

**SURAT PERMINTAAN PROSES PEMBAYARAN**

No. : SP3-006/PIP80000/2025-S4  
Tanggal : 9 Januari 2025  
Kepada : Finance Manager PMEP  
Dari : Director and Country Manager PMEP

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

Reimbursement untuk pembayaran office meeting, cleaning, stamp duti & lain-lain untuk office PMEP Kuala Lumpur.

- Dilampirkan resit untuk rujukan.

**Untuk Pembayaran :**

Reimbursement berjumlah : **RM7,012.25**

**Due Date** : 15 Januari 2025

**Agar dibayarkan kepada :**

- Nama Pekerja : Jamaluddin Sidek (12277028)
- Nama Bank : Maybank
- Atas Nama Rekening : Jamaluddin Sidek
- Nomor Rekening : 1140 8585 9356
- Cost Center : AI0201001
- Cost Element : 6001016170

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 (Jan 13, 2025 14:13 GMT+7)

**Eva Fadlila**

PT Pertamina Malaysia EP  
Rekap Penggunaan

No.	Date	Receipt No.	Description	Amount (RM)	Noted
1	25/11/24 ✓	BDSB0011989936	Big Dataworks Sdn Bhd -SSM PMEP ✓	15.40 ✓	-
2	16/12/24 ✓	3202	Office Cleaning (01-15 Dec 2024) ✓	925.00 ✓	
3	20/12/24 ✓	-	ESD Putrajaya - change Director ✓	142.50 ✓	
4	26/12/24 ✓	-	ESD Putrajaya - update SSM ✓	138.40 ✓	
5	27/12/24 ✓	PMEP/27/12/24	SZA Solutions - cabling network ✓	780.00 ✓	
6	01/01/25 ✓	3311	Office Cleaning (16-31 Dec 2024) ✓	925.00 ✓	
7	03/01/25 ✓	-	ESD Putrajaya - submit company form PMEP ✓	140.00 ✓	
8	03/01/25 ✓	MESC255069	Application Dependents Pass - Bu Eva Fadlila ✓	540.00 ✓	
9	03/01/25 ✓	MESC255067	Application Dependents Pass - Bu Eva Fadlila ✓	1,080.00 ✓	
10	09/01/25 ✓	1056 0420 2501 0902 50	GCH Retail (Malaysia) Sdn Bhd ✓	25.95 ✓	
11	10/01/25 ✓	-	ESD Putrajaya - Visa Pak Perdana ✓	140.00 ✓	
12	10/01/25 ✓	MESC356026	Application Visa - Pak Perdana Rakhmana Putra	2,160.00 ✓	
				RM7,012.25	

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# Receipt

**Big Dataworks Sdn Bhd (Reg No 934369-T)**

2nd Tier, The Warehouse,

Wisma Commercedotcom,

No.15 Jalan Tandang

46050 Petaling Jaya,

Selangor, Malaysia

Tel: +603-27759339



**BIG Dataworks**

(SST ID No: W10-1808-32001741)

**PT PERTAMINA MALAYSIA EKSPLORASI  
PRODUKSI**

LEVEL 32, MENARA MAXIS

JALAN AMPANG

50088, KUALA LUMPUR

W.P.

**Receipt Number : BDSB0011989936**

**Receipt Date & Time : 25/11/2024 10:05:48**

No	Item	Product Type	SSM Doc Price(RM)	Service Fee (RM)	CTC Service Fee (RM)	Total (RM)
1.	PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI 995540-A	COMPANY PROFILE	10.00	5.00	0.00	15.00

**Total (exclude SST) (RM) : 15.00**

**Service Tax (SST) @ 8% for Service Fee (RM) : 0.40**

**Total Amount Paid (RM) : 15.40**

\*Service Tax of 8% imposed on service fee and CTC service fee as per Service Tax Act 2018.

Note: This receipt is computer generated and no signature is required.

**THANK YOU FOR CHOOSING MYDATA-SSM**

Official Receipt 正式收据

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Receipt No 3202

日期  
Date / Tarikh 16/12/2024

兹收到  
Received from / Diterima dari MUSLIMAH

来银  
The Sum of Ringgit / Wang yang diterima SEMBILAN RATUS DUA PULUH LIMA SAHAJA

付还  
In payment of / Untuk bayaran OFFICE CLEANING (1-15 DECEMBER 2024)

Cash / Wang Tunai RM 925.00  
Cheque No. / Cek

发据人  
Issued by / Yang menerima

### LIMO & TAXI SERVICE RECEIPT

<input type="checkbox"/>	1 WAY	<input checked="" type="checkbox"/>	2 WAY	Date: 20.12.24
<input type="checkbox"/>	LIMO	<input checked="" type="checkbox"/>	TAXI	
<input type="checkbox"/>	FROM KL		TO Putrajaya	
<input type="checkbox"/>	FROM		TO K.L.I.A. / K.L.I.A.2	
<input type="checkbox"/>	HOURLY BOOKING		HOURS X RM PER HOURS	
<div>142.50</div>				

