

SURAT PERMINTAAN PROSES PEMBAYARAN

Nomor : SP3-047/PIP80000/2025-S4
Tanggal : 7 March 2025
Kepada : Finance Manager PMEP
Dari : Director 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 20,779.60**
Due Date : **11 March 2025**

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

Director,



[Eva Fadlila \(Mar 11, 2025 18:59 GMT+8\)](#)**Eva Fadlila**



Hotel Accommodation @Ascott Star KLCC

No	Name	Reservation No	Room Type	Check-In	Check-Out	Amount	Cost Centre	Remarks
1	Perdana Rakhmana Putra	15830568	1-BR Deluxe KLCC View	11 Feb 2025	13 Feb 2025	MYR 1,121.60	A10201001	
2	Perdana Rakhmana Putra	15830635	1-BR Deluxe KLCC View	16 Feb 2025	21 Feb 2025	MYR 2,804.00	A10201001	
3	Aris Hendra Wijaya	15894578	1-BR Deluxe	16 Feb 2025	18 Feb 2025	MYR 948.80	A10201001	LOU 019/PIP80000/2025-S0
4	Galih Febriani	15894572	1-BR Deluxe	16 Feb 2025	21 Feb 2025	MYR 2,372.00	A10201001	
5	Christy Sicilia	15978424	1-BR Deluxe	23 Feb 2025	28 Feb 2025	MYR 2,156.00	A10203260	
6	Galih Febriani	15978800	1-BR Deluxe	23 Feb 2025	25 Feb 2025	MYR 948.80	A10201001	LOU 020/PIP80000/2025-S0
7	Perdana Rakhmana Putra	15978802	1-BR Exec KLCC View	23 Feb 2025	25 Feb 2025	MYR 1,229.60	A10201001	LOU 020/PIP80000/2025-S0
8	Galih Febriani	15978801	1-BR Deluxe	26 Feb 2025	27 Feb 2025	MYR 474.40	A10201001	LOU 020/PIP80000/2025-S0
9	Perdana Rakhmana Putra	15978803	1-BR Deluxe	26 Feb 2025	27 Feb 2025	MYR 474.40	A10201001	LOU 020/PIP80000/2025-S0
10	Tripena Handayani Migang	15978799	1-BR Exec KLCC View	23 Feb 2025	28 Feb 2025	MYR 3,074.00	A10202110	LOU 020/PIP80000/2025-S0
11	Galih Febriani	16066099	1-BR Deluxe	2 Mar 2025	7 Mar 2025	MYR 2,372.00	A10201001	LOU 027/PIP80000/2025-S0
12	Perdana Rakhmana Putra	16066089	1-BR Deluxe KLCC View	2 Mar 2025	7 Mar 2025	MYR 2,804.00	A10201001	LOU 027/PIP80000/2025-S0
Grand Total						MYR 20,779.60		



INVOICE

Company	: PT Pertamina Malaysia Eksplorasi Produksi	Reservation	: 15830568
Address	: Level 45 Suite B Menara Maxis Kuala Lumpur 50088 Malaysia	Regn No.	: 201601040319 (1211260-H)
Attention		SST Regn. No.	: W10-2204-32000062
Room	: 073A	TTx Regn. No.	: 141-2022-10000015
Room Type	: 1-Bedroom Deluxe KLCC View	Invoice No.	: 61654
Arrival	: 11 Feb 2025	A/R No.	:
Departure	: 13 Feb 2025	PO/Ref No.	:
Guest	: Mr Perdana Rakhmana PUTRA	3rd Party No.	:
		Print Date/Time	: 12 Feb 2025 07:45
		Cashier	: syimirshah.shubli
		Page	: 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
11 Feb 2025	073A	Daily Apartment Rental (SR) - (11-Feb-25).	510.00
12 Feb 2025	073A	Daily Apartment Rental (SR) - (12-Feb-25).	510.00
		Sub-Total Before SST	1,020.00
		Sales Service Tax 8%	81.60
		Tourism Tax	20.00
		Total Amount	1,121.60
		Payment	0.00
		Balance	1,121.60

