

SURAT PERMINTAAN PROSES PEMBAYARAN

Nomor : SP3-350/PIP80000/2024-S4
Tanggal : 23 Desember 2024
Kepada : Finance Manager PMEP
Dari : Director & 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 2,846.00**
Due Date : 27 December 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* : AI0201001
- *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
Director & Country Manager,



Eva Fadlila (Dec 24, 2024 18:24 GMT+3)

Eva Fadlila



INVOICE

Company : PT Pertamina Malaysia Eksplorasi Produksi
Address : Level 45 Suite B
Menara Maxis
Kuala Lumpur 50088
Malaysia
Attention
Room : 313A
Room Type : 1-Bedroom Deluxe KLCC View
Arrival : 12 Dec 2024
Departure : 13 Dec 2024
Guest : Ms Galih Febriani MURSITO

Reservation : 15074217
Regn No. : 201601040319
(1211260-H)
SST Regn. No. : W10-2204-32000062
TTx Regn. No. : 141-2022-10000015
Invoice No. : 57273
A/R No. :
PO/Ref No. :
3rd Party No. :
Print Date/Time : 13 Dec 2024 03:50
Cashier : syimirshah.shubli
Page : 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
12 Dec 2024	313A	Daily Apartment Rental (SR) - (12-Dec-24).	430.00
Sub-Total Before SST			430.00
Sales Service Tax 8%			34.40
Tourism Tax			10.00
Total Amount			474.40
Payment			0.00
Balance			474.40

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

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: _____

Kuala Lumpur, 6th December 2024
No.204/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 Galih Febriani Mursito at Ascott Star KLCC. Details as follow ;-

- Type of Room : 1BR Deluxe KLCC View
- Date Check-in : 08/12/2024
- Date Check-out : 10/12/2024

- Date Check-in : 12/12/2024
- Date Check-out : 13/12/2024

All expenses should be charge to PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI. Payment will be transferred once all detailed invoices have been received.

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

Thank you,

Sincerely Yours,
For and on behalf of
PT Pertamina Malaysia Eksplorasi Produksi



Eva Fadlila (Dec 6, 2024 04:16 EST)

Eva Fadlila
Country Manager


GF

INVOICE

Company : PT Pertamina Malaysia Eksplorasi Produksi
Address : Level 45 Suite B
 Menara Maxis
 Kuala Lumpur 50088
 Malaysia
Attention
Room : 273A
Room Type : 1-Bedroom Deluxe KLCC View
Arrival : 09 Dec 2024
Departure : 14 Dec 2024
Guest : Mr Perdana Rakhmana PUTRA

Reservation : 15085930
Regn No. : 201601040319
 (1211260-H)
SST Regn. No. : W10-2204-32000062
TTx Regn. No. : 141-2022-10000015
Invoice No. : 57387
A/R No. :
PO/Ref No. :
3rd Party No. :
Print Date/Time : 14 Dec 2024 08:38
Cashier : zaidi.jummaat
Page : 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
09 Dec 2024	273A	Daily Apartment Rental (SR) - (09-Dec-24).	430.00
10 Dec 2024	273A	Daily Apartment Rental (SR) - (10-Dec-24).	430.00
11 Dec 2024	273A	Daily Apartment Rental (SR) - (11-Dec-24).	430.00
12 Dec 2024	273A	Daily Apartment Rental (SR) - (12-Dec-24).	430.00
13 Dec 2024	273A	Daily Apartment Rental (SR) - (13-Dec-24).	430.00
Sub-Total Before SST			2,150.00
Sales Service Tax 8%			172.00
Tourism Tax			50.00
Total Amount			2,372.00
Payment			0.00
Balance			2,372.00

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.aslcc@the-ascott.com - Website: https://www.discoverasr.com

Kuala Lumpur, 9 December 2024
No.205/PIP80000/2024-S0

Enclosure : Proforma Invoice (Reservation No: 15085930)
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 Perdana Putra at Ascott Star KLCC. Details as follow ;-

- Reservation No . : 15085930
- Date Check-in : 09/12/2024
- Date Check-out : 14/12/2024
- Type of Room : 1-Bedroom Deluxe KLCC View

All expenses should be charge to PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI. Payment will be transferred once all detailed invoices have been received.

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

Thank you,

Sincerely Yours,
For and on behalf of
PT Pertamina Malaysia Eksplorasi Produksi



Eva Fadlila (Dec 9, 2024 17:30 GMT+8)

Eva Fadlila
Director





Ascott Star KLCC Kuala Lumpur

Reservation Confirmation

Confirmation No.: 15085930

Guest Name(s): Perdana Putra

Company: PT Pertamina Malaysia Eksplorasi
Produksi

Arrival: Monday, 9 December 2024
Standard Check-in: 03:00 PM

Departure: Saturday, 14 December 2024
Standard Check-out: 12:00 PM

Night(s): 5

Apartment Type: 1-Bedroom Deluxe KLCC View

Person(s): 1 Adult(s) 0 Child(ren)

Avg Nightly Rate: RM 430.00 ++

Total Rate: RM 2,150.00 ++

++ Rates are subject to 8% Sales & Service Tax (SST).
Additional RM10nett Tourism Tax (for non-Malaysian), per room
per night, to be collected upon check in.

For corporate bookings, guests are required to present company
staff ID, business card or relevant correspondence for rate
verification purposes.

