TOYOTA MOTOR VIETNAM



Name:

Title:

Date

Name:

Title:

Date

Receiving	Oracle Input
date	date

REQUEST FOR EMPLOYEE PAYMENT/ADVANCE PAYMENT

(Form PR, Entertainment, Vendor proposal, Purchase Order (if any), Goods Receipt Note(If any) and Invoice... must be attached)

Request date	e:	06/10/202	3		Budget C	ode:			Bu	dget check
Request by:		Trần Thị B			Employee			222375		-
Dept/Division	1:				Contact n	o:				
Amount:		838,670.0	0 VND		Date of pa	ayment (Due dat	te):			
Description:					Apply for	ADV payment > 4	10%			
					Reason:			Approved by:	Ch	ecked by:
								,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		•
								Name:		me:
Payee's nam	Je:				Pavee's B	ank account nu	mber.	Title:	Titl	e:
l ayee s nam					l dycc 3 L	ank account na	iiibci.			
Nguyễn Ngọc	c Minh				00954415	62				
					MB bank					
Requesting	Divisio	<u>on</u>								
	Appro	oved by:			Che	cked by:				pared by:
Date:		Date:		Date:	Date:		Date:		Date:	
fihabt										
										_
Nai	úy	Name:		Name:	Name:		Name:	Ðἦ Τηὶ Quý		rần Thị B ình
Hà Titl		Title:		Title:	Title:		Title: N	MA W	Title:	ush
Title: שטטוו										
Finance Divi	<u>ision</u>									
	Аррі	roved by			Checked by:					
Date:		Date:		Date:	Date:					
Name:		Name:		Name:	Name:					
Title:		Title:		Title:	Title:					
			9 E	TTLE FOR			NT			
	∠Tho or	ttlo doo:						oooiving goods	or conde	0
	>⊓e se	sue docun	ients snould be	sent to Finance D	completed>	king days irom d	ale Of I	eceiving goods	o service	5
Settle Date:						Settle By:				
Employee No:			nest-			Division:	mala.	ee refund to TV	M/ 'c acce	nd-
A B	Expe	nce paym nse:	es pi.			"		ee retuna to Tiv ty oto Toyota Vi		II.
A-B Refund:					STK: 1	11000012042				
							Vietin	bank—CN Phuc	: Yen	
<settlement ap<="" td=""><td>proval t</td><td>ases on a</td><td>ctual arising expe</td><td>ense and not on rec</td><td>eipt/repayment au</td><td>nount for requeste</td><td>y></td><td></td><td></td><td></td></settlement>	proval t	ases on a	ctual arising expe	ense and not on rec	eipt/repayment au	nount for requeste	y>			
					I					7
Approved by:		Finance	Checked by:		Approved by:	Function		on cked by:		+
Approved by.			Checked by.		Approved by.		Cire	ckeu by.		+

<Upon settlement, receipt should be attached to this form to avoid risk of losing invoice, please stick invoice to A4 size paper (used paper is better>

Name:

Title:

Date

Total	Finance Division	Requesting Division

Name:

Title:

Date

	Approved by	Approved by	Checked by
a) <=5000\$	Dept. Head	Div. Head	Dept. Head
b) >5000\$	Dept. Head	Group Head	Dept. Head & Div. Head
c) Re-curring payments limited to: Production part, material/ in-direct material for production Monthly administrative expenses: stationery, telephone, mobile, internet, rental line, postal service, air- tickets, transportation, canteen, security & cleaning services, photocopy & fax machine, tree caring service, etc Monthly energy expenses e.g. electric, water, gasoline for company car Monthly insurance expense of company employees and assets Periodical payable as Government regulation under other functions e.g. import duty, register fees Monthly Warranty expenses & Pre-delivery Service cost Monthly Dealers' holdback Monthly discount amount for tested vehicles by Vietnam Register (VR) have high km Odometer	Dept. Head	Div. Head	Dept. Head
Monthly salary including bonus of out-source employees (NIC members) Periodical tax payment under Finance's roles: VAT, SCT, CIT,	Dept. Head	Group Head	Dept. Head & Div. Head

<This request sheet should be sent to Finance division 7 working days before payment date with above level of approval > <To avoid risk of losing invoice, please stick invoice to A4 size paper (used paper is better) with paste>.

