

SURAT PERMINTAAN PROSES PEMBAYARAN

Nomor : SP3-135/PIP80000/2024-S4
Tanggal : 28 Mei 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 10,545.60**
Due Date : 30 Mei 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* : Terlampir
- *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 (May 28, 2024 21:29 GMT+8)

Eva Fadlila


GF

Cost Centre
Hotel Accommodation @Ascott Star KLCC

No.	Name	Reservation No	Check-In	Check-Out	Amount	Cost Centre
1	Marina Anandita	12918193	28 May 2024	1 Jun 2024	MYR 2,070.40	AI0201140
2	Taufani	12918194	28 May 2024	1 Jun 2024	MYR 2,070.40	AI0205000
3	Bianca	12918195	28 May 2024	1 Jun 2024	MYR 2,070.40	AI0205000
4	Adama	12909336	28 May 2024	31 May 2024	MYR 1,228.80	AI0204100
5	Daddy Sutansyah	12912741	28 May 2024	30 May 2024	MYR 1,035.20	AI0202210
6	Galih Febriani	12892673	27 May 2024	31 May 2024	MYR 2,070.40	AI0204100
Grand Total					MYR 10,545.60	

Kuala Lumpur, 28 May 2024
No.082/PIP80000/2024-S0

Enclosure : Proforma Invoices
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. Refer details as follows.

No.	Name	Reservation No	Check-In	Check-Out	Amount
1	Marina Anandita	12918193	28 May 2024	1 Jun 2024	MYR 2,070.40
2	Taufani	12918194	28 May 2024	1 Jun 2024	MYR 2,070.40
3	Bianca	12918195	28 May 2024	1 Jun 2024	MYR 2,070.40
4	Adama	12909336	28 May 2024	31 May 2024	MYR 1,228.80
5	Daddy Sutansyah	12912741	28 May 2024	30 May 2024	MYR 1,035.20
6	Galih Febriani	12892673	27 May 2024	31 May 2024	MYR 2,070.40
Grand Total					MYR 10,545.60

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 30 May 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


Eva Fadlila (May 28, 2024 21:29 GMT+8)

Eva Fadlila


GF
GF



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

Proforma Tax Invoice

PT Pertamina Malaysia Eksplorasi Produksi (Ascott-5547)

Level 45 Suite B
Kuala Lumpur

50088

Date: 28 May 2024 1:11 AM

Reservation No: 12918192

Arrive Date: 28 May 2024

Depart Date: 1 Jun 2024

Voucher number:

Group Members

Group Name/s	Reservation No	Arrive	Depart	Room Type	Nights	Unit Price	
Marina Anandita	12918193	28 May 2024	01 Jun 2024		4		
		28 May 2024		1-Bedroom Premier		RM	470.00
		28 May 2024		- Sales Service Tax 8%		RM	37.60
		28 May 2024		- Tourism Tax		RM	10.00
		29 May 2024		1-Bedroom Premier		RM	470.00
		29 May 2024		- Sales Service Tax 8%		RM	37.60
		29 May 2024		- Tourism Tax		RM	10.00
		30 May 2024		1-Bedroom Premier		RM	470.00
		30 May 2024		- Sales Service Tax 8%		RM	37.60
		30 May 2024		- Tourism Tax		RM	10.00
		31 May 2024		1-Bedroom Premier		RM	470.00
		31 May 2024		- Sales Service Tax 8%		RM	37.60
		31 May 2024		- Tourism Tax		RM	10.00
						Room Total	RM
Taufani .	12918194	28 May 2024	01 Jun 2024		4		
		28 May 2024		1-Bedroom Premier		RM	470.00
		28 May 2024		- Sales Service Tax 8%		RM	37.60
		28 May 2024		- Tourism Tax		RM	10.00
		29 May 2024		1-Bedroom Premier		RM	470.00
		29 May 2024		- Sales Service Tax 8%		RM	37.60
		29 May 2024		- Tourism Tax		RM	10.00
		30 May 2024		1-Bedroom Premier		RM	470.00
		30 May 2024		- Sales Service Tax 8%		RM	37.60
		30 May 2024		- Tourism Tax		RM	10.00
		31 May 2024		1-Bedroom Premier		RM	470.00
		31 May 2024		- Sales Service Tax 8%		RM	37.60
		31 May 2024		- Tourism Tax		RM	10.00
						Room Total	RM
Bianca .	12918195	28 May 2024	01 Jun 2024		4		
		28 May 2024		1-Bedroom Premier		RM	470.00
		28 May 2024		- Sales Service Tax 8%		RM	37.60
		28 May 2024		- Tourism Tax		RM	10.00
		29 May 2024		1-Bedroom Premier		RM	470.00
		29 May 2024		- Sales Service Tax 8%		RM	37.60
		29 May 2024		- Tourism Tax		RM	10.00
		30 May 2024		1-Bedroom Premier		RM	470.00
		30 May 2024		- Sales Service Tax 8%		RM	37.60
		30 May 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

