



REQUEST FOR CREDIT NOTE

Form.No. :
Issue No. :
Page 1 of 1
Effective Date :

Section Code: 351
Customer Name: BRC ASIA LIMITED Invoice No.: 3512000031Z
Customer ID: 10003019 Invoice Date: 29/07/2019
Job/File Number: P5-011086 Invoice Amount: 65.00
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: 11/08/2020	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: ARIZA MOHD. YUSOF Date: 11/08/2020	Name: MOHD HAMIM BIN IMAM MUSTAIN 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):