



<Form No: F-2-A Mar 2020>

Receiving date	Oracle Input date
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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: 06/10/2023	Budget Code:	Budget check
Request by: Trần Thị Bình	Employee No: 222375	
Dept/Division:	Contact no:	
Amount: 838,670.00 VND	Date of payment (Due date):	
Description:	Apply for ADV payment > 40%	
	Reason:	Approved by: _____
		Checked by: _____
		Name: _____
		Title: _____
Payee's name:	Payee's Bank account number:	
Nguyễn Ngọc Minh	0095441562	
	MB bank	

Requesting Division

Approved by:		Checked by:			Prepared by:
Date:	Date:	Date:	Date:	Date:	Date:
Name: _____	Name: _____	Name: _____	Name: _____	Name: Đỗ Thị Quý	Name: Trần Thị Bình
Title: DGM	Title: _____	Title: _____	Title: _____	Title: MA	Title: _____

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:
B 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
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	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: <ul style="list-style-type: none"> ● 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
<ul style="list-style-type: none"> ● 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>.



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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: 04/10/2023	Budget Code:	Budget check
Request by: Trần Thị Bình	Employee No: 222375	
Dept/Division:	Contact no:	
Amount: 628,080.00 VND	Date of payment (Due date):	
Description:	Apply for ADV payment > 40%	
	Reason:	Approved by: Checked by:
		Name: Name:
		Title: Title:
Payee's name:	Payee's Bank