

**SURAT PERMINTAAN PROSES PEMBAYARAN**

Nomor : SP3-026/PIP80000/2025-S4  
Tanggal : 7 Februari 2025  
Kepada : Finance Manager PMEP  
Dari : Direktur and Country Manager PMEP

**Terlampir kami kirimkan Dokumen Pendukung Pembayaran terdiri dari :**

Tax Invoice dari Tanjong City Centre Property Management Sdn Bhd perihal Invoice pembayaran sewa kantor, listrik & chilled water charges untuk PT Pertamina Malaysia EP, Level 45, Menara Maxis, Kuala Lumpur

No.	Keterangan	Invoice No.	Jumlah (MYR)
1	February 2025 - Monthly Rental	ARIN1013161	18,180.00
2	February 2025 - Services Charge	ARIN1013161	4,926.78
3	December 2024 - Electricity	ARIN1013270	625.63
4	December 2025 - Chilled Water Charges	ARIN1013271	2,688.44
			<b>26,420.85</b>

**Untuk Pembayaran :** Sewa pejabat, service charge, listrik & chilled water charges senilai **MYR26,420.85**

**Due Date :** 12 Februari 2025

**Agar dibayarkan kepada :**

- Nama Vendor : **TANJONG CITY CENTRE PROPERTY MGMT S/B**
- Nama Bank : **Public Bank Berhad**
- Atas Nama Rekening : **Tanjong City Centre Property Management Sdn Bhd**
- Nomor Rekening : **307-68682-02**
- Cost Center : **AI0201001**
- Cost Element : **6001010310**

Bersama ini kami menyatakan bahwa transaksi yang ditagihkan ini benar dan absah untuk dibayar. Dokumen-dokumen terkait yang tidak dapat dilampirkan pada Surat Permintaan Proses Pembayaran ini disimpan di tempat kami dan dapat diperlihatkan kepada Fungsi Keuangan apabila diperlukan.

Demikian untuk dapat diterima dengan baik dan dapat dilaksanakan proses pembayaran lebih lanjut di tempat Saudara.

PT Pertamina Malaysia EP  
Direktur and Country Manager,



Eva Fadlila (Feb 13, 2025 13:56 GMT+7)

**Eva Fadlila**

# Vendor Payment

Tanjong City Centre Property Management Sdn Bhd

Status : Office rental

Details :

- Rate rental : 1,818 sq.ft at RM10.00 per sq.ft

- Rate service charge : 1,818 sq.ft at RM2.48 per sq.ft

Bank : Public Bank Berhad

Account No. : 307-68682-02

Cost Center : AI0201001


Cost Element : 6001010310

Month : February 2025

Month	SP3 No.	Monthly Rental	Service Charge	Electricity	Chilled Water	Maintenance Service / Others	Total
January 2025	003/PIP80000/2025-S4	18,180.00	1,618.16	509.71	2,688.44	-	22,996.31
February 2025	026/PIP80000/2025-S4	18,180.00	4,926.78	625.63	2,688.44	-	26,420.85
March 2025							
April 2025							
May 2025							
June 2025							
July 2025							
August 2025							
September 2025							
October 2025							
November 2025							
December 2025							

Total Amount	36,360.00	6,544.94	1,135.34	5,376.88	-	49,417.16
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Prepare :  
(HR & Admin)

  
(Signature)

10-Feb-25  
Date

Review by :  
(Director & Country Manager)

  
Eva Fadlila (Feb 13, 2025 13:56 GMT+7)

(Signature)

10-Feb-25  
Date

  
GF

  
PRP

**Tanjong City Centre Property Management Sdn Bhd**  
**((199501027927) (357133-T))**

Level 39 Menara Maxis Kuala Lumpur City Centre  
50088 Kuala Lumpur

Tel: 03-23806688

Fax: 03-23806699

**INVOICE**

C001134

PT Pertamina Malaysia Eksplorasi Produksi

Suite 2-4, Level 2, Tower Block

Menara Milenium, Jalan Damanlela

Pusat Bandar Damansara

50490 Kuala Lumpur

Malaysia

Page 1 / 1

Invoice No: ARIN 1013161

Date: 01.02.2025

Term: 0 Days

Description	Amount MYR
Lease rental for the month of February 2025 - 1,818 sq. ft. at RM10.00 per sq. ft. per month for Level 45 (B), Menara Maxis	18,180.00
Service charge for the month of February 2025 - 1,818 sq. ft. at RM2.71 per sq. ft. per month for Level 45 (B), Menara Maxis	4,926.78
<b>Grand Total</b>	<b>23,106.78</b>

This is a computer generated document, no signature is required.

