



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.: 3512000075Z
Customer ID: 06002126 Invoice Date: 05/08/2019
Job/File Number: P5-004363 Invoice Amount: 682.60
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: JESMIN ZAFFRI AKAN 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: 30/06/2019

*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):