

SURAT PERMINTAAN PROSES PEMBAYARAN

Nomor : SP3-068/PIP80000/2024-S4
Tanggal : 14 March 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 1,552.80**
Due Date : 15 March 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* : 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

 GF
GF

Kuala Lumpur, 11 March 2024
No.049/PIP80000/2024-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,

The purpose of this Letter of Undertaking to confirm the accommodation for our employees by providing the room accommodation at Ascott Star KLCC. Details of daily apartment rental is as per Proforma Tax Invoice (Reservation no: 12091675)

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 15 March 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

Eva Fadlila


GF

INVOICE

Company : PT Pertamina Malaysia Eksplorasi Produksi
Address : Level 45 Suite B
Menara Maxis
Kuala Lumpur 50088
Malaysia
Attention
Room : 33A03
Room Type : 1-Bedroom Premier
Arrival : 12 Mar 2024
Departure : 13 Mar 2024
Guest : Mrs Eva FADLILA, Ms Galih Febriani Mursito, Ms Erista

Reservation : 12091675
Regn No. : 201601040319
(1211260-H)
SST Regn. No. : W10-2204-32000062
TTx Regn. No. : 141-2022-10000015
Invoice No. : 38187, 38190, 38188
A/R No. :
PO/Ref No. :
3rd Party No. :
Print Date/Time : 13 Mar 2024 07:36
Cashier : nashrah.karju

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DATE	Room	DESCRIPTION	AMOUNT (MYR)
12 Mar 2024	33A03	Daily Apartment Rental (SR) - (12-Mar-24). Mrs Eva FADLILA	470.00
	23A03	Daily Apartment Rental (SR) - (12-Mar-24). Ms Galih Febriani Mursito	470.00
	3002	Daily Apartment Rental (SR) - (12-Mar-24). Ms Erista ANALIA	470.00
Sub-Total Before SST			1,410.00
Sales Service Tax 8%			112.80
Tourism Tax			30.00
Total Amount			1,552.80
Payment			0.00
Balance			1,552.80

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: _____

Signature: GF
GF (Mar 18, 2024 11:27 GMT+7)

Email: galih.febriani@pertamina.com