

**SURAT PERMINTAAN PROSES PEMBAYARAN**

Nomor : SP3-054/PIP80000/2025-S4  
Tanggal : 12 Maret 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: 15/02/25 – 14/03/25	302168192P	520.00
2	Meter Reading: December 2024	103866853	94.30

**Untuk Pembayaran :**

Sewa & meter reading untuk photocopy machine senilai **MYR614.30**

**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 14, 2025 07:33 GMT+8)

**Eva Fadlila**

  
GF

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 Feb 2025 - 14 Mar 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	054/PIP80000/2025-S4	15/02/25 - 14/03/25	3021 6819 2P	520.00	1038 6685 3	94.30	614.30
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							


Total (MYR)		1,040.00	188.44	1,228.44
-------------	--	----------	--------	----------

Prepare :  
(HR & Admin)

  
(Signature)

13-Mar-25  
Date

Review by :  
(Director & Country Manager)

  
Eva Fadlila (Mar 14, 2025 07:33 GMT+8)  
GF  
(Signature)

13-Mar-25  
Date



Invoice Date : 01-FEB-2025  
Invoice No. : 302168192P  
Payment Due Date : 03-MAR-2025

## INSTALLATION ADDRESS :

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

## INVOICE TO:

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

Customer A/C No.	Ref/Agreement No.	Your Reference	Our Reference	Purchase Order No.	Credit Term From Invoice Date
115920	C50033671				30 days
Description		Quantity	Unit Price	Amount	
In accordance with your agreement the following Monthly Rental is due as shown below: Rental for the period 15-FEB-2025 to 14-MAR-2025 DocuCentre-VI C2271 CPSF 4TM Serial No. 518866 Other Equipment: ADOBE POSTSCRIPT 3 KIT USB MEMORY KIT WIRELESS LAN & NFC TAG KIT PACKAGE				520.00	
				Amount (MYR) :	520.00
NUMBER OF PAYMENT : 78				Total (MYR) :	520.00

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 Machine With Meters

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.  
ST No. W10-1808-32000018  
Reg. No. 199202000004 (993478-A)

**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)
302168192	520.00

Please fax / email your payment details to the below :

Fax: 1-800-88-3326

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

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

115920

302168192

520.00

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 Date : 01-FEB-2025

Invoice No : 103866853

Payment Due Date : 03-MAR-2025

## INSTALLATION ADDRESS :

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

## INVOICE TO :

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

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							86.35
Meter Charge for JAN 2025							
Meter	Finish	Start	Credit	Actual	Usage	Unit	
	Reading	Reading	Copy	Usage	Break	Charge	
1	30889	30732		157	157	0.5500	
2	35731	35490		241	241	0.0330	
Basic Charge for 01-JAN-2025 to 31-JAN-2025							7.95
							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)
103866853	94.30

## 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

103866853

94.30

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

**Signature:**   
GF (Mar 13, 2025 15:00 GMT+7)

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

**Signature:** 

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