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		

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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.asklcc@the-ascott.com - Website: <https://www.discoverasr.com>



INVOICE

Company	: PT Pertamina Malaysia Eksplorasi Produksi	Reservation	: 15830635
Address	: Level 45 Suite B Menara Maxis Kuala Lumpur 50088 Malaysia	Regn No.	: 201601040319 (1211260-H)
Attention		SST Regn. No.	: W10-2204-32000062
Room	: 183A	TTx Regn. No.	: 141-2022-10000015
Room Type	: 1-Bedroom Deluxe KLCC View	Invoice No.	: 62222
Arrival	: 16 Feb 2025	A/R No.	:
Departure	: 21 Feb 2025	PO/Ref No.	:
Guest	: Mr Perdana Rakhmana PUTRA	3rd Party No.	:
		Print Date/Time	: 21 Feb 2025 09:14
		Cashier	: nazuha.firdaus
		Page	: 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
16 Feb 2025	183A	Daily Apartment Rental (SR) - (16-Feb-25).	510.00
17 Feb 2025	183A	Daily Apartment Rental (SR) - (17-Feb-25).	510.00
18 Feb 2025	183A	Daily Apartment Rental (SR) - (18-Feb-25).	510.00
19 Feb 2025	183A	Daily Apartment Rental (SR) - (19-Feb-25).	510.00
20 Feb 2025	183A	Daily Apartment Rental (SR) - (20-Feb-25).	510.00
		Sub-Total Before SST	2,550.00
		Sales Service Tax 8%	204.00
		Tourism Tax	50.00
		Total Amount	2,804.00
		Payment	0.00
		Balance	2,804.00

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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		

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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.asklcc@the-ascott.com - Website: <https://www.discoverasr.com>



INVOICE

Company	: PT Pertamina Malaysia Eksplorasi Produksi	Reservation	: 15894578
Address	: Level 45 Suite B Menara Maxis Kuala Lumpur 50088 Malaysia	Regn No.	: 201601040319 (1211260-H)
Attention		SST Regn. No.	: W10-2204-32000062
Room	: 2309	TTx Regn. No.	: 141-2022-10000015
Room Type	: 1-Bedroom Deluxe	Invoice No.	: 62031
Arrival	: 16 Feb 2025	A/R No.	:
Departure	: 18 Feb 2025	PO/Ref No.	:
Guest	: Mr Aris Hendra WIJAYA	3rd Party No.	:
		Print Date/Time	: 18 Feb 2025 10:50
		Cashier	: fahrina.yusuf
		Page	: 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
16 Feb 2025	2309	Daily Apartment Rental (SR) - (16-Feb-25).	430.00
17 Feb 2025	2309	Daily Apartment Rental (SR) - (17-Feb-25).	430.00
		Sub-Total Before SST	860.00
		Sales Service Tax 8%	68.80
		Tourism Tax	20.00
		Total Amount	948.80
		Payment	0.00
		Balance	948.80

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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		

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INVOICE

Company	: PT Pertamina Malaysia Eksplorasi Produksi	Reservation	: 15894572
Address	: Level 45 Suite B Menara Maxis Kuala Lumpur 50088 Malaysia	Regn No.	: 201601040319 (1211260-H)
Attention		SST Regn. No.	: W10-2204-32000062
Room	: 3005	TTx Regn. No.	: 141-2022-10000015
Room Type	: 1-Bedroom Deluxe	Invoice No.	: 62252
Arrival	: 16 Feb 2025	A/R No.	:
Departure	: 21 Feb 2025	PO/Ref No.	:
Guest	: Ms Galih Febriani MURSITO	3rd Party No.	:
		Print Date/Time	: 21 Feb 2025 12:48
		Cashier	: nazuha.firdaus
		Page	: 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
16 Feb 2025	3005	Daily Apartment Rental (SR) - (16-Feb-25).	430.00
17 Feb 2025	3005	Daily Apartment Rental (SR) - (17-Feb-25).	430.00
18 Feb 2025	3005	Daily Apartment Rental (SR) - (18-Feb-25).	430.00
19 Feb 2025	3005	Daily Apartment Rental (SR) - (19-Feb-25).	430.00
20 Feb 2025	3005	Daily Apartment Rental (SR) - (20-Feb-25).	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

