

SURAT PERMINTAAN PROSES PEMBAYARAN

Nomor : SP3-040/PIP80000/2025-S4
Tanggal : 20 Februari 2025
Kepada : Finance Manager PMEP
Dari : Director 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 12,290.40**
Due Date : **21 February 2025**

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

Director,



[Eva Fadlila \(Feb 21, 2025 07:27 GMT+8\)](#)**Eva Fadlila**

 
GF

Hotel Accommodation @Ascott Star KLCC

No	Name	Reservation No	Room Type	Check-In	Check-Out	Amount	Cost Centre	Remarks
1	Lucky Permat Putra	14522437	Studio Exec	23 Jan 2025	25 Jan 2025	MYR 862.40	A102011140	
2	Deddy Purwono Adi	15572098	Studio Exec	21 Jan 2025	24 Jan 2025	MYR 1,293.60	A10201110	LOU 003/PIP800000/2025-S0
3	Muhammad Yusuf Mansuri	15572100	Studio Exec	21 Jan 2025	24 Jan 2025	MYR 1,293.60	A10201110	LOU 003/PIP800000/2025-S0
4	Galih Febriani	15572900	Studio Exec	21 Jan 2025	24 Jan 2025	MYR 1,293.60	A10201001	
5	Resli Laili Rachmawati	15572895	Studio Exec	21 Jan 2025	24 Jan 2025	MYR 1,293.60	A10201100	LOU 004/PIP800000/2025-S0
6	Perdana Rakhmana Putra	15574092	1-BR Deluxe KLCC View	22 Jan 2025	25 Jan 2025	MYR 1,682.40	A10201001	LOU 008/PIP800000/2025-S0
7	Adhelien Maharani	15536609	Studio Exec	21 Jan 2025	23 Jan 2025	MYR 862.40	A10202110	LOU 006/PIP800000/2025-S0
8	Galih Febriani	15722206	1-BR Deluxe	3 Feb 2025	5 Feb 2025	MYR 948.80	A10201001	
9	Visitasi Maria Juliana Femant	15722204	1-BR Deluxe	3 Feb 2025	5 Feb 2025	MYR 948.80	A10201001	LOU 013/PIP800000/2025-S0
10	Tripena Handayani Migang	15722205	1-BR Deluxe	3 Feb 2025	5 Feb 2025	MYR 948.80	A10201001	
11	Shinta Ratnawati Nugrahani	15725834	Studio Exec	3 Feb 2025	5 Feb 2025	MYR 862.40	A10201200	LOU 014/PIP800000/2025-S0
Grand Total						MYR 12,290.40		



INVOICE

Company	: PT Pertamina Malaysia Eksplorasi Produksi	Reservation	: 15596435
Address	: Level 45 Suite B Menara Maxis Kuala Lumpur 50088 Malaysia	Regn No.	: 201601040319 (1211260-H)
Attention		SST Regn. No.	: W10-2204-32000062
Room	: 0705B	TTx Regn. No.	: 141-2022-10000015
Room Type	: Studio Executive	Invoice No.	: 60300
Arrival	: 23 Jan 2025	A/R No.	:
Departure	: 25 Jan 2025	PO/Ref No.	:
Guest	: Mr Lucky Permata PUTRA	3rd Party No.	:
		Print Date/Time	: 23 Jan 2025 08:22
		Cashier	: syimirshah.shubli
		Page	: 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
23 Jan 2025	0705B	Daily Apartment Rental (SR) - (23-Jan-25).	390.00
24 Jan 2025	0705B	Daily Apartment Rental (SR) - (24-Jan-25).	390.00
		Sub-Total Before SST	780.00
		Sales Service Tax 8%	62.40
		Tourism Tax	20.00
		Total Amount	862.40
		Payment	0.00
		Balance	862.40

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>

Ascott Star KLCC Kuala Lumpur | Tax Invoice # 60300 | Page 1/2



INVOICE

Company	: PT Pertamina Malaysia Eksplorasi Produksi	Reservation	: 15572098
Address	: Level 45 Suite B Menara Maxis Kuala Lumpur 50088 Malaysia	Regn No.	: 201601040319 (1211260-H)
Attention		SST Regn. No.	: W10-2204-32000062
Room	: 0805B	TTx Regn. No.	: 141-2022-10000015
Room Type	: Studio Executive	Invoice No.	: 60313
Arrival	: 21 Jan 2025	A/R No.	:
Departure	: 24 Jan 2025	PO/Ref No.	:
Guest	: Mr Deddy Purwono ADI	3rd Party No.	:
		Print Date/Time	: 23 Jan 2025 01:40
		Cashier	: sharana.murugan
		Page	: 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
21 Jan 2025	0805B	Daily Apartment Rental (SR) - (21-Jan-25).	390.00
22 Jan 2025	0805B	Daily Apartment Rental (SR) - (22-Jan-25).	390.00
23 Jan 2025	0805B	Daily Apartment Rental (SR) - (23-Jan-25).	390.00
		Sub-Total Before SST	1,170.00
		Sales Service Tax 8%	93.60
		Tourism Tax	30.00
		Total Amount	1,293.60
		Payment	0.00
		Balance	1,293.60

