

**SURAT PERMINTAAN PROSES PEMBAYARAN**

Nomor : SP3-049/PIP80000/2024-S4  
Tanggal : 21 Februari 2024  
Kepada : Finance Manager PMEP  
Dari : Country Manager PMEP

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**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 9,834.40**  
**Due Date : 23 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* : 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 (Feb 21, 2024 14:50 GMT+7)

**Eva Fadlila**



Kuala Lumpur, 21 February 2024  
No.031/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 at Ascott Star KLCC (Reservation no: 11867015 and 11867014).


No.	Name	Check-In	Check-Out	Amount
1	Galih Febriani	21 Feb 2024	9 Feb 2024	MYR 5,176.00
2	Eva Fadlila	22 Feb 2024	9 Feb 2024	MYR 4,658.40
Total				MYR 9,834.40

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 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

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Eva Fadlila (Feb 21, 2024 14:50 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** :  
**Room Type** : 1-Bedroom Premier  
**Arrival** : 21 Feb 2024  
**Departure** : 02 Mar 2024  
**Guest** : Ms Galih Febriani MURSITO

**Reservation** : 11867014  
**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** : 20 Feb 2024 06:25  
**Cashier** : isa.muhammad  
**Page** : 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
21 Feb 2024		Daily Apartment Rental (SR) - (21-Feb-24)	470.00
22 Feb 2024		Daily Apartment Rental (SR) - (22-Feb-24)	470.00
23 Feb 2024		Daily Apartment Rental (SR) - (23-Feb-24)	470.00
24 Feb 2024		Daily Apartment Rental (SR) - (24-Feb-24)	470.00
25 Feb 2024		Daily Apartment Rental (SR) - (25-Feb-24)	470.00
26 Feb 2024		Daily Apartment Rental (SR) - (26-Feb-24)	470.00
27 Feb 2024		Daily Apartment Rental (SR) - (27-Feb-24)	470.00
28 Feb 2024		Daily Apartment Rental (SR) - (28-Feb-24)	470.00
29 Feb 2024		Daily Apartment Rental (SR) - (29-Feb-24)	470.00
01 Mar 2024		Daily Apartment Rental (SR) - (01-Mar-24)	470.00
Sub-Total Before SST			4,700.00
Sales Service Tax 6%			376.00
Tourism Tax			100.00
Total Amount			5,176.00
Payment			0.00
Balance			5,176.00

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

**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>

**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

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**Attention**  
**Room** :  
**Room Type** : 1-Bedroom Premier  
**Arrival** : 22 Feb 2024  
**Departure** : 02 Mar 2024  
**Guest** : Mrs Eva FADLILA

**Reservation** : 11867015  
**Regn No.** : 201601040319  
(1211260-H)  
**SST Regn. No.** : W10-2204-32000062  
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29 Feb 2024		Daily Apartment Rental (SR) - (29-Feb-24)	470.00
01 Mar 2024		Daily Apartment Rental (SR) - (01-Mar-24)	470.00
Sub-Total Before SST			4,230.00
Sales Service Tax 8%			338.4
Tourism Tax			90.00
Total Amount			4,658.40
Payment			0.00
Balance			4,658.40

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