TOYOTA MOTOR VIETNAM



Receiving	Oracle Input
date	date

REQUEST FOR EMPLOYEE PAYMENT/ADVANCE PAYMENT

	(Form PR, Entertainment,	Vendor proposal, Purchase	e Order (if any), Goods Receipt N	Note(If any) and In	voice must be att	ached)	
Request date:	04/10/2023		Budget Code:			Budget check	
Request by:	Trần Thị Bình		Employee No:		222375	- U	
Dept/Division:			Contact no:				
Amount:	628,080.00 VND		Date of payment (Due date):			
Description:			Apply for ADV payr	ment > 40%			
			Reason:		Approved by:	Checked by:	
					Name: Title:	Name: Title:	
Payee's name:			Payee's Bank acc	ount number:	1		
Nguyen Ngoc Nga	n		0004512263	0004512263			
			TienPhong Bank				
Requesting Divis	<u>sion</u>						
	proved by:		Checked by:			Prepared by:	
Date:	Date:	Date:	Date:	Date:		Date:	
Nai úy	Name:	Name:	Name:	Tiqoyis N	nị Quý	Name: Trần Thị Bình	
Hà Title: טפאו	Title:	Title:	Title:	Ti		Title: Inh	

Finance Division	Finance Division				
	Approved by		Checked by:		
Date:	Date:	Date:	Date:		
Name:	Name:	Name:	Name:		
Title:	Title:	Title:	Title:		

SETTLE FOR ADVANCE PAYMENT

<The settle documents should be sent to Finance Div within 15 working days from date of receiving goods or services completed>

Settle Date:		Settle By:
Employee No:		Division:
A	Advance payment	Employee refund to TMV 's account:
В	Expense:	Cong ty oto Toyota Viet Nam
A-B	Refund	STK: 111000012042
		Vietinbank—CN Phuc Yen

<Settlement approval bases on actual arising expense and not on receipt/repayment amount for requester>

Finance Division		Function division	
Approved by:	Checked by:	Approved by:	Checked by:
Name:	Name:	Name:	Name:
Title:	Title:	Title:	Title:
Date:	Date	Date:	Date

<Upon settlement, receipt should be attached to this form to avoid risk of losing invoice, please stick invoice to A4 size paper (used paper is better>

Total	Finance Division	Requesting Division

	Approved by	Approved by	Checked by
a) <=5000\$	Dept. Head	Div. Head	Dept. Head
b) >5000\$	Dept. Head	Group Head	Dept. Head & Div. Head
c) Re-curring payments limited to: Production part, material/ in-direct material for production Monthly administrative expenses: stationery, telephone, mobile, internet, rental line, postal service, air- tickets, transportation, canteen, security & cleaning services, photocopy & fax machine, tree caring service, etc Monthly energy expenses e.g. electric, water, gasoline for company car Monthly insurance expense of company employees and assets Periodical payable as Government regulation under other functions e.g. import duty, register fees Monthly Warranty expenses & Pre-delivery Service cost Monthly Dealers' holdback Monthly discount amount for tested vehicles by Vietnam Register (VR) have high km Odometer	Dept. Head	Div. Head	Dept. Head
Monthly salary including bonus of out-source employees (NIC members) Periodical tax payment under Finance's roles: VAT, SCT, CIT,	Dept. Head	Group Head	Dept. Head & Div. Head

<This request sheet should be sent to Finance division 7 working days before payment date with above level of approval > <To avoid risk of losing invoice, please stick invoice to A4 size paper (used paper is better) with paste>.