FOR BILL ENQUIRIES, PLEASE CALL: (60 3) 2718 6701 OR EMAIL US AT: enquiry.myKLbilling@the-ascott.com.
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MADE PAYABLE TO: ALPINE STAR MANAGEMENT SDN BHD

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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>

Ascott Star KLCC Kuala Lumpur | Tax Invoice # 60313 | Page 1/2



INVOICE

Company	: PT Pertamina Malaysia Eksplorasi Produksi	Reservation	: 15572100
Address	: Level 45 Suite B Menara Maxis Kuala Lumpur 50088 Malaysia	Regn No.	: 201601040319 (1211260-H)
Attention		SST Regn. No.	: W10-2204-32000062
Room	: 1005B	TTx Regn. No.	: 141-2022-10000015
Room Type	: Studio Executive	Invoice No.	: 60314
Arrival	: 21 Jan 2025	A/R No.	:
Departure	: 24 Jan 2025	PO/Ref No.	:
Guest	: Mr Muhamad Yusuf MANSURI	3rd Party No.	:
		Print Date/Time	: 23 Jan 2025 01:40
		Cashier	: sharana.murugan
		Page	: 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
21 Jan 2025	1005B	Daily Apartment Rental (SR) - (21-Jan-25).	390.00
22 Jan 2025	1005B	Daily Apartment Rental (SR) - (22-Jan-25).	390.00
23 Jan 2025	1005B	Daily Apartment Rental (SR) - (23-Jan-25).	390.00
		Sub-Total Before SST	1,170.00
		Sales Service Tax 8%	93.60
		Tourism Tax	30.00
		Total Amount	1,293.60
		Payment	0.00
		Balance	1,293.60

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

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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>

Ascott Star KLCC Kuala Lumpur | Tax Invoice # 60314 | Page 1/2



INVOICE

Company	: PT Pertamina Malaysia Eksplorasi Produksi	Reservation	: 15572900
Address	: Level 45 Suite B Menara Maxis Kuala Lumpur 50088 Malaysia	Regn No.	: 201601040319 (1211260-H)
Attention		SST Regn. No.	: W10-2204-32000062
Room	: 1205B	TTx Regn. No.	: 141-2022-10000015
Room Type	: Studio Executive	Invoice No.	: 60315
Arrival	: 21 Jan 2025	A/R No.	:
Departure	: 24 Jan 2025	PO/Ref No.	:
Guest	: Ms Galih Febriani MURSITO	3rd Party No.	:
		Print Date/Time	: 23 Jan 2025 01:41
		Cashier	: sharana.murugan
		Page	: 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
21 Jan 2025	1205B	Daily Apartment Rental (SR) - (21-Jan-25).	390.00
22 Jan 2025	1205B	Daily Apartment Rental (SR) - (22-Jan-25).	390.00
23 Jan 2025	1205B	Daily Apartment Rental (SR) - (23-Jan-25).	390.00
		Sub-Total Before SST	1,170.00
		Sales Service Tax 8%	93.60
		Tourism Tax	30.00
		Total Amount	1,293.60
		Payment	0.00
		Balance	1,293.60

FOR BILL ENQUIRIES, PLEASE CALL: (60 3) 2718 6701 OR EMAIL US AT: enquiry.myKLbilling@the-ascott.com.
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MADE PAYABLE TO: ALPINE STAR MANAGEMENT SDN BHD

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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>

Ascott Star KLCC Kuala Lumpur | Tax Invoice # 60315 | Page 1/2

Kuala Lumpur, 20 January 2025
No: 003/PIP80000/2025-S0

Enclosure : -
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,

Our emails dated 20 January 2025 refers. The purpose of this Letter of Undertaking is to confirm the accommodation for our employees by providing the room accommodation at Ascott Star KLCC. Reservation details are as follows:-

	Name	Check-In	Check-Out
1	Galih Febriani Mursito	21 Jan 2025	24 Jan 2025
2	Deddy Purwono Adi	22 Jan 2025	24 Jan 2025
3	Muhammad Yusuf	22 Jan 2025	24 Jan 2025

