



## 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):