KLCC, JALAN AMPANG, 50088 KUALA LUMPUR
Holder's Name	: ALPINE STAR MANAGEMENT SDN BHD		

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## PROFORMA INVOICE

**Company** :  
**Address** :  
**Attention** :  
**Room** : 901  
**Room Type** : 1-Bedroom Deluxe  
**Arrival** : 28 Jul 2024  
**Departure** : 02 Aug 2024  
**Guest** : Bambang IRAWAN

**Reservation** : 13603771  
**Regn No.** : 201601040319  
 (1211260-H)  
**SST Regn. No.** : W10-2204-32000062  
**TTx Regn. No.** : 141-2022-10000015  
**Invoice No.** : 0  
**A/R No.** :  
**PO/Ref No.** :  
**3rd Party No.** :  
**Print Date/Time** : 28 Jul 2024 11:15  
**Cashier** : rajaputera.rs  
**Page** : 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
28 Jul 2024	901	Daily Apartment Rental (SR) - (28-Jul-24)	400.00
29 Jul 2024	901	Daily Apartment Rental (SR) - (29-Jul-24)	400.00
30 Jul 2024	901	Daily Apartment Rental (SR) - (30-Jul-24)	400.00
31 Jul 2024	901	Daily Apartment Rental (SR) - (31-Jul-24)	400.00
01 Aug 2024	901	Daily Apartment Rental (SR) - (01-Aug-24)	400.00
Sub-Total Before SST			2,000.00
Sales Service Tax 8%			160.00
Tourism Tax			50.00
Total Amount			2,210.00
Payment			0.00
Balance			2,210.00

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Bank Code	: NOT APPLICABLE	Bank Address	: LOT C01-C05 CONCOURSE LEVEL, PETRONAS TOWER 3, SURIA KLCC, JALAN AMPANG, 50088 KUALA LUMPUR
Holder's Name	: ALPINE STAR MANAGEMENT SDN BHD		

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Tel.: +60 3-2705 8000 - Fax: - Email: frontoffice.asklcc@the-ascott.com - Website: <https://www.discoverasr.com>

**Signature:**   
GF (Aug 13, 2024 20:34 GMT+7)

**Email:** galih.febriani@pertamina.com

**Signature:** 

**Email:** aris.wijaya@pertamina.com