

**SURAT PERMINTAAN PROSES PEMBAYARAN**

Nomor : SP3-084/PIP80000/2024-S4  
Tanggal : 19 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 5,693.60**  
**Due Date : 22 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* : 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 (Mar 19, 2024 16:53 GMT+7)

**Eva Fadlila**

   

---

GF

Kuala Lumpur, 19 March 2024  
No.051/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 is as per Reservation no 12177655 :

No.	Name	Check-In	Check-Out
1	Eva Fadlila	20-Mar-24	21-Mar-24
2	Eva Fadlila	22-Mar-24	28-Mar-24
3	Erista Analia	24-Mar-24	28-Mar-24

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 22 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 (Mar 19, 2024 16:53 GMT+7)

**Eva Fadlila**

  
GF

PT Pertamina Malaysia Eksplorasi Produksi  
Level 45 Suite B, Menara Maxis  
Kuala Lumpur City Centre  
50088 Kuala Lumpur Malaysia  
[www.pertamina.com](http://www.pertamina.com)

# 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](mailto: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:** 19 Mar 2024 6:39 AM

**Reservation No:** 12177655

**Arrive Date:** 20 Mar 2024

**Depart Date:** 28 Mar 2024

**Voucher number:**

## Group Members

Group Name/s	Reservation No	Arrive	Depart	Room Type	Nights	Unit Price
Eva Fadlila	12177656	20 Mar 2024	21 Mar 2024		1	
		20 Mar 2024		1-Bedroom Premier		RM 470.00
		20 Mar 2024		- Sales Service Tax 8%		RM 37.60
		20 Mar 2024		- Tourism Tax		RM 10.00
		<b>Room Total</b>				<b>RM 517.60</b>
Eva Fadlila	12177657	22 Mar 2024	28 Mar 2024		6	
		22 Mar 2024		1-Bedroom Premier		RM 470.00
		22 Mar 2024		- Sales Service Tax 8%		RM 37.60
		22 Mar 2024		- Tourism Tax		RM 10.00
		23 Mar 2024		1-Bedroom Premier		RM 470.00
		23 Mar 2024		- Sales Service Tax 8%		RM 37.60
		23 Mar 2024		- Tourism Tax		RM 10.00
		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
		27 Mar 2024		1-Bedroom Premier		RM 470.00
		27 Mar 2024		- Sales Service Tax 8%		RM 37.60
		27 Mar 2024		- Tourism Tax		RM 10.00
		<b>Room Total</b>				<b>RM 3,105.60</b>
Erista Analia	12177658	24 Mar 2024	28 Mar 2024		4	
		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
		27 Mar 2024		1-Bedroom Premier		RM 470.00
		27 Mar 2024		- Sales Service Tax 8%		RM 37.60
		27 Mar 2024		- Tourism Tax		RM 10.00



# 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](mailto:frontoffice.asklcc@the-ascott.com)

Website: <https://www.discoverasr.com>

Group Name/s	Reservation No	Arrive	Depart	Room Type	Nights	Unit Price
					<b>Room Total</b>	RM <b>2,070.40</b>
					<b>Group Total</b>	RM <b>5,693.60</b>
					<b>Tax Total</b>	RM <b>523.60</b>
					Deposit Req.	RM -
					Payment Received	RM -
					CC Fee	RM -
					<b>Amount Outstanding</b>	RM <b>5,693.60</b>

FOR BILL ENQUIRIES, PLEASE CALL: (60 3) 2718 6701 OR EMAIL US AT: [enquiry.myKLbilling@the-ascott.com](mailto: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

Signature: GF  
GF (Mar 19, 2024 14:37 GMT+7)

Email: [galih.febriani@pertamina.com](mailto:galih.febriani@pertamina.com)

Powered by [rmscloud.com](https://rmscloud.com)

## Remittance

PT Pertamina Malaysia Eksplorasi Produksi (Ascott-5547)

Level 45 Suite B  
Kuala Lumpur

50088

Reference No: 12177655

## Bank Details

Account Name: ALPINE STAR MANAGEMENT SDN BHD

BSB Number:

Account Number: 8010800059

Total: 5,693.60