

SURAT PERMINTAAN PROSES PEMBAYARAN

Nomor : SP3-269/PIP80000/2024-S4
Tanggal : 11 Oktober 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

No.	Name	Reservation No	Room Type	Check-In	Check-Out	Amount	Cost Centre
1	Galih Febriani	14277764	1-Bedroom Deluxe KLCC View	29 Sep 2024	4 Oct 2024	MYR 2,372.00	AI0201001
2	Chandra Hulaemi	14270693	1-Bedroom Deluxe	27 Sep 2024	28 Sep 2024	MYR 442.00	AI0201320
3	Bernadus Cenddie Christian	14261506	1-Bedroom Deluxe	26 Sep 2024	28 Sep 2024	MYR 884.00	AI0205000
4	Taufani Sukmana Evandri	14261557	1-Bedroom Deluxe	26 Sep 2024	28 Sep 2024	MYR 884.00	AI0205000
5	Adama Brian Lucky	14245248	Studio Executive	26 Sep 2024	27 Sep 2024	MYR 409.60	AI0204100
Grand Total						MYR 4,991.60	

Untuk Pembayaran : Accommodation di Ascott Star Kuala Lumpur.
Jumlah : **MYR 4,991.60**
Due Date : **15 October 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 : Refer as above
- 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 (Oct 14, 2024 10:23 GMT+8)

Eva Fadlila


GF

Kuala Lumpur, 30 September 2024
No.164/PIP80000/2024-S0

Enclosure : Proforma Invoice
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 follows:-

No.	Name	Confirmation No	Room Type	Check-In	Check-Out
1	Galih Febriani	14277764	1-Bedroom Deluxe KLCC View	29 Sep 2024	4 Oct 2024
2	Chandra Hulaemi	14270693	1-Bedroom Deluxe	27 Sep 2024	28 Sep 2024
3	Bernadus Cenddie Christian	14261506	1-Bedroom Deluxe	26 Sep 2024	28 Sep 2024
4	Taufani Sukmana Evandri	14261557	1-Bedroom Deluxe	26 Sep 2024	28 Sep 2024
5	Adama Brian Lucky	14245248	Studio Executive	26 Sep 2024	27 Sep 2024

All expenses should be charge to PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI. Payment will be transferred once all detailed invoices have been received.

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 (Oct 8, 2024 17:01 GMT+7)

Eva Fadlila


GF



INVOICE

Company	: PT Pertamina Malaysia Eksplorasi Produksi	Reservation	: 14277764
Address	: Level 45 Suite B Menara Maxis Kuala Lumpur 50088 Malaysia	Regn No.	: 201601040319 (1211260-H)
Attention		SST Regn. No.	: W10-2204-32000062
Room	: 13A3A	TTx Regn. No.	: 141-2022-10000015
Room Type	: 1-Bedroom Deluxe KLCC View	Invoice No.	: 52073
Arrival	: 29 Sep 2024	A/R No.	:
Departure	: 04 Oct 2024	PO/Ref No.	:
Guest	: Ms Galih Febriani MURSITO	3rd Party No.	:
		Print Date/Time	: 03 Oct 2024 08:09
		Cashier	: syimirshah.shubli
		Page	: 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
29 Sep 2024	13A3A	Daily Apartment Rental (SR) - (29-Sep-24).	430.00
30 Sep 2024	13A3A	Daily Apartment Rental (SR) - (30-Sep-24).	430.00
01 Oct 2024	13A3A	Daily Apartment Rental (SR) - (01-Oct-24).	430.00
02 Oct 2024	13A3A	Daily Apartment Rental (SR) - (02-Oct-24).	430.00
03 Oct 2024	13A3A	Daily Apartment Rental (SR) - (03-Oct-24).	430.00
		Sub-Total Before SST	2,150.00
		Sales Service Tax 8%	172.00
		Tourism Tax	50.00
		Total Amount	2,372.00
		Payment	0.00
		Balance	2,372.00

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

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.