Confirmed via WA and email from Ascott (21 Jan 25), arrival 21 Jan 2025

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,
Director & Country Manager


Eva Fadlila (Jan 22, 2025 14:02 GMT+7)

Eva Fadlila

 
GF

**Re: [EXTERNAL] RE: Reservation - Pertamina (22-24 Jan)**

From sumarlinah.waroji@the-ascott.com <sumarlinah.waroji@the-ascott.com>

Date Tue 21/01/2025 12:28 PM

To Nur Farhana Ja'afar <mk.nur.jaafar@mitrakerja.pertamina.com>; isa.muhammad@the-ascott.com <isa.muhammad@the-ascott.com>

Cc Eva Fadlila <eva.fadlila@pertamina.com>; Perdana Rakmana Putra <perdana.putra@pertamina.com>; Galih Febriani <galih.febriani@pertamina.com>; Jamaluddin Sidek <mk.jamal.sidek@pertamina.com>; jocelyn.liew@the-ascott.com <jocelyn.liew@the-ascott.com>; reservation.kl@the-ascott.com <reservation.kl@the-ascott.com>; atralyani.rosli@the-ascott.com <atralyani.rosli@the-ascott.com>; asklcc@the-ascott.com <asklcc@the-ascott.com>; host:asklcc@the-ascott.com <host:asklcc@the-ascott.com>; elirra.basari@the-ascott.com <elirra.basari@the-ascott.com>; host:asklcc@the-ascott.com <host:asklcc@the-ascott.com>

✉ 3 attachments (661 kB)
15572099 (2).pdf; 15572100.pdf; 15572098.pdf;

Hi @Nur Farhana Ja'afar

Appreciate you may provide us the LOU for all attached bookings for our record. We appreciate your kind assistance to expedite the process.

Hi @MUHAMMAD Isa/Executive-Finance/Ascott/CLI/MY

Please assist to issue the invoices while waiting for the LOU to be received and currently also, the company have aback dated payment from 2024.

Thank you

Regards,
Lina

Sumarlinah WAROJI (Lina) | Executive, Sales Mgt Team, Sales & Marketing

Ascott International Management, Malaysia

T | +603 2705 8103 E | sumarlinah.waroji@the-ascott.com

Global Reservations www.discoverasr.com or 1800 806 306 (Malaysia toll-free)**Sign up to be an Ascott Star Rewards member**

The Ascott Limited is a member of CapitalLand Investment. It is one of the leading international lodging owner-operators with properties across Asia Pacific, CentralAsia, Europe, the Middle East, Africa and the USA. Its portfolio of serviced apartment, coliving and hotel brands include Ascott, Citadines, Iyf, Oakwood, Quest, Somerset, The Crest Collection, The Unlimited Collection, Préférence, Fox, Harris, POP!, Vertu and Yello; and it has a brand partnership with Domitys. Through Ascott Star Rewards (ASR), Ascott's loyalty programme, members enjoy exclusive privileges and offers at participating properties.

From: Reservation Officer/-Reservation/Ascott/CLI/MY <reservation.kl@the-ascott.com>
Sent: Monday, January 20, 2025 8:05 PM
To: Nur Farhana Ja'afar <mk.nur.jaafar@mitrakerja.pertamina.com>; Guest Service Officer/-Guest Service/Ascott/MY <frontoffice.asklcc@the-ascott.com>
Cc: WAROJI Sumarlinah/Acting Executive, Sales-ASKLCC&SKL/Ascott/CLI/MY <sumarlinah.waraji@the-ascott.com>; LIEW Jocelyn/Snr Mgr-Sales-ASKLCC/Ascott/CLI/MY <jocelyn.liew@the-ascott.com>; Eva Fadilla <eva.fadilla@pertamina.com>; Perdana Rakhmana Putra <perdana.putra@pertamina.com>; Galih Febriani <galih.febriani@pertamina.com>; Jamaluddin Sidek <mk.jamal.sidek@pertamina.com>
Subject: Re: [EXTERNAL] RE: Reservation - Pertamina (22-24 Jan)

Dear Farhana,

Please find attached revised Confirmation Letter for your kind perusal.

Should you have any questions or require further assistance, please do not hesitate to contact us.

Earn Ascott Star Rewards points for your personal and corporate stays with us now! Simply Sign up, or Link your existing ASR account with your business email address. Terms & conditions apply.

Should you require any further information or clarification, please do not hesitate to contact us. Thank you and stay safe.

