



REQUEST FOR CREDIT NOTE

Form.No. :

Issue No. :

Page 1 of 1

Effective Date :

Section Code: 351

Customer Name: STEEL RECON
INDUSTRIES
SDN.BHD.

Invoice No.: 3512000066Z

Customer ID: 06002126

Invoice Date: 04/08/2020

Job/File Number: P5-004363

Invoice Amount: 10.60

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: HANISAH BINTI ABRORI Date: 29/06/2020	Name: NORAYUNEE BINTI SAARI Date: 17/07/2020

Recommended by,	Approved by, *Within current accounting period –HOD **Different accounting period – VP/Head of SBU/ SUB,
Name: Date: 17/07/2020	Name: Date: 30/06/2020

*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):