ISSUED BY

N. B. Extra Charge of 50% to be added from Midnight till 6.00 am

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### LIMO & TAXI SERVICE RECEIPT

<input type="checkbox"/>	1 WAY	<input checked="" type="checkbox"/>	2 WAY	Date: 26/12/24
<input type="checkbox"/>	LIMO	<input checked="" type="checkbox"/>	TAXI	
<input type="checkbox"/>	FROM Melaka		TO PUTRAJAYA	
<input type="checkbox"/>	FROM		TO K.L.I.A. / K.L.I.A.2	
<input type="checkbox"/>	HOURLY BOOKING		HOURS X RM PER HOURS	
<div>138.40</div>				

ISSUED BY

N. B. Extra Charge of 50% to be added from Midnight till 6.00 am

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# SZA Solutions (TR0226511-V)

Lot 957-C, Lorong Serai 7, Kg Sg Serai, 43100 Hulu Langat, Selangor Darul Ehsan  
Tel: +601165658282 / Email: szasolutions@outlook.com

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**Date** : 27 December 2024  
**To** : **PERTAMINA INTERNASIONAL EP**  
**Address** : Level 45 Suite B, Menara Maxis,  
Kuala Lumpur City Centre,  
50088 Kuala Lumpur.

**Resceipt No.** : PMEP/27/12/24

**Attn** : En. Jamaluddin Sidek

## Receipt

Item No.	Description	Qty	Total Price (RM)
1	Report problem: Cannot received & sent email using Microsoft Outlook. Work done: Reconfigure Microsoft Outlook and tested OK	1 user	120.00
2	Report problem: Printer offline due to network cable problem Work done: Changed RJ45 plug & tested OK	1 printer	150.00
3	Report problem: Door access system cannot bypass via key lock & request 1 new door access remote key. Work done: Reconfigure wiring & supply 1 remote key & tested OK.	1	350.00
4	Supply door sensor circuit board & installation. Tested OK	1	160.00
		Total	RM 780.00

All cheques should be made payable to **SZA Solutions**.  
Bank details – **Bank Muamalat Malaysia (A/C: 14010008609715)**.

Should you require any further information, please do not hesitate to contact us.

Yours faithfully,

**SZA Solutions**

**Samsiah Mohd Baroja**

Sales Team - Tel: +6011 6565 8282

szasolutions@outlook.com

Thank you for your business!

Official Receipt 正式收据

Receipt No 3311

日期  
Date / Tarikh 01/01/2025

兹收到  
Received from / Diterima dari MUSLIMAH

来银  
The Sum of Ringgit / Wang yang diterima SEMBILAN RATUS DUA PULUH LIMA SAHAJA

付还  
In payment of / Untuk bayaran OFFICE CLEANING (16-31 DECEMBER 2024)

Cash / Wang Tunai RM 925.00  
Cheque No. / Cek

发据人  
Issued by / Yang menerima

### LIMO & TAXI SERVICE RECEIPT

<input type="checkbox"/>	1 WAY	<input checked="" type="checkbox"/>	2 WAY
<input type="checkbox"/>	LIMO	<input checked="" type="checkbox"/>	TAXI

Date: 3.1.25

<input type="checkbox"/>	FROM	KL	TO	PUTRAJAYA
<input type="checkbox"/>	FROM		TO	K.L.I.A. / K.L.I.A.2
<input type="checkbox"/>	HOURLY BOOKING ..... HOURS X RM..... PER HOURS			

140 / 7
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ISSUED BY

N. B. Extra Charge of 50% to be added from Midnight till 6.00 am

# MYXpats

**TalentCorp**  
ATTRACT • NURTURE • RETAIN



Malaysia Expatriate Services Centre Sdn Bhd (1034173-P)  
Level 4, Surian Tower, No. 1, Jalan PJU 7/3,  
Mutiar Damansara, 47810 Petaling Jaya.  
Tel: +603 8892 3939  
Email: myxpati@talentcorp.com.my

Received From:

**PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI** (995540-A)  
LEVEL 45, SUITE B  
MENARA MAXIS  
KUALA LUMPUR CITY CENTRE, JALAN AMPANG  
50088  
WILAYAH PERSEKUTUAN  
TEL: 0149999044

## INVOICE

Service Tax No : W10-1808-32001474  
TIN ID : C23872995080  
MSIC Code : 70202

INVOICE NO : MESC355069  
DATE : 03/01/2025

### APPLICATION DETAIL

NO	APPL NO	NAME	PASSPORT NO	FEE DESCRIPTION	AMOUNT (RM)
1.	E13792-801577/3-1187092	WAHYUMORO AZIB AZIZAN	X3542006	DP APPLICATION	500.00
SUBTOTAL					500.00
SST (8%)					40.00
TOTAL AMOUNT					540.00

### PAYMENT DETAILS:

MODE OF PAYMENT	REFERENCE#	ORDER ID	DATE	AMOUNT (RM)
iPay88	T146801379025	2501034333661	03/01/2025	540.00
TOTAL PAYMENT				540.00

Malaysian Ringgit: FIVE HUNDRED FORTY ONLY

Please Note:

This receipt is computer generated and no signature is required.  
This receipt is only valid subject to bank clearance of the payment made.

