



## REQUEST FOR CREDIT NOTE

Form.No. :

Issue No. :

Page 1 of 1

Effective Date :

Section Code: 351

Customer Name: BRC ASIA LIMITED

Customer ID: 10003019

Job/File Number: P5-011086

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

Invoice No.: 3512000031Z

Invoice Date: 29/07/2019

Invoice Amount: 65.00

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:

Received date:

Name:

Date:

Comment (if any):