

SURAT PERMINTAAN PROSES PEMBAYARAN

Nomor : SP3-040/PIP80000/2024-S4
Tanggal : 14 Februari 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 6,616.00**
Due Date : **19 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* : 6001022130

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 15, 2024 16:40 GMT+7)

Eva Fadlila



Kuala Lumpur, 14 February 2024
No.026/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: 11802525).

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 19 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



Eva Fadlila (Feb 15, 2024 16:40 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 : 18 Feb 2024
Departure : 02 Mar 2024
Guest : Erista ANALIA

Reservation : 11802525
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 : 14 Feb 2024 07:31
Cashier : kamaruzzaman.a
Page : 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
18 Feb 2024		Daily Apartment Rental (SR) - (18-Feb-24)	470.00
19 Feb 2024		Daily Apartment Rental (SR) - (19-Feb-24)	470.00
20 Feb 2024		Daily Apartment Rental (SR) - (20-Feb-24)	470.00
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			6,110.00
Sales Service Tax 6%			338.40
Sales Service Tax 8%			37.60
Tourism Tax			130.00
Total Amount			6,616.00
Payment			0.00
Balance			6,616.00

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>

Registered Company: ALPINE STAR MANAGEMENT SDN BHD

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>

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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		

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

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