2/20/25, 9:00 AM

Mail - Nur Farhana Ja'afar - Outlook

Note to customers: We may be collecting personal data of our customers during our correspondence with you in order to serve our customers and for related purposes. By providing us with their/your personal data, you consent (on their behalf and for yourself) to The Ascott Limited, its affiliates, agents and service providers collecting, using and otherwise processing the personal data for such purposes in accordance with the [Ascott Personal Data Protection Policy](#).

Regards,

Sabrina | Reservation Officer, Reservation

Ascott International Management, Malaysia

T | +603 2718 6788 F | +603 2718 6888 E | reservation.kl@the-ascott.com

Global Reservations www.the-ascott.com or 1800 806 306 (Malaysia toll-free)

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The Ascott Limited is a member of CapitaLand. It is one of the leading international lodging owner-operators with more than 670 properties in over 170 cities spanning more than 30 countries across Asia Pacific, Europe, the Middle East and Africa and the U.S. Its portfolio of serviced residence and hotel brands Ascott, Citadines, Citadines Connect, Somerset, Quest, The Crest Collection, Jyoti and the Tauzia portfolio of brands.



[Let's Go Green... think before you print! malin](#)

From: Nur Farhana Ja'afar <mk.nur.jaafar@mitrakerja.pertamina.com>

Sent: Monday, January 20, 2025 7:05 PM

To: Reservation Officer/-Reservation/Ascott/CLI/MY <reservation.kl@the-ascott.com>; Guest Service Officer/-Guest Service/Ascott/MY

<https://outlook.office365.com/mail/id/AAkALgAAAAAHYQDEapmEc2byACqAC%2FEWg0AzigflBnVwkpRw6pzzD7wACRa8FtQAAA/sxs/AAkALgAAAAAHYQDEapmEc2byACqAC%2FEWg0AzigflB...>

<frontoffice.asklcc@the-ascott.com>

C: WAROJI Sumarlinah/Acting Executive, Sales-ASKLCC&SKL/Ascott/CLI/MY <sumarlinah.waroji@the-ascott.com>; LIEW Jocelyn/Snr Mgr-Sales-ASKLCC/Ascott/CLI/MY <jocelyn.liew@the-ascott.com>; Eva Fadilla <eva.fadilla@pertamina.com>; Perdana Rakhmana Putra <perdana.putra@pertamina.com>; Galih Febriani <galih.febriani@pertamina.com>; Jamaluddin Sidek <mk.jamal.sidek@pertamina.com>
Subject: Re: [EXTERNAL] RE: Reservation - Pertamina (22-24 Jan)

ALERT: Email is from external source. Do not click on links or open files if unsure of sender.
电子邮件来自公司外部。如果不确定发件人，请不要点击链接或打开文件。

Dear Ascott Team,

Further to emails below, we would like to make correction on check in dates,

Mr Ismail (resv no 15572099) - Check in 21 January 2025

Mr Deddy (resv no 15572098) - Check in 21 January 2025

Mr Muhammad Yusuf (resv no 15572100) - check in 21 January 2025

Please amend booking confirmation.

Sorry for inconvenience.

Warm regards,
Ana

Get [Outlook for iOS](#)

From: reservation.kl@the-ascott.com <reservation.kl@the-ascott.com>

Sent: Monday, January 20, 2025 6:42:05 PM

To: Nur Farhana Ja'afar <mk.nur.jaafar@mitrakerja.pertamina.com>; frontoffice.asklcc@the-ascott.com>
Cc: sumarlinah.waroji@the-ascott.com <sumarlinah.waroji@the-ascott.com>; jocelyn.liew@the-ascott.com <jocelyn.liew@the-ascott.com>; Eva Fadilla <eva.fadilla@pertamina.com>; Perdana Rakhmana Putra <perdana.putra@pertamina.com>; Galih Febriani <galih.febriani@pertamina.com>; Jamaluddin Sidek <mk.jamal.sidek@pertamina.com>
Subject: [WARNING: ATTACHMENT(S) MAY CONTAIN MALWARE]Re: [EXTERNAL] RE: Reservation - Pertamina (22-24 Jan)