TOYOTA MOTOR VIETNAM



Title

Date

Title:

Date

Receiving	Oracle Input
date	date

REQUEST FOR EMPLOYEE PAYMENT/ADVANCE PAYMENT

(Form PR, Entertainment, Vendor proposal, Purchase Order (if any), Goods Receipt Note(If any) and Invoice... must be attached)

Request date:	05/10/2023		Budget Co			Budget check		
Request by:	Trần Thị B	Sinh	Employee		222375			
Dept/Division:			Contact n	o:				
Amount:	1.500.000,	Date of payme			ent (Due date):			
Description:			Apply for A	ADV payment > 4	0%	•		
			Reason:		Approved	by: Checked by:		
					Name: Title:	Name: Title:		
Payee's name:			Payee's B	ank account nu		i ilio.		
Lê Khánh		00954488	00954488156					
			MB bank					
Requesting Divis		T				_		
App Date:	roved by: Date:	Date:	Che Date:	cked by:		Prepared by: Date:		
Date.	Date:	Date:	Date:		Date:	Date.		
Name: N== Min-	Name	Nama	Manage		Nomo	Name: Trần Thị Dình		
Name: Ngô Minh Tuấn	Name: Title:	Name: Title:	Name: Title:		Name: Title:	Name: Trần Thị Bình Title:		
Title: MA								
Finance Division								
Approved by			Checked by:					
Date:	Date:	Date:	Date:					
	1							
Name: Title:	Name: Title:	Name: Title:	Name: Title:					
TIUC.	i ilie.	i ilie.	Tille.					
		SETTI F FO	OR ADVANC	E PAYME	NT			
<the s<="" td=""><td>settle docum</td><td>nents should be sent to Finan</td><td>nce Div within 15 wor</td><td></td><td></td><td>ods or services</td></the>	settle docum	nents should be sent to Finan	nce Div within 15 wor			ods or services		
			completed>					
Settle Date: Employee No:				Settle By: Division:				
A Adv	ance paym	ent		6	mployee refund to			
B Exp A-B Refu				Cong ty oto Toyota Viet Nam STK: 111000012042				
A-B Refund:				Vietinbank—CN Phuc Yen				
				<u> </u>				
e Sattla	haee == ==	chust scieina sussanas44	n monint/	naunt for	^			
< seutement approval	uases on ac	ctual arising expense and not or	n receipurepayment an	nount for requeste	7			
	Finance	Division		Function	division			
Approved by:		Checked by:	Approved by:		Checked by:			
		N			N			
Name:		Name:	Name:	l l	Name:	I		

Total Finance Division Requesting Division

Title:

Date

<Upon settlement, receipt should be attached to this form to avoid risk of losing invoice, please stick invoice to A4 size paper (used paper is better>

Title:

Date

	Approved by	Approved by	Checked by
a) <=5000\$	Dept. Head	Div. Head	Dept. Head
b) >5000\$	Dept. Head	Group Head	Dept. Head & Div. Head
c) Re-curring payments limited to: Production part, material/ in-direct material for production Monthly administrative expenses: stationery, telephone, mobile, internet, rental line, postal service, air- tickets, transportation, canteen, security & cleaning services, photocopy & fax machine, tree caring service, etc Monthly energy expenses e.g. electric, water, gasoline for company car Monthly insurance expense of company employees and assets Periodical payable as Government regulation under other functions e.g. import duty, register fees Monthly Warranty expenses & Pre-delivery Service cost Monthly Dealers' holdback Monthly discount amount for tested vehicles by Vietnam Register (VR) have high km Odometer	Dept. Head	Div. Head	Dept. Head
Monthly salary including bonus of out-source employees (NIC members) Periodical tax payment under Finance's roles: VAT, SCT, CIT,	Dept. Head	Group Head	Dept. Head & Div. Head

<This request sheet should be sent to Finance division 7 working days before payment date with above level of approval > <To avoid risk of losing invoice, please stick invoice to A4 size paper (used paper is better) with paste>.