

SURAT PERMINTAAN PROSES PEMBAYARAN

Nomor : SP3-107/PIP80000/2024-S4
Tanggal : 19 April 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 2,070.40**
Due Date : 23 April 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* : AI0204100
- *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
Country Manager,

Eva Fadlila


GF


EAn

Kuala Lumpur, 19 April 2024
No.066/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 is to confirm the accommodation for our employees by providing the room accommodation at Ascott Star KLCC. Details of daily apartment rental as per Reservation no. 12213522

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 23 April 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


GF


EAn

PROFORMA INVOICE

Company : PT Pertamina Malaysia Eksplorasi Produksi
Address : Level 45 Suite B
 Menara Maxis
 Kuala Lumpur 50088
 Malaysia
Attention
Room : 2002
Room Type : 1-Bedroom Premier
Arrival : 24 Mar 2024
Departure : 28 Mar 2024
Guest : Ms Galih Febriani MURSI

Reservation : 12213522
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 : 27 Mar 2024 03:08
Cashier : elirra.basari
Page : 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
24 Mar 2024	2002	Daily Apartment Rental (SR) - (24-Mar-24)	470.00
25 Mar 2024	2002	Daily Apartment Rental (SR) - (25-Mar-24)	470.00
26 Mar 2024	2002	Daily Apartment Rental (SR) - (26-Mar-24)	470.00
27 Mar 2024	2002	Daily Apartment Rental (SR) - (27-Mar-24)	470.00
Sub-Total Before SST			1,880.00
Sales Service Tax 8%			150.40
Tourism Tax			40.00
Total Amount			2,070.40
Payment			0.00
Balance			2,070.40

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
Account : 8010800059
Bank Code : NOT APPLICABLE
Holder's Name : ALPINE STAR MANAGEMENT SDN BHD
Branch Code : NOT APPLICABLE
SWIFT Code : CIBBMYKL
Bank Address : LOT C01-C05 CONCOURSE LEVEL,
 PETRONAS TOWER 3, SURIA KLCC, JALAN
 AMPANG, 50088 KUALA LUMPUR

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

Signature: 
Gf (Apr 19, 2024 20:35 GMT+7)

Email: galih.febriani@pertamina.com

Signature: 

Email: erista.analia@pertamina.com