INVOICE

Company	: PT Pertamina Malaysia Eksplorasi Produksi	Reservation	: 15572895
Address	: Level 45 Suite B Menara Maxis Kuala Lumpur 50088 Malaysia	Regn No.	: 201601040319 (1211260-H)
Attention		SST Regn. No.	: W10-2204-32000062
Room	: 1605B	TTx Regn. No.	: 141-2022-10000015
Room Type	: Studio Executive	Invoice No.	: 60317
Arrival	: 21 Jan 2025	A/R No.	:
Departure	: 24 Jan 2025	PO/Ref No.	:
Guest	: Ms Resti Laily RACRMAWATI	3rd Party No.	:
		Print Date/Time	: 23 Jan 2025 01:52
		Cashier	: sharana.murugan
		Page	: 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
21 Jan 2025	1605B	Daily Apartment Rental (SR) - (21-Jan-25).	390.00
22 Jan 2025	1605B	Daily Apartment Rental (SR) - (22-Jan-25).	390.00
23 Jan 2025	1605B	Daily Apartment Rental (SR) - (23-Jan-25).	390.00
		Sub-Total Before SST	1,170.00
		Sales Service Tax 8%	93.60
		Tourism Tax	30.00
		Total Amount	1,293.60
		Payment	0.00
		Balance	1,293.60

FOR BILL ENQUIRIES, PLEASE CALL: (60 3) 2718 6701 OR EMAIL US AT: enquiry.myKLbilling@the-ascott.com.
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MADE PAYABLE TO: ALPINE STAR MANAGEMENT SDN BHD

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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>

Ascott Star KLCC Kuala Lumpur | Tax Invoice # 60317 | Page 1/2

Kuala Lumpur, 21 January 2025
No: 004/PIP80000/2025-S0

Enclosure : -
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,

Our emails dated 20 January 2025 refers. The purpose of this Letter of Undertaking is to confirm the accommodation for our employees by providing the room accommodation at Ascott Star KLCC. Reservation details are as follows:-

Guest name : Resti Laily Rachmawati
Resv no : 15572895
Check in : 21 January 2025
Check out : 24 January 2025

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,
Director & Country Manager



Eva Fadlila (Jan 21, 2025 14:11 GMT+7)

Eva Fadlila

GF





Ascott Star KLCC Kuala Lumpur

Reservation Confirmation

Confirmation No.: 15572895

Guest Name(s): Resti Laily Rachmawati

Company: PT Pertamina Malaysia Eksplorasi Produksi

Arrival: Tuesday, 21 January 2025
Standard Check-in: 03:00 PM

Departure: Friday, 24 January 2025
Standard Check-out: 12:00 PM

Night(s): 3

Apartment Type: Studio Executive

Person(s): 1 Adult(s) 0 Child(ren)

Avg Nightly Rate: RM 390.00 ++

Total Rate: RM 1,170.00 ++

++ Rates are subject to 8% Sales & Service Tax (SST).
Additional RM10nett Tourism Tax (for non-Malaysian), per room per night, to be collected upon check in.

For corporate bookings, guests are required to present company staff ID, business card or relevant correspondence for rate verification purposes.

Rate Details:

Inclusions:

Daily continental breakfast for 1 person
Daily housekeeping services
Wireless Internet access

Payment Method:

Charge to Company - Room & Bfast

Transfer Arrangements:

(Please disregard this section if you have not made any transfer arrangement)

Arrival - RM 0.00 nett

Departure - RM 0.00 nett

Requests:

How to Find Us

Ascott Star KLCC Kuala Lumpur

1, Jalan Yap Kwan Seng,
50450 Kuala Lumpur,
Malaysia

Reception Hours 24 Hours
Telephone (603) 2705 8000
Reservation Hotline (603) 2718 6788

Should you require assistance relating to your reservation, please contact us at:

Worldwide Reservations

Outside Europe: (65) 6272 7272
Within Europe: (33) 1 41 05 79 05
Australia Local Toll-Free: 1800 766 377
China Local Toll-Free: 400 820 1028
Indonesia Local Toll-Free: 00180 365 7878
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INVOICE

Company	: PT Pertamina Malaysia Eksplorasi Produksi	Reservation	: 15574092
Address	: Level 45 Suite B Menara Maxis Kuala Lumpur 50088 Malaysia	Regn No.	: 201601040319 (1211260-H)
Attention		SST Regn. No.	: W10-2204-32000062
Room	: 083A	TTx Regn. No.	: 141-2022-10000015
Room Type	: 1-Bedroom Deluxe KLCC View	Invoice No.	: 60410
Arrival	: 22 Jan 2025	A/R No.	:
Departure	: 25 Jan 2025	PO/Ref No.	:
Guest	: Mr Perdana Rakhmana PUTRA	3rd Party No.	:
		Print Date/Time	: 25 Jan 2025 09:53
		Cashier	: nanthinhi.muthu
		Page	: 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
22 Jan 2025	083A	Daily Apartment Rental (SR) - (22-Jan-25).	510.00
23 Jan 2025	083A	Daily Apartment Rental (SR) - (23-Jan-25).	510.00
24 Jan 2025	083A	Daily Apartment Rental (SR) - (24-Jan-25).	510.00
		Sub-Total Before SST	1,530.00
		Sales Service Tax 8%	122.40
		Tourism Tax	30.00
		Total Amount	1,682.40
		Payment	0.00
		Balance	1,682.40

