



## REQUEST FOR CREDIT NOTE

Form.No. :

Issue No. :

Page 1 of 1

Effective Date :

Section Code: 152

Customer Name: BRC ASIA LIMITED

Invoice No.: 15200029Z10

Customer ID: 00000116

Invoice Date: 29/07/2020

Job/File Number: P5-005662

Invoice Amount: 102.80

Credit Note Amount  
(Please tick one of the box):☐

Full invoice amount

☐

Partial (Reduction), RM

Justification for Issuance of Credit Note (Please tick one of the box):

☐

Product returned

☐

Contract terminated

☐

Wrong data entry

☐

Wrong amount

☐

Others

Refund Amount  
(Please tick one of the box):☐

Full invoice amount

☐Partial  
(Reduction),RM

Prepared by,	Verified by,
Name: MIMY MANAN Date: 10/08/2020	Name: NORAYUNEE BINTI SAARI Date: 11/08/2020

Recommended by,	Approved by, *Within current accounting period –HOD **Different accounting period – VP/Head of SBU/ SUB,
Name: Date:	Name: ARIZA MOHD. YUSOF Date: 10/08/2020

\*If approver has been delegated, please follow accordingly

\*\* Please attach necessary documents; Invoice/DO/PO etc. to support this application

Finance use only

Checked/Verified by,

Received by:

Name:

Received date:

Date:

Comment (if any):