

SURAT PERMINTAAN PROSES PEMBAYARAN

Nomor : SP3-088/PIP80000/2024-S4
Tanggal : 25 March 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.
Jumlah : **MYR 5,176.00**
Due Date : 27 March 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* : Terlampir
- *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


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Cost Centre
Hotel Accommodation @Ascott Star KLCC

No.	Name	Reservation No	Check-In	Check-Out	Amount	Cost Centre
1	Marina Anandita	12221387	24 Mar 2024	28 Mar 2024	MYR 2,070.40	AI0201140
2	Bimo Hardono Harsono	12221328	24 Mar 2024	27 Mar 2024	MYR 1,552.80	AI0205000
3	Restika Febriana	12221329	24 Mar 2024	27 Mar 2024	MYR 1,552.80	AI0205000
Grand Total					MYR 5,176.00	

Kuala Lumpur, 25 March 2024
No.055/PIP80000/2024-S0

Enclosure : -
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 to confirm the accommodation for our employees by providing the room accommodation at Ascott Star KLCC. Details of daily apartment rental as follows :

No.	Name	Reservation No	Check-In	Check-Out	Amount
1	Marina Anandita	12221387	24 Mar 2024	28 Mar 2024	MYR 2,070.40
2	Bimo Hardono Harsono	12221328	24 Mar 2024	27 Mar 2024	MYR 1,552.80
3	Restika Febriana	12221329	24 Mar 2024	27 Mar 2024	MYR 1,552.80
Grand Total					MYR 5,176.00



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 27 March 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


GF 
EAn

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 Premier
Arrival : 24 Mar 2024
Departure : 28 Mar 2024
Guest : Marina ANANDITA

Reservation : 12221387
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 : 23 Mar 2024 09:28
Cashier : adielah.fadly
Page : 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
24 Mar 2024		Daily Apartment Rental (SR) - (24-Mar-24)	470.00
25 Mar 2024		Daily Apartment Rental (SR) - (25-Mar-24)	470.00
26 Mar 2024		Daily Apartment Rental (SR) - (26-Mar-24)	470.00
27 Mar 2024		Daily Apartment Rental (SR) - (27-Mar-24)	470.00
Sub-Total Before SST			1,880.00
Sales Service Tax 8%			150.40
Tourism Tax			40.00
Total Amount			2,070.40
Payment			0.00
Balance			2,070.40

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

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.

<p>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</p>	<p>SIGNATURE: _____</p>
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Ascott Star KLCC Kuala Lumpur

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

ABN/GST: 201601040319 (1211260-H)
Phone: +60 3-2705 8000
Email: frontoffice.asklcc@the-ascott.com
Website: <https://www.discoverasr.com>

Proforma Tax Invoice

PT Pertamina Malaysia Eksplorasi Produksi (Ascott-5547)

Level 45 Suite B
Kuala Lumpur

50088

Date: 23 Mar 2024 1:28 AM

Reservation No: 12221327

Arrive Date: 24 Mar 2024

Depart Date: 27 Mar 2024

Voucher number:

Group Members

Group Name/s	Reservation No	Arrive	Depart	Room Type	Nights	Unit Price	
Bimo Hardono Harsono	12221328	24 Mar 2024	27 Mar 2024		3		
		24 Mar 2024		1-Bedroom Premier		RM	470.00
		24 Mar 2024		- Sales Service Tax 8%		RM	37.60
		24 Mar 2024		- Tourism Tax		RM	10.00
		25 Mar 2024		1-Bedroom Premier		RM	470.00
		25 Mar 2024		- Sales Service Tax 8%		RM	37.60
		25 Mar 2024		- Tourism Tax		RM	10.00
		26 Mar 2024		1-Bedroom Premier		RM	470.00
		26 Mar 2024		- Sales Service Tax 8%		RM	37.60
		26 Mar 2024		- Tourism Tax		RM	10.00
					Room Total	RM	1,552.80
Restika Febriana	12221329	24 Mar 2024	27 Mar 2024		3		
		24 Mar 2024		1-Bedroom Premier		RM	470.00
		24 Mar 2024		- Sales Service Tax 8%		RM	37.60
		24 Mar 2024		- Tourism Tax		RM	10.00
		25 Mar 2024		1-Bedroom Premier		RM	470.00
		25 Mar 2024		- Sales Service Tax 8%		RM	37.60
		25 Mar 2024		- Tourism Tax		RM	10.00
		26 Mar 2024		1-Bedroom Premier		RM	470.00
		26 Mar 2024		- Sales Service Tax 8%		RM	37.60
		26 Mar 2024		- Tourism Tax		RM	10.00
					Room Total	RM	1,552.80
					Group Total	RM	3,105.60
					Tax Total	RM	285.60
					Deposit Req.	RM	-
					Payment Received	RM	-
					CC Fee	RM	-
					Amount Outstanding	RM	3,105.60

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PAYMENTS CAN BE MADE BY CASH, CHEQUE OR MAJOR CREDIT CARDS OR TELEGRAPHIC TRANSFER,
MADE PAYABLE TO: ALPINE STAR MANAGEMENT SDN BHD

Signature: GF
GF (Mar 27, 2024 08:28 GMT+7)

Email: galih.febriani@pertamina.com

Signature: Analina

Email: erista.analia@pertamina.com

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Remittance

PT Pertamina Malaysia Eksplorasi Produksi (Ascott-5547)

Level 45 Suite B
Kuala Lumpur

50088

Reference No: 12221327

Bank Details

Account Name: ALPINE STAR MANAGEMENT SDN BHD

BSB Number:

Account Number: 8010800059

Total: 3,105.60