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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		

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INVOICE

Company	: PT Pertamina Malaysia Eksplorasi Produksi	Reservation	: 15978424
Address	: Level 45 Suite B Menara Maxis Kuala Lumpur 50088 Malaysia	Regn No.	: 201601040319 (1211260-H)
Attention		SST Regn. No.	: W10-2204-32000062
Room	: 2109	TTx Regn. No.	: 141-2022-10000015
Room Type	: 1-Bedroom Deluxe	Invoice No.	: 62761
Arrival	: 23 Feb 2025	A/R No.	:
Departure	: 28 Feb 2025	PO/Ref No.	:
Guest	: Mr Christy SICILIA	3rd Party No.	:
		Print Date/Time	: 28 Feb 2025 06:21
		Cashier	: sharana.murugan
		Page	: 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
23 Feb 2025	2109	Daily Apartment Rental (SR) - (23-Feb-25).	390.00
24 Feb 2025	2109	Daily Apartment Rental (SR) - (24-Feb-25).	390.00
25 Feb 2025	2109	Daily Apartment Rental (SR) - (25-Feb-25).	390.00
26 Feb 2025	2109	Daily Apartment Rental (SR) - (26-Feb-25).	390.00
27 Feb 2025	2109	Daily Apartment Rental (SR) - (27-Feb-25).	390.00
		Sub-Total Before SST	1,950.00
		Sales Service Tax 8%	156.00
		Tourism Tax	50.00
		Total Amount	2,156.00
		Payment	0.00
		Balance	2,156.00

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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		

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INVOICE

Company	:	PT Pertamina Malaysia Eksplorasi Produksi	Reservation	:	15978798
Address	:	Level 45 Suite B Menara Maxis Kuala Lumpur 50088 Malaysia	Regn No.	:	201601040319 (1211260-H)
Attention	:		SST Regn. No.	:	W10-2204-32000062
Room	:		TTx Regn. No.	:	141-2022-10000015
Room Type	:	1-Bedroom Deluxe	Invoice No.	:	62844
Arrival	:	23 Feb 2025	A/R No.	:	
Departure	:	28 Feb 2025	PO/Ref No.	:	
Guest	:	PT Pertamina Malaysia Eksplorasi Produksi (Ascott- PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI	3rd Party No.	:	
			Print Date/Time	:	28 Feb 2025 04:41
			Cashier	:	syimirshah.shubli
			Page	:	1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
23 Feb 2025		2205A ASKLCC Daily Apartment Rental (SR) - (23-Feb-25). Ms Tripena Handayani Migang	560.00
		2209 ASKLCC Daily Apartment Rental (SR) - (23-Feb-25). Ms Galih Febriani Mursito	430.00
		2005A ASKLCC Daily Apartment Rental (SR) - (23-Feb-25). Mr Perdana Rakhmana Putra	560.00
24 Feb 2025		2209 ASKLCC Daily Apartment Rental (SR) - (24-Feb-25). Ms Galih Febriani Mursito	430.00
		2005A ASKLCC Daily Apartment Rental (SR) - (24-Feb-25). Mr Perdana Rakhmana Putra	560.00
		2205A ASKLCC Daily Apartment Rental (SR) - (24-Feb-25). Ms Tripena Handayani Migang	560.00
25 Feb 2025		2205A ASKLCC Daily Apartment Rental (SR) - (25-Feb-25). Ms Tripena Handayani Migang	560.00
26 Feb 2025		3309 ASKLCC Daily Apartment Rental (SR) - (26-Feb-25). Ms Galih Febriani Mursito	430.00
		1001 ASKLCC Daily Apartment Rental (SR) - (26-Feb-25). Mr Perdana Rakhmana Putra	430.00
		2205A ASKLCC Daily Apartment Rental (SR) - (26-Feb-25). Ms Tripena Handayani Migang	560.00
27 Feb 2025		2205A ASKLCC Daily Apartment Rental (SR) - (27-Feb-25). Ms Tripena Handayani Migang	560.00