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>



INVOICE

Company	: PT Pertamina Malaysia Eksplorasi Produksi	Reservation	: 14270643
Address	: Level 45 Suite B Menara Maxis Kuala Lumpur 50088 Malaysia	Regn No.	: 201601040319 (1211260-H)
Attention		SST Regn. No.	: W10-2204-32000062
Room	: 2901	TTx Regn. No.	: 141-2022-10000015
Room Type	: 1-Bedroom Deluxe	Invoice No.	: 51642
Arrival	: 27 Sep 2024	A/R No.	:
Departure	: 28 Sep 2024	PO/Ref No.	:
Guest	: Mr Candra HULAEMI	3rd Party No.	:
		Print Date/Time	: 28 Sep 2024 05:27
		Cashier	: sharana.murugan
		Page	: 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
27 Sep 2024	2901	Daily Apartment Rental (SR) - (27-Sep-24).	400.00
		Sub-Total Before SST	400.00
		Sales Service Tax 8%	32.00
		Tourism Tax	10.00
		Total Amount	442.00
		Payment	0.00
		Balance	442.00

FOR BILL ENQUIRIES, PLEASE CALL: (60 3) 2718 6701 OR EMAIL US AT: enquiry.myKL@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.

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>



INVOICE

Company	: PT Pertamina Malaysia Eksplorasi Produksi	Reservation	: 14261506
Address	: Level 45 Suite B Menara Maxis Kuala Lumpur 50088 Malaysia	Regn No.	: 201601040319 (1211260-H)
Attention		SST Regn. No.	: W10-2204-32000062
Room	: 1909	TTx Regn. No.	: 141-2022-10000015
Room Type	: 1-Bedroom Deluxe	Invoice No.	: 51644
Arrival	: 26 Sep 2024	A/R No.	:
Departure	: 28 Sep 2024	PO/Ref No.	:
Guest	: Mr Bernadus Cenddie CHRISTIAN	3rd Party No.	:
		Print Date/Time	: 28 Sep 2024 05:30
		Cashier	: sharana.murugan
		Page	: 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
26 Sep 2024	1909	Daily Apartment Rental (SR) - (26-Sep-24).	400.00
27 Sep 2024	1909	Daily Apartment Rental (SR) - (27-Sep-24).	400.00
		Sub-Total Before SST	800.00
		Sales Service Tax 8%	64.00
		Tourism Tax	20.00
		Total Amount	884.00
		Payment	0.00
		Balance	884.00

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

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.

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>



INVOICE

Company	: PT Pertamina Malaysia Eksplorasi Produksi	Reservation	: 14261557
Address	: Level 45 Suite B Menara Maxis Kuala Lumpur 50088 Malaysia	Regn No.	: 201601040319 (1211260-H)
Attention		SST Regn. No.	: W10-2204-32000062
Room	: 33A09	TTx Regn. No.	: 141-2022-10000015
Room Type	: 1-Bedroom Deluxe	Invoice No.	: 51645
Arrival	: 26 Sep 2024	A/R No.	:
Departure	: 28 Sep 2024	PO/Ref No.	:
Guest	: Mr Taufani Sukmana EVANDRI	3rd Party No.	:
		Print Date/Time	: 28 Sep 2024 05:31
		Cashier	: sharana.murugan
		Page	: 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
26 Sep 2024	33A09	Daily Apartment Rental (SR) - (26-Sep-24).	400.00
27 Sep 2024	33A09	Daily Apartment Rental (SR) - (27-Sep-24).	400.00
		Sub-Total Before SST	800.00
		Sales Service Tax 8%	64.00
		Tourism Tax	20.00
		Total Amount	884.00
		Payment	0.00
		Balance	884.00

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

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.

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>



INVOICE

Company	: PT Pertamina Malaysia Eksplorasi Produksi	Reservation	: 14245248
Address	: Level 45 Suite B Menara Maxis Kuala Lumpur 50088 Malaysia	Regn No.	: 201601040319 (1211260-H)
Attention		SST Regn. No.	: W10-2204-32000062
Room	: 2905B	TTx Regn. No.	: 141-2022-10000015
Room Type	: Studio Executive	Invoice No.	: 51564
Arrival	: 26 Sep 2024	A/R No.	:
Departure	: 27 Sep 2024	PO/Ref No.	:
Guest	: Mr Adama Brian LUCKY	3rd Party No.	:
		Print Date/Time	: 27 Sep 2024 06:31
		Cashier	: sharana.murugan
		Page	: 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
26 Sep 2024	2905B	Daily Apartment Rental (SR) - (26-Sep-24).	370.00
		Sub-Total Before SST	370.00
		Sales Service Tax 8%	29.60
		Tourism Tax	10.00
		Total Amount	409.60
		Payment	0.00
		Balance	409.60

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.

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

Signature: GF
GF (Oct 11, 2024 15:41 GMT+7)

Email: galih.febriani@pertamina.com

Signature: Aris

Email: aris.wijaya@pertamina.com