Rate Details:

Inclusions:

Daily continental breakfast for 1 person
Daily housekeeping services
Wireless Internet access

Payment Method:

Charge to Company - Room & Bfast

Transfer Arrangements:

(Please disregard this section if you have not made any transfer
arrangement)

Arrival - RM 0.00 nett

Departure - RM 0.00 nett

Requests:

How to Find Us

Ascott Star KLCC Kuala Lumpur

1, Jalan Yap Kwan Seng,
50450 Kuala Lumpur,
Malaysia

Reception Hours 24 Hours
Telephone (603) 2705 8000
Reservation Hotline (603) 2718 6788

Should you require assistance relating to your
reservation, please contact us at:

Worldwide Reservations

Outside Europe: (65) 6272 7272

Within Europe: (33) 1 41 05 79 05

Australia Local Toll-Free: 1800 766 377

China Local Toll-Free: 400 820 1028

Indonesia Local Toll-Free: 00180 365 7878

Malaysia Local Toll-Free: 1800 806 306

Singapore Local Toll-Free: 1800 272 7272

Thailand Local Toll-Free: 1800 888 272

US Local Toll-Free: 1833 443 2785

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Optional Add-on:

Extra Bed	RM 120+ per night (no breakfast)
Breakfast	RM 47.70nett per person per day
Airport Transfer	Starting from RM 206.70nett per way

Requests & optional add-ons are subject to availability and charges may apply.

Cancellation Policy:**24-hour cancellation policy**

Above refers to the time/period by which you are allowed to cancel or amend your reservation, prior to arrival date. Full rental charges shall apply for non-cancellable or non-amendable reservations. For all other policies, late cancellation or amendment will incur a fee as follows:

- 1 night rental for stays less than 27 nights
- 3 nights rental for stays of 28 nights and above

For more details, refer to our [Guarantee and Cancellation Policy](#).

Data Protection:

Please note that our staff will not be requesting for your confidential or sensitive personal information (including passwords and credit card details) over the phone. If you receive any call or message, do check the display name, company name and email address or telephone number. Please call or email our property immediately if you wish to verify the authenticity of the request.

Date Generated: 07 December 2024 01:02 pm

Additional Information:

The hotel carpark is located on Level B3 and B4. **Please collect car pass at the hotel reception before entering the carpark** (1 complimentary carpark lot per apartment). Additional carparking is available at Tower 1 (charges apply).

Payment:

Cash - Payment accepted only in Malaysian Ringgit. No other currencies are accepted and foreign currency exchange services are not available

Credit Card - Payment can only be completed with a PIN entry at the point of sale terminals throughout Malaysia. This applies to all Malaysia issued cards and overseas PIN enabled cards. Signature verifications will only be accepted for overseas cards without a PIN.

Incidental Deposit:

An amount of RM200nett for stays less than 28 nights, or RM500nett for stays 28 nights and above, will be collected upon check-in. This deposit can be used to offset any incidental charges incurred during your stay. Credit card deposits will be refunded within 30 working days from departure date, and subject to full settlement of outstanding bills.

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A trusted hospitality company, Ascott's presence extends across Asia Pacific, Central Asia, Europe, the Middle East, Africa, and the USA. Its diversified accommodation offerings span serviced residences, coliving properties and hotels. Ascott's award-winning brands include Ascott, Citadines, lyf, Oakwood, Quest, Somerset, The Crest Collection, The Unlimited Collection, Preference, Fox, Harris, POP!, Vertu and Yello.

Signature: 
galih (Dec 9, 2024 09:08 GMT+7)

Email: galih.febriani@pertamina.com

Signature: 

Email: aris.wijaya@pertamina.com












15085930

Final Audit Report

2024-12-09

Created:	2024-12-09
By:	Jamal Sidek (mk.jamal.sidek@pertamina.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIfu6aSrSJg1pYTnRjBN5JSS180dBdwAW

"15085930" History

-  Document created by Jamal Sidek (mk.jamal.sidek@pertamina.com)
2024-12-09 - 1:58:18 AM GMT
-  Document emailed to galih.febriani@pertamina.com for signature
2024-12-09 - 1:58:56 AM GMT
-  Email viewed by galih.febriani@pertamina.com
2024-12-09 - 1:59:25 AM GMT
-  Signer galih.febriani@pertamina.com entered name at signing as gf
2024-12-09 - 2:08:04 AM GMT
-  Document e-signed by gf (galih.febriani@pertamina.com)
Signature Date: 2024-12-09 - 2:08:06 AM GMT - Time Source: server
-  Document emailed to Aris Wijaya (aris.wijaya@pertamina.com) for signature
2024-12-09 - 2:08:08 AM GMT
-  Email viewed by Aris Wijaya (aris.wijaya@pertamina.com)
2024-12-09 - 8:51:43 AM GMT
-  Document e-signed by Aris Wijaya (aris.wijaya@pertamina.com)
Signature Date: 2024-12-09 - 8:52:06 AM GMT - Time Source: server
-  Document emailed to Eva Fadlila (eva.fadlila@pertamina.com) for signature
2024-12-09 - 8:52:08 AM GMT
-  Email viewed by Eva Fadlila (eva.fadlila@pertamina.com)
2024-12-09 - 9:29:49 AM GMT
-  Document e-signed by Eva Fadlila (eva.fadlila@pertamina.com)
Signature Date: 2024-12-09 - 9:30:07 AM GMT - Time Source: server

✔ Agreement completed.

2024-12-09 - 9:30:07 AM GMT

Signature: 

Email: perdana.putra@pertamina.com