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ATTRACT • NURTURE • RETAIN



Malaysia Expatriate Services Centre Sdn Bhd (1034173-P)  
Level 4, Surian Tower, No. 1, Jalan PJU 7/3,  
Mutiar Damansara, 47810 Petaling Jaya.  
Tel: +603 8892 3939  
Email: myxpati@talentcorp.com.my

Received From:

PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI (995540-A)  
LEVEL 45, SUITE B  
MENARA MAXIS  
KUALA LUMPUR CITY CENTRE, JALAN AMPANG  
50088  
WILAYAH PERSEKUTUAN  
TEL: 0149999044

## INVOICE

Service Tax No : W10-1808-32001474  
TIN ID : C23872995080  
MSIC Code : 70202

INVOICE NO : MESC355067  
DATE : 03/01/2025

### APPLICATION DETAIL

NO	APPL NO	NAME	PASSPORT NO	FEE DESCRIPTION	AMOUNT (RM)
1.	E13792-801577/1-1187026	WAHYUMORO ARDIYAN	X2528153	DP APPLICATION	500.00
2.	E13792-801577/2-1187089	WAHYUMORO ARFA AHNAF	X1959658	DP APPLICATION	500.00
SUBTOTAL					1,000.00
SST (8%)					80.00
TOTAL AMOUNT					1,080.00

### PAYMENT DETAILS:

MODE OF PAYMENT	REFERENCE#	ORDER ID	DATE	AMOUNT (RM)
iPay88	T146800204225	250103433364I	03/01/2025	1,080.00
TOTAL PAYMENT				1,080.00

Malaysian Ringgit: ONE THOUSAND EIGHTY ONLY

Please Note:

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GCH RETAIL (MALAYSIA) SDN BHD  
200401028527 (667035-P)  
COLD STORAGE KLCC  
CONCOURSE LEVEL, A2, SURIA KLCC,  
JALAN AMPANG, KUALA LUMPUR

Invoice No:	105604202501090250	09/01/25
Cashier :	Siti Runa Nasirin	14:36:40
PAPER CUP 6OZ WHITE 50S - 20 DF		
9555630104426	6.49*4	25.96
Total Item 1	Sub Total	25.96
Total Qty 4	Rounding	-0.01
Total Saving 0.00	Total	25.95
Tender		
	CASH	100.00
	Change	74.05



### LIMO & TAXI SERVICE RECEIPT

<input type="checkbox"/> 1 WAY	<input checked="" type="checkbox"/> 2 WAY	Date: 10.1.25
<input type="checkbox"/> LIMO	<input checked="" type="checkbox"/> TAXI	
<input type="checkbox"/> FROM maxs	TO ESD	
<input type="checkbox"/> FROM	TO K.L.I.A. / K.L.I.A.2	
<input type="checkbox"/> HOURLY BOOKING	HOURS X RM.	PER HOURS

140 / =

ISSUED BY

N. B. Extra Charge of 50% to be added from Midnight till 6.00 am

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**TalentCorp**  
ATTRACT • NURTURE • RETAIN



Malaysia Expatriate Services Centre Sdn Bhd (1034173-P)  
Level 4, Surian Tower, No. 1, Jalan PJU 7/3,  
Mutiar Damansara, 47810 Petaling Jaya.  
Tel: +603 8892 3939  
Email: myxpati@talentcorp.com.my

Received From:

PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI (995540-A)  
LEVEL 45, SUITE B  
MENARA MAXIS  
KUALA LUMPUR CITY CENTRE, JALAN AMPANG  
50088  
WILAYAH PERSEKUTUAN  
TEL: 0149999044

## INVOICE

Service Tax No : W10-1808-32001474  
TIN ID : C23872995080  
MSIC Code : 70202

INVOICE NO : MES356026

DATE : 10/01/2025

### APPLICATION DETAIL

NO	APPL NO	NAME	PASSPORT NO	FEE DESCRIPTION	AMOUNT (RM)
1.	E13792-852543-1187123	PUTRA PERDANA RAKHMANA	X2591008	EP APPLICATION	2,000.00
SUBTOTAL					2,000.00
SST (8%)					160.00
TOTAL AMOUNT					2,160.00

### PAYMENT DETAILS:

MODE OF PAYMENT	REFERENCE#	ORDER ID	DATE	AMOUNT (RM)
iPay88	T149129641825	2501104345851	10/01/2025	2,160.00
TOTAL PAYMENT				2,160.00

Malaysian Ringgit: TWO THOUSAND ONE HUNDRED SIXTY ONLY

Please Note:

This receipt is computer generated and no signature is required.

This receipt is only valid subject to bank clearance of the payment made.

Signature:

Email: perdana.putra@pertamina.com