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>

Ascott Star KLCC Kuala Lumpur | Tax Invoice # 60410 | Page 1/2

Kuala Lumpur, 22 January 2025
No.008/PIP80000/2025-S0

Enclosure : Proforma Invoice (Reservation No: 15574092)
Subject : Letter of Undertaking

To: Ms. Jocelyn / Ms. Amalina
C/o: Ascott Star KLCC Kuala Lumpur
No 1, Jalan Yap Kwan Seng
50450 Kuala Lumpur, Malaysia

Dear Ms Jocelyn / Ms Amalina,

The purpose of this Letter of Undertaking is to confirm the accommodation for Mr. Perdana Rakhmana Putra at Ascott Star KLCC. Details as follow ;-

- Reservation No . : 15574092
- Date Check-in : 22/01/2025
- Date Check-out : 25/01/2025
- Type of Room : 1BR Deluxe View

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

Thank you,

Sincerely Yours,
For and on behalf of
PT Pertamina Malaysia Eksplorasi Produksi



Eva Fadlila (Jan 22, 2025 11:06 GMT+7)

Eva Fadlila

Director and Country Manager



Ascott Star KLCC Kuala Lumpur

Reservation Confirmation

Confirmation No.: 15574092

Guest Name(s): Perdana Rakhmana Putra

Company: PT Pertamina Malaysia Eksplorasi Produksi

Arrival: Wednesday, 22 January 2025
Standard Check-in: 03:00 PM

Departure: Saturday, 25 January 2025
Standard Check-out: 12:00 PM

Night(s): 3

Apartment Type: 1-Bedroom Deluxe KLCC View

Person(s): 1 Adult(s) 0 Child(ren)

Avg Nightly Rate: RM 510.00 ++

Total Rate: RM 1,530.00 ++

++ Rates are subject to 8% Sales & Service Tax (SST).
Additional RM10nett Tourism Tax (for non-Malaysian), per room per night, to be collected upon check in.

For corporate bookings, guests are required to present company staff ID, business card or relevant correspondence for rate verification purposes.

Rate Details:

Inclusions:

Daily continental breakfast for 1 person
Daily housekeeping services
Wireless Internet access

Payment Method:

Charge to Company - Room & Bfast

Transfer Arrangements:

(Please disregard this section if you have not made any transfer arrangement)

Arrival - RM 0.00 nett

Departure - RM 0.00 nett

Requests:

How to Find Us

Ascott Star KLCC Kuala Lumpur

1, Jalan Yap Kwan Seng,
50450 Kuala Lumpur,
Malaysia

Reception Hours 24 Hours
Telephone (603) 2705 8000
Reservation Hotline (603) 2718 6788

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INVOICE

Company	: PT Pertamina Malaysia Eksplorasi Produksi	Reservation	: 15536609
Address	: Level 45 Suite B Menara Maxis Kuala Lumpur 50088 Malaysia	Regn No.	: 201601040319 (1211260-H)
Attention		SST Regn. No.	: W10-2204-32000062
Room	: 0905B	TTx Regn. No.	: 141-2022-10000015
Room Type	: Studio Executive	Invoice No.	: 60255
Arrival	: 21 Jan 2025	A/R No.	:
Departure	: 23 Jan 2025	PO/Ref No.	:
Guest	: Ms Adhelien MAHARANI	3rd Party No.	:
		Print Date/Time	: 22 Jan 2025 10:08
		Cashier	: syimirshah.shubli
		Page	: 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
21 Jan 2025	0905B	Daily Apartment Rental (SR) - (21-Jan-25).	390.00
22 Jan 2025	0905B	Daily Apartment Rental (SR) - (22-Jan-25).	390.00
		Sub-Total Before SST	780.00
		Sales Service Tax 8%	62.40
		Tourism Tax	20.00
		Total Amount	862.40
		Payment	0.00
		Balance	862.40

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>

Ascott Star KLCC Kuala Lumpur | Tax Invoice # 60255 | Page 1/2

Kuala Lumpur, 20 January 2025
No: 006/PIP80000/2025-S0

Enclosure : Reservation Confirmation
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,

Our emails dated 20 January 2025 refers. The purpose of this Letter of Undertaking is to confirm the accommodation for our employees by providing the room accommodation at Ascott Star KLCC. Reservation details are as follows:-

Guest name : Adhelien Maharani
Resv no : 15536609
Check in : 21 January 2025
Check out : 23 January 2025