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

Group Name/s	Reservation No	Arrive	Depart	Room Type	Nights	Unit Price
		31 May 2024		1-Bedroom Premier		RM 470.00
		31 May 2024		- Sales Service Tax 8%		RM 37.60
		31 May 2024		- Tourism Tax		RM 10.00
Room Total					RM	2,070.40
Group Total					RM	6,211.20
Tax Total					RM	571.20
Deposit Req.					RM	-
Payment Received					RM	-
CC Fee					RM	-
Amount Outstanding					RM	6,211.20

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

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Remittance

PT Pertamina Malaysia Eksplorasi Produksi (Ascott-5547)

Level 45 Suite B
Kuala Lumpur

50088

Reference No: 12918192

Bank Details

Account Name: ALPINE STAR MANAGEMENT SDN BHD

BSB Number:

Account Number: 8010800059

Total: 6,211.20

PROFORMA INVOICE

Company : PT Pertamina Malaysia Eksplorasi Produksi
Address : Level 45 Suite B
Menara Maxis
Kuala Lumpur 50088
Malaysia
Attention
Room : 0705B
Room Type : Studio Executive
Arrival : 28 May 2024
Departure : 31 May 2024
Guest : Pak ADAMA

Reservation : 12909336
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 May 2024 01:21
Cashier : kamaruzzaman.a
Page : 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
28 May 2024	0705B	Daily Apartment Rental (SR) - (28-May-24)	370.00
29 May 2024	0705B	Daily Apartment Rental (SR) - (29-May-24)	370.00
30 May 2024	0705B	Daily Apartment Rental (SR) - (30-May-24)	370.00
			<hr/>
			Sub-Total Before SST 1,110.00
			Sales Service Tax 8% 88.80
			Tourism Tax 30.00
			<hr/> Total Amount 1,228.80
			Payment 0.00
			<hr/> Balance 1,228.80

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	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

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>



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 : 28 May 2024
Departure : 30 May 2024
Guest : Pak Daddy SUTANSYAH

Reservation : 12912741
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 May 2024 05:52
Cashier : aishah.salleh
Page : 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
28 May 2024		Daily Apartment Rental (SR) - (28-May-24)	470.00
29 May 2024		Daily Apartment Rental (SR) - (29-May-24)	470.00
			<hr/>
			Sub-Total Before SST 940.00
			Sales Service Tax 8% 75.20
			Tourism Tax 20.00
			Total Amount 1,035.20
			<hr/>
			Payment 0.00
			Balance 1,035.20

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MADE PAYABLE TO: ALPINE STAR MANAGEMENT SDN BHD

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		

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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>

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 : 27 May 2024
Departure : 31 May 2024
Guest : Galih FEBRIANI

Reservation : 12892673
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 : 25 May 2024 01:49
Cashier : mazrinamatlatih
Page : 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
27 May 2024		Daily Apartment Rental (SR) - (27-May-24)	470.00
28 May 2024		Daily Apartment Rental (SR) - (28-May-24)	470.00
29 May 2024		Daily Apartment Rental (SR) - (29-May-24)	470.00
30 May 2024		Daily Apartment Rental (SR) - (30-May-24)	470.00
			<hr/>
			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

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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		

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SIGNATURE: _____

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C/o: Ascott Star KLCC Kuala Lumpur

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Tel.: +60 3-2705 8000 - Fax: - Email: frontoffice.asklcc@the-ascott.com - Website: <https://www.discoverasr.com>

Ascott Star KLCC Kuala Lumpur | Tax Invoice # 0 | Page 1/1

Signature: GF
GF (May 28, 2024 19:28 GMT+7)

Email: galih.febriani@pertamina.com