

SURAT PERMINTAAN PROSES PEMBAYARAN

Nomor : SP3-034/PIP80000/2024-S4
Tanggal : 13 Februari 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 for Country Manager di Kuala Lumpur tanggal 7
February hingga 9 February 2024
Jumlah : **MYR 1,016.40**
Due Date : **19 Februari 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* : 6001022130

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 (Feb 13, 2024 14:21 GMT+7)

Eva Fadlila



Kuala Lumpur, 13 February 2024
No.020/PIP80000/2024-S0

Enclosure : Appendix A
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 as stated in Proforma Invoice (Reservation no: 11734959)

All expenses should be charge to PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI. Payment will be transferred no later than 19 February 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 Malaysia



Eva Fadlila (Feb 13, 2024 14:21 GMT+7)

Eva Fadlila



PROFORMA INVOICE

Company : PT Pertamina Malaysia Eksplorasi Produksi
Address : Level 45 Suite B
 Menara Maxis
 Kuala Lumpur 50088
 Malaysia
Attention
Room : 2202
Room Type : 1-Bedroom Premier
Arrival : 07 Feb 2024
Departure : 09 Feb 2024
Guest : Mrs Eva FADLILA

Reservation : 11734959
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 : 07 Feb 2024 09:03
Cashier : kamarulfikri.o
Page : 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
07 Feb 2024	2202	Daily Apartment Rental (SR) - (07-Feb-24)	470.00
08 Feb 2024	2202	Daily Apartment Rental (SR) - (08-Feb-24)	470.00
			<hr/>
			Sub-Total Before SST 940.00
			Sales Service Tax 6% 56.40
			Tourism Tax 20.00
			<hr/> Total Amount 1,016.40
			Payment 0.00
			<hr/> Balance 1,016.40

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.

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: _____
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