

**SURAT PERMINTAAN PROSES PEMBAYARAN**

No. : SP3-053/PIP80000/2025-S4  
Tanggal : 12 Maret 2025  
Kepada : Finance Manager PMEP  
Dari : Director and Country Manager PMEP

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**Terlampir dikirimkan dokumen pendukung pembayaran terdiri atas:**

Processing Application Working Permit for Jabatan Ketua Menteri Negeri Sabah & Jabatan Imigrasi Negeri Sabah.

**Untuk Pembayaran :**

Application working Visa : **MYR4,360.00**

**Due Date** : 14 Maret 2025

**Agar dibayarkan kepada :**

- Nama Vendor : AGENSI PEKERJAAN ENM SDN BHD
- Nama Bank : MAYBANK BERHAD
- Atas Nama Rekening : AGENSI PEKERJAAN ENM SDN BHD
- Nomor Rekening : 5101 0763 4047
- Cost Center : AI0201001
- Cost Element : 6001009130

Bersama ini kami menyatakan bahwa transaksi yang ditagihkan ini benar dan absah untuk dibayar. Dokumen-dokumen terkait yang tidak dapat di lampirkan 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  
Director and Country Manager,



Eva Fadlila (Mar 14, 2025 07:34 GMT+8)

**Eva Fadlila**

  
GF

053/PIP/8000/2025

**Agensi Pekerjaan ENM Sdn.Bhd** (906322-V)Lot 11, 1st Floor, Jln Haji Yacob, Kampung Air,  
88000 Kota Kinabalu, Sabah.Tel: (+6) 088 316 992, (+6) 088 318 998, Fax: (+6) 088 317 992  
Service Tax ID No : S10-1907-32000003**PROFORMA INVOICE**

No. : QT-2501-011

PT PERTAMINA MALAYSIA EP

Your Ref. :

LEVEL 32 SUITE B, MENARA MAXIS  
KUALA LUMPUR CITY CENTRE  
50088 KUALA LUMPUR MALAYSIA

From :

C. C. : ACCOUNT

Date : 13/01/2025

Page : 1 of 1

TEL :

FAX :

Workers Name : ADITYA &amp; KARINA

Passport No :

Item	Tax Code	Description	Qty	U/ Price RM	Total Exl SST RM	SST RM	Total Inc SST RM
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1.		SERVICE FEE FOR EXPATRIATE WORK PERMIT	2	2,180.00	4,037.04	322.96	4,360.00
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PROCESSING APPLICATION OF SERVICE CREW FOR  
OIL AND GAS AND PROFESSIONAL WORK PASS  
APPLICATION

ALL PAYMENT INCLUSIVE:

a. Immigration Fee.  
~ Processing Fee.b. Service Fee  
~ For Rendering & Submitting Application to Jabatan Ketua  
Menteri (JKM)  
~ For Rendering & Submitting Application to Immigration Kota  
Kinabalu.  
~ Follow up application status.  
~ Collection of Letter & etc.  
~ Follow up application status.  
~ Final Processing.c. Documentation  
~ Preparing Document, Photocopy and Printing.  
~ Advertisement at Job Malaysia.  
~ Stamp (LHDN).  
~ Miscellaneous Handling Fee.**IMIGRESEN NEGERI SABAH**

Payment Term : CASH ON DELIVERY

Sub Total (Excluding SST) **4,037.04**Service Tax @ 8% on 4,037.04 **322.96**Total (Inclusive of SST) **4,360.00**

Note : All Cheques should be crossed and made payable to

**AGENCI PEKERJAAN ENM SDN BHD**

Bank Name : MAYBANK BERHAD

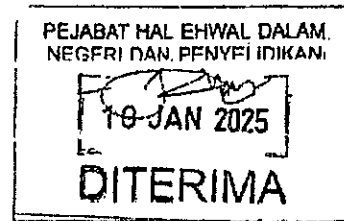
Account No : 5101 0763 4047

Yours faithfully,

Administrator

## LAMPIRAN A

NO	NAMA KREW	NO K/P & PASPPORT	NEGERI/ NEGARA	JAWATAN	TEMPOH
1	ADITYA FAJAR HUTAMA	E7082218	INDONESIA	SR DRILLING ENGINEER	12 BULAN
2	KARINA SARI	E7350143	INDONESIA	SR DRILLING ENGINEER	12 BULAN



## Jamaluddin Sidek

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**From:** Shinta Ratnawati Nugrahani  
**Sent:** Tuesday, 22 October, 2024 2:50 PM  
**To:** debbie@enm.my  
**Cc:** HCBP PIEP Regional 5; Anida Triana Dewi; Eva Fadlila; Jamaluddin Sidek  
**Subject:** Sabah Work Permit Application - Pertamina Indonesia