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,
Director & Country Manager



Eva Fadlila (Jan 22, 2025 14:02 GMT+7)

Eva Fadlila



GF





Ascott Star KLCC Kuala Lumpur

Reservation Confirmation

Confirmation No.: 15536609

Guest Name(s): Adhelien Maharani

Company: PT Pertamina Malaysia Eksplorasi Produksi

Arrival: Tuesday, 21 January 2025
Standard Check-in: 03:00 PM

Departure: Thursday, 23 January 2025
Standard Check-out: 12:00 PM

Night(s): 2

Apartment Type: Studio Executive

Person(s): 1 Adult(s) 0 Child(ren)

Avg Nightly Rate: RM 390.00 ++

Total Rate: RM 780.00 ++

++ Rates are subject to 8% Sales & Service Tax (SST).
Additional RM10nett Tourism Tax (for non-Malaysian), per room per night, to be collected upon check in.

For corporate bookings, guests are required to present company staff ID, business card or relevant correspondence for rate verification purposes.

Rate Details:

Inclusions:

Daily continental breakfast for 1 person
Daily housekeeping services
Wireless Internet access

Payment Method:

Charge to Company - Room & Bfast

Transfer Arrangements:

(Please disregard this section if you have not made any transfer arrangement)

Arrival - RM 0.00 nett

Departure - RM 0.00 nett

Requests:

How to Find Us

Ascott Star KLCC Kuala Lumpur

1, Jalan Yap Kwan Seng,
50450 Kuala Lumpur,
Malaysia

Reception Hours 24 Hours
Telephone (603) 2705 8000
Reservation Hotline (603) 2718 6788

Should you require assistance relating to your reservation, please contact us at:

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Australia Local Toll-Free: 1800 766 377
China Local Toll-Free: 400 820 1028
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Malaysia Local Toll-Free: 1800 806 306
Singapore Local Toll-Free: 1800 272 7272
Thailand Local Toll-Free: 1800 888 272
US Local Toll-Free: 1833 443 2785

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INVOICE

Company	: PT Pertamina Malaysia Eksplorasi Produksi	Reservation	: 15722203
Address	: Level 45 Suite B Menara Maxis Kuala Lumpur 50088 Malaysia	Regn No.	: 201601040319 (1211260-H)
Attention		SST Regn. No.	: W10-2204-32000062
Room	:	TTx Regn. No.	: 141-2022-10000015
Room Type	: 1-Bedroom Deluxe	Invoice No.	: 61142
Arrival	: 03 Feb 2025	A/R No.	:
Departure	: 05 Feb 2025	PO/Ref No.	:
Guest	: PT Pertamina Malaysia Eksplorasi Produksi (Ascott- PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI	3rd Party No.	:
		Print Date/Time	: 04 Feb 2025 03:09
		Cashier	: rajaputera.rs
		Page	: 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
04 Feb 2025		1909 ASKLCC Daily Apartment Rental (SR) - (03-Feb-25). Ms Visitasi Maria Juliana Femant	430.00
		1909 ASKLCC Daily Apartment Rental (SR) - (04-Feb-25). Ms Visitasi Maria Juliana Femant	430.00
		1709 ASKLCC Daily Apartment Rental (SR) - (03-Feb-25). Ms Tripena Handayani Migang	430.00
		1709 ASKLCC Daily Apartment Rental (SR) - (04-Feb-25). Ms Tripena Handayani Migang	430.00
		1509 ASKLCC Daily Apartment Rental (SR) - (03-Feb-25). Ms Galih Febriani Mursito	430.00
		1509 ASKLCC Daily Apartment Rental (SR) - (04-Feb-25). Ms Galih Febriani Mursito	430.00
		Sub-Total Before SST	2,580.00
		Sales Service Tax 8%	206.40
		Tourism Tax	60.00
		Total Amount	2,846.40
		Payment	0.00
		Balance	2,846.40

FOR BILL ENQUIRIES, PLEASE CALL: (60 3) 2718 6701 OR EMAIL US AT: enquiry.myKLbilling@the-ascott.com.
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MADE PAYABLE TO: ALPINE STAR MANAGEMENT SDN BHD

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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>

Ascott Star KLCC Kuala Lumpur | Tax Invoice # 61142 | Page 1/2

Kuala Lumpur, 3 February 2025
No: 013/PIP80000/2025-S0

Enclosure : Reservation Confirmation
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,

Our emails 2 February 2025 refers. The purpose of this Letter of Undertaking is to confirm the accommodation for our employees by providing the room accommodation at Ascott Star KLCC. Reservation details are as follows:-

