

**SURAT PERMINTAAN PROSES PEMBAYARAN**

Nomor : SP3-027/PIP80000/2025-S4  
Tanggal : 7 Februari 2025  
Kepada : Finance Manager PMEP  
Dari : Director and Country Manager PMEP

Terlampir kami kirimkan Dokumen Pendukung Pembayaran terdiri dari :  
Tax Invoice dari Fuji Xerox Asia Pasific Pte.Ltd, perihal Invoice pembayaran sewa photocopy & meter reading untuk office PT Pertamina Malaysia EP, Level 45, Menara Maxis, Kuala Lumpur

No.	Keterangan	Invoice No.	Jumlah (MYR)
1	Monthly Rental: 15/01/25 – 14/02/25	302160511P	520.00
2	Meter Reading: December 2024	103856110	94.14

Untuk Pembayaran :  
Sewa & meter reading untuk photocopy machine senilai **MYR614.14**

Due Date : 14 Maret 2025

**Agar dibayarkan kepada :**

- Nama Vendor : **FUJI XEROX ASIA PASIFIC PTD.LTD**
- Nama Bank : CIMB Bank Berhad
- Atas Nama Rekening : Fuji Xerox Asia Pasific Pte. Ltd
- Nomor Rekening : 9888 8000 1159 20
- Cost Center : AI0201001
- Cost Element : 6001012100

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 and Country Manager,



Eva Fadlila (Mar 13, 2025 12:09 GMT+7)

**Eva Fadlila**

gf

PRP

Vendor Name : Fuji Xerox Asia Pasific Pte.Ltd

Status : Photocopy Machine

Details :

- Rate rental : RM520.00 per month
- Rate for meter reading : Black (RM0.03) & color (RM0.50)

Bank : CIMB Bank Berhad  
Account No. : 9888 8000 1159 20  
Cost Center : AI0201001  
Cost Element : 6001012100

Month : 15 Jan 2025 - 14 Feb 2025

Details Invoice	SP3 No.	Monthly Rental			Meter Reading		Total
		Period Service	Invoice No.	Amount	Invoice No.	Amount	
January	027/PIP80000/2025-S4	15/01/25 - 14/02/25	3021 6051 1P	520.00	1038 5611 0	94.14	614.14
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							


Total (MYR)		520.00	94.14	614.14
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Prepare :  
(HR & Admin)

  
(Signature)

10-Feb-25  
Date

Review by :  
(Country Manager)

  
Eva Fadlila (Feb 13, 2025 14:01 GMT+7)  
(Signature)

10-Feb-25  
Date

Ground Floor, Axis Business Park, Block C, No. 10 Jalan Bersatu 13/4, 46200 Petaling Jaya, Selangor, Malaysia

FUJIFILM Business Innovation Asia Pacific Pte. Ltd.  
 Reg. No. 199202000004 (993478-A)  
 ST No. W10-1808-32000018  
 Ground Floor, Axis Business Park, Block C  
 No. 10 Jalan Bersatu 13/4,  
 46200 Petaling Jaya, Selangor, Malaysia.  
 Tel: 03-7882 2888 Fax: 1800-88-3326  
 Customer Service Hotline: 1300-88-1163

**INVOICE TO :**

PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI  
 LEVEL 45 MENARA MAXIS  
 KUALA LUMPUR CITY CENTRE  
 50088 KUALA LUMPUR WP MALAYSIA

Invoice Date	: 01-JAN-2025
Invoice No	: 103856110
Payment Due Date	: 31-JAN-2025

**INSTALLATION ADDRESS :**

PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI  
 LEVEL 45 MENARA MAXIS  
 KUALA LUMPUR CITY CENTRE  
 50088 KUALA LUMPUR WP

Customer A/C No.	Ref./Agreement No.	Your Reference	Our Reference	Purchase Order No.	Credit Term From Invoice Date		
115920	C10060681				30 DAYS		
Description					Quantity	Unit Price	Amount
DocuCentre-VI C2271 CPSF 4TM, Serial No. 518866							
Meter Charge for DEC 2024							
Meter	Finish	Start	Credit	Actual	Usage	Unit	
	Reading	Reading	Copy	Usage	Break	Charge	
1	30732	30575		157	157	0.5500	86.35
2	35490	35254		236	236	0.0330	7.79
Basic Charge for 01-DEC-2024 to 31-DEC-2024							0.00
							</

**NUMBER OF PAYMENT :**

E means meter reading is under estimation basis. S means meter reading is based on our services record.

Kindly highlight any discrepancy in writing within 14 days from date of this invoice otherwise this invoice shall be deemed to be correct. Payment is due and payable pursuant to terms and conditions of the agreement. Penalty for late payment will be charged at 0.04% per day on overdue balance from due date till full settlement. This is computer generated, no signature is required.

For meter charges please fax us your meter card on the 25th of each Month. If not we may have to bill you based on the meter reading from your last service call or estimation of your last 6 months usage.

Customer Name : PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI

Customer A/C No.: 115920

**Payment by cheque:**

FUJIFILM Business Innovation Asia Pacific Pte. Ltd.  
 Reg. No. 199202000004 (993478-A)  
 ST No. W10-1808-32000018

**Payment by GIRO / E - Payment:**

Bank : CIMB Bank Berhad  
 Account No.: 98888000115920  
 Swift Code : CIBBMYKL

E-MY-AM-DIANAG

**PAYMENT ADVICE**

Invoice No.	Invoice Total (MYR)
103856110	94.14

**Please fax / email payment details to the below :**

Fax: 1-800-88-3326

EMAIL:[Payment]: shm-fbap-CashApplication@fujifilm.com


[Invoicing]: shm-fbap-billing@fujifilm.com

115920

103856110

94.14

Ground Floor, Axis Business Park, Block C, No. 10 Jalan Bersatu 13/4, 46200 Petaling Jaya, Selangor, Malaysia

**Signature:**   
galih (Feb 10, 2025 16:00 GMT+7)

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

**Signature:**   
Perdana rakhmana Putra (Feb 10, 2025 23:35 GMT+7)

**Email:** perdana.putra@pertamina.com