1. Payment by cheque should be made payable to Tanjong City Centre Property Management Sdn Bhd with 'Account Payee Only' crossing.

2. For payment by remittance, the bank account details are as follows:

Account Name: Tanjong City Centre Property Management Sdn Bhd

Bank: Public Bank Berhad

Bank Address: KL City Main Office, Grd Floor Menara Public Bank, 146, Jalan Ampang, 50450 Kuala Lumpur, Malaysia

Account No: 307-68682-02

Swift Code: PBBEMYKL

3. Payment to be received by due date, otherwise Tanjong City Centre Property Management Sdn Bhd is entitled to charge late payment charges on amount due.

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# TANJONG CITY CENTRE PROPERTY MANAGEMENT SDN. BHD.

(Registration No. 199501027927 (357133-T))

Details of Electricity Meter Reading				
Dec'24				
Tenant : PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI				
Level 45B	Meter No.	Previous Reading (Date/kWh) 23.November.2024	Current Reading (Date/kWh) 23.December.2024	Usage (kWh)
Normal	5728357	00044288	00044993	705
Essential	5730241	00036221	00036721	500
Normal				
Description			Usage (kWh)	Rate/kWh (RM)
First 200 kWh (1-200 kWh) per month			200	0.435
Next kWh (201 kWh onwards) per month			505	0.509
Sub-total			705	
Surcharge ICPT (RM0.027/kWh) [0.027 x Sub-total Usage kWh]				19.04
Renewable Energy Fund (KWTBB) [1.6% x Sub-total Amount RM]				5.50
Current Charges				368.59
Essential				
Description			Usage (kWh)	Rate/kWh (RM)
First 200 kWh (1-200 kWh) per month			200	0.435
Next kWh (201 kWh onwards) per month			300	0.509
Sub-total			500	
Surcharge ICPT (RM0.027/kWh) [0.027 x Sub-total Usage kWh]				13.50
Renewable Energy Fund (KWTBB) [1.6% x Sub-total Amount RM]				3.84
Current Charges				257.04
Summary				
Meter Type		Meter No.		Amount (RM)
Normal		5728357		368.59
Essential		5730241		257.04
Total Amount for Current Charges (RM)				625.63

Level 39 Menara Maxis Kuala Lumpur City Centre  
50088 Kuala Lumpur

**Fax: 03-23806699**

## Page 1 / 1

## Malaysia

Term: 0 Days


3. Payment to be received by due date, otherwise Tanjong City Centre Property Management Sdn Bhd is entitled to charge late payment charges on amount due.

**Details of Chilled Water Charges****Dec-24**

Tenant	PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI
Level	45 B
Charging Method	Flat Rate
Date	23-December-2024
Total Amount Due	RM2,688.44 ✓

**Parameters**

No	Description	FCU 1	FCU 2
1	Total Fan Coil Unit Cooling Capacity (BTU)	40,944	40,944
2	Total Fan Coil Unit Cooling Capacity (Ton)	3.41	3.41
3	Total Operation Hours per Day (Hours)	12	12
4	Chilled Water Rate (RM/RTH)	1.08	1.08
5	Total Amount per Ton per Month (RM)	394.20	394.20
6	Total Quantity (Unit)	1	1

Signature:   
gal (Feb 10, 2025 15:38 GMT+7)

Email: galih.febriani@pertamina.com

Signature:   
Perdana RP (Feb 10, 2025 23:43 GMT+7)

Email: perdana.putra@pertamina.com