**Importance:** High

Dear Ms Debbie Chin

Good afternoon and greetings from Indonesia, I am Shinta from Pertamina – Indonesia

Ms Anita Gomez from PTT EP has referred me to you for Sabah Work Permit Application for 2 Pertamina secondees who will be joining PTT EP from January 1<sup>st</sup> - December 31<sup>st</sup>, 2025. As we are aware that formalities procedure in Sabah may involve some steps, I would appreciate if you could share with us the detail of this formalities process such as the process itself, required documents, and any other detail that will allow us to make a proper preparation.

I would appreciate if you could send the details by email, but we can also schedule an online meeting for comprehensive understanding on our side.

Looking forward to hearing from you.

Regards,

**Shinta R. Nugrahani | HCBP Regional**

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**PT Pertamina Internasional Eksplorasi dan Produksi**

**Patra Jasa Office Tower Lt 12 Jl Gatot Subroto**

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[www.pertamina.com](http://www.pertamina.com)

*Go green - save trees. Print only when necessary*

## Jamaluddin Sidek

**From:** Shinta Ratnawati Nugrahani  
**Sent:** Friday, 1 November, 2024 4:50 PM  
**To:** Payroll Regional 5; Damas Yulianto  
**Cc:** Alexius Sigit Purwoto; Eva Fadlila; Jamaluddin Sidek; HCBP PIEP Regional 5  
**Subject:** FW: [EXTERNAL] Re: Sabah Work Permit Application - Pertamina Indonesia  
**Attachments:** flow chart - expat.pdf; CONTOH SURAT IRINGAN - JKM.docx; CONTOH SURAT IRINGAN - JIM.docx; CONTOH SURAT KUASA - JIM.docx; CONTOH SURAT KUASA - JKM.docx; LOE\_Template.docx; STAFF LISTING & STATISTIC TEMPLATE.xlsx; KWSP From A Sample.pdf

**Importance:** High

Dear mas Zul dan mas Damas

Kita akan mengirimkan 2 orang pekerja secondee ke PTT EP under PMEP untuk menjalankan penugasan selama 1 tahun tmt 1 Januari 2025 – 31 December 2025 dengan detail dibawah ini. Saya telah menginisiasi diskusi dengan penyedia jasa working permit yang biasa digunakan PTT EP, untuk proses pengurusan Sabah work permit. Mohon untuk dapat memproses working permit ini agar dapat onboard tmt 1 Januari 2025, in paralel saya membereskan proses mutasinya. Silakan menghubungi Debbie Chin atau Kevin Su apabila ada yang perlu diklarifikasi, mengingat kita punya waktu 2 bulan untuk persiapannya.

No.	Nama	NRIC / Pasport No	Warganegara	Nama S
1	Arif Cahyono	X4150422	Indonesia	PT Pertamina
2	Karina Sari	E7350413	Indonesia	PT Pertamina

Regards,

**Shinta R. Nugrahani | HCBP Regional**

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[www.pertamina.com](http://www.pertamina.com)

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**From:** Kevin Su <[kevin@enm.my](mailto:kevin@enm.my)>

**Sent:** Tuesday, October 29, 2024 11:23 AM


**To:** Shinta Ratnawati Nugrahani <[shinta.nugrahani@pertamina.com](mailto:shinta.nugrahani@pertamina.com)>

**Cc:** HCBP PIEP Regional 5 <[hcbp.piep@pertamina.com](mailto:hcbp.piep@pertamina.com)>; Anida Triana Dewi <[anida.dewi@pertamina.com](mailto:anida.dewi@pertamina.com)>; Eva Fadlila <[eva.fadlila@pertamina.com](mailto:eva.fadlila@pertamina.com)>; Jamaluddin Sidek <[mk.jamal.sidek@pertamina.com](mailto:mk.jamal.sidek@pertamina.com)>; Vanessa Evaristus <[vanessa@enm.my](mailto:vanessa@enm.my)>; Debbie Chin <[debbie@enm.my](mailto:debbie@enm.my)>

**Subject:** [EXTERNAL] Re: Sabah Work Permit Application - Pertamina Indonesia

You don't often get email from [kevin@enm.my](mailto:kevin@enm.my). [Learn why this is important](#)

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**Signature:**   
GF (Mar 13, 2025 14:59 GMT+7)

**Email:** galih.febriani@pertamina.com

**Signature:** 

**Email:** perdana.putra@pertamina.com