Registered Company: ALPINE STAR MANAGEMENT SDN BHD

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Tel.: +60 3-2705 8000 - Fax: - Email: frontoffice.asklcc@the-ascott.com - Website: <https://www.discoverasr.com>

Sub-Total Before SST	5,640.00
Sales Service Tax 8%	451.20
Tourism Tax	110.00
Total Amount	6,201.20
Payment	0.00
Balance	6,201.20

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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	

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PROFORMA INVOICE

Company	: PT Pertamina Malaysia Eksplorasi Produksi	Reservation	: 16066099
Address	: Level 45 Suite B Menara Maxis Kuala Lumpur 50088 Malaysia	Regn No.	: 201601040319 (1211260-H)
Attention		SST Regn. No.	: W10-2204-32000062
Room	: 1001	TTx Regn. No.	: 141-2022-10000015
Room Type	: 1-Bedroom Deluxe	Invoice No.	: 0
Arrival	: 02 Mar 2025	A/R No.	:
Departure	: 07 Mar 2025	PO/Ref No.	:
Guest	: Ms Galih Febriani MURSITO	3rd Party No.	:
		Print Date/Time	: 04 Mar 2025 04:17
		Cashier	: mazrinamatlatih
		Page	: 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
02 Mar 2025	1001	Daily Apartment Rental (SR) - (02-Mar-25)	430.00
03 Mar 2025	1001	Daily Apartment Rental (SR) - (03-Mar-25)	430.00
04 Mar 2025	1001	Daily Apartment Rental (SR) - (04-Mar-25)	430.00
05 Mar 2025	1001	Daily Apartment Rental (SR) - (05-Mar-25)	430.00
06 Mar 2025	1001	Daily Apartment Rental (SR) - (06-Mar-25)	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

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C/o: Ascott Star KLCC Kuala Lumpur

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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		

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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.asklcc@the-ascott.com - Website: <https://www.discoverasr.com>



PROFORMA INVOICE

Company	: PT Pertamina Malaysia Eksplorasi Produksi	Reservation	: 16066089
Address	: Level 45 Suite B Menara Maxis Kuala Lumpur 50088 Malaysia	Regn No.	: 201601040319 (1211260-H)
Attention		SST Regn. No.	: W10-2204-32000062
Room	: 113A	TTx Regn. No.	: 141-2022-10000015
Room Type	: 1-Bedroom Deluxe KLCC View	Invoice No.	: 0
Arrival	: 02 Mar 2025	A/R No.	:
Departure	: 07 Mar 2025	PO/Ref No.	:
Guest	: Mr Perdana Rakhmana PUTRA	3rd Party No.	:
		Print Date/Time	: 04 Mar 2025 05:10
		Cashier	: mazrinamatlatih
		Page	: 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
02 Mar 2025	113A	Daily Apartment Rental (SR) - (02-Mar-25)	510.00
03 Mar 2025	113A	Daily Apartment Rental (SR) - (03-Mar-25)	510.00
04 Mar 2025	113A	Daily Apartment Rental (SR) - (04-Mar-25)	510.00
05 Mar 2025	113A	Daily Apartment Rental (SR) - (05-Mar-25)	510.00
06 Mar 2025	113A	Daily Apartment Rental (SR) - (06-Mar-25)	510.00
		Sub-Total Before SST	2,550.00
		Sales Service Tax 8%	204.00
		Tourism Tax	50.00
		Total Amount	2,804.00
		Payment	0.00
		Balance	2,804.00

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.

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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: _____

Signature: GF
GF (Mar 10, 2025 08:04 GMT+7)

Email: galih.febriani@pertamina.com

Signature: 

Email: perdana.putra@pertamina.com

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Ascott Star KLCC Kuala Lumpur | Tax Invoice # 0 | Page 2/2