

**SURAT PERMINTAAN PROSES PEMBAYARAN**

Nomor : SP3-170/PIP80000/2024-S4  
Tanggal : 4 Juli 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 (Reservation no 13257762)

Untuk Pembayaran : Accommodation di Ascott Star Kuala Lumpur.  
Jumlah : **MYR 3,105.60**  
**Due Date : 8 July 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 (Jul 6, 2024 14:48 GMT+8)

**Eva Fadlila**

  
GF

  
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Kuala Lumpur, 4 July 2024  
No.117/PIP80000/2024-S0

Enclosure : Proforma Invoice (Reservation no: 13257762)  
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 are as per Reservation no: 13257762.

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 8 July 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

  

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Eva Fadlila (Jul 6, 2024 14:48 GMT+8)

**Eva Fadlila**

  

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## PROFORMA INVOICE

**Company** : PT Pertamina Malaysia Eksplorasi Produksi  
**Address** : Level 45 Suite B  
Menara Maxis  
Kuala Lumpur 50088  
Malaysia  
**Attention**  
**Room** : 2203  
**Room Type** : 1-Bedroom Premier KLCC View  
**Arrival** : 29 Jun 2024  
**Departure** : 07 Jul 2024  
**Guest** : Ms Galih Febriani MURSITO

**Reservation** : 13257762  
**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** : 29 Jun 2024 04:13  
**Cashier** : norhafizah.mahmod  
**Page** : 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
28 Jun 2024	2203	Credit Transfer Receipt #1732 From Acc No 32751882	-1,035.20
29 Jun 2024	2203	Daily Apartment Rental (SR) - (29-Jun-24)	470.00
30 Jun 2024	2203	Daily Apartment Rental (SR) - (30-Jun-24)	470.00
01 Jul 2024	2203	Daily Apartment Rental (SR) - (01-Jul-24)	470.00
02 Jul 2024	2203	Daily Apartment Rental (SR) - (02-Jul-24)	470.00
03 Jul 2024	2203	Daily Apartment Rental (SR) - (03-Jul-24)	470.00
04 Jul 2024	2203	Daily Apartment Rental (SR) - (04-Jul-24)	470.00
05 Jul 2024	2203	Daily Apartment Rental (SR) - (05-Jul-24)	470.00
06 Jul 2024	2203	Daily Apartment Rental (SR) - (06-Jul-24)	470.00
Sub-Total Before SST			3,760.00
Sales Service Tax 8%			300.80
Tourism Tax			80.00
Total Amount			4,140.80
Payment			-1,035.20
Balance			3,105.60

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.

**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>

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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: \_\_\_\_\_

Signature:   
GF (Jul 5, 2024 18:52 GMT+7)

Email: galih.febriani@pertamina.com

Signature: 

Email: erista.analia@pertamina.com

Signature: 

Email: aris.wijaya@pertamina.com

**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>

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