- Galih Febriani Mursito (Resv no. 15722206)
- Visitasi Maria Juliana Ferman (Resv no. 15722204)
- Tripena Handayani Migang (Resv no. 15722205)

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,
Director



Eva Fadlila

Eva Fadlila

 GF



INVOICE

Company	: PT Pertamina Malaysia Eksplorasi Produksi	Reservation	: 15725834
Address	: Level 45 Suite B Menara Maxis Kuala Lumpur 50088 Malaysia	Regn No.	: 201601040319 (1211260-H)
Attention		SST Regn. No.	: W10-2204-32000062
Room	: 1205B	TTx Regn. No.	: 141-2022-10000015
Room Type	: Studio Executive	Invoice No.	: 61143
Arrival	: 03 Feb 2025	A/R No.	:
Departure	: 05 Feb 2025	PO/Ref No.	:
Guest	: Ms Shinta Ratnawati NUGRAHANI	3rd Party No.	:
		Print Date/Time	: 04 Feb 2025 03:10
		Cashier	: rajaputera.rs
		Page	: 1

DATE	Room	DESCRIPTION	AMOUNT (MYR)
03 Feb 2025	1205B	Daily Apartment Rental (SR) - (03-Feb-25).	390.00
04 Feb 2025	1205B	Daily Apartment Rental (SR) - (04-Feb-25).	390.00
		Sub-Total Before SST	780.00
		Sales Service Tax 8%	62.40
		Tourism Tax	20.00
		Total Amount	862.40
		Payment	0.00
		Balance	862.40

FOR BILL ENQUIRIES, PLEASE CALL: (60 3) 2718 6701 OR EMAIL US AT: enquiry.myKLbilling@the-ascott.com.
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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>

Ascott Star KLCC Kuala Lumpur | Tax Invoice # 61143 | Page 1/2

Kuala Lumpur, 03 February 2025
No.014/PIP80000/2025-S0

Enclosure : Proforma Invoice (Reservation No: 15725834)
Subject : Letter of Undertaking

To: Ms. Jocelyn / Ms. Amalina
C/o: Ascott Star KLCC Kuala Lumpur
No 1, Jalan Yap Kwan Seng
50450 Kuala Lumpur, Malaysia

Dear Ms Jocelyn / Ms Amalina,

The purpose of this Letter of Undertaking is to confirm the accommodation for Ms. Shinta Ratnawati Nugrahani at Ascott Star KLCC. Details as follow ;-

- Reservation No . : 15725834
- Date Check-in : 03/02/2025
- Date Check-out : 05/02/2025
- Type of Room : Studio Executive

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

Thank you,

Sincerely Yours,
For and on behalf of
PT Pertamina Malaysia Eksplorasi Produksi


Eva Fadlila (Feb 3, 2025 22:25 GMT+8)

Eva Fadlila
Director and Country Manager



Ascott Star KLCC Kuala Lumpur

Reservation Confirmation

Confirmation No.: 15725834

Guest Name(s): Shinta Ratnawati Nugrahani

Company: PT Pertamina Malaysia Eksplorasi Produksi

Arrival: Monday, 3 February 2025
Standard Check-in: 03:00 PM

Departure: Wednesday, 5 February 2025
Standard Check-out: 12:00 PM

Night(s): 2

Apartment Type: Studio Executive

Person(s): 1 Adult(s) 0 Child(ren)

Avg Nightly Rate: RM 390.00 ++

Total Rate: RM 780.00 ++

++ Rates are subject to 8% Sales & Service Tax (SST).
Additional RM10nett Tourism Tax (for non-Malaysian), per room per night, to be collected upon check in.

For corporate bookings, guests are required to present company staff ID, business card or relevant correspondence for rate verification purposes.

Rate Details:

Inclusions:

Daily continental breakfast for 1 person
Daily housekeeping services
Wireless Internet access

Payment Method:

Charge to Company - Room & Bfast

Transfer Arrangements:

(Please disregard this section if you have not made any transfer arrangement)

Arrival - RM 0.00 nett

Departure - RM 0.00 nett

Requests:

Signature: GF
GF (Feb 20, 2025 09:54 GMT+7)

Email: galih.febriani@pertamina.com

How to Find Us

Ascott Star KLCC Kuala Lumpur

1, Jalan Yap Kwan Seng,
50450 Kuala Lumpur,
Malaysia

Reception Hours 24 Hours
Telephone (603) 2705 8000
Reservation Hotline (603) 2718 6788

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Signature:

Email: galih.febriani@pertamina.com

Signature:

Email: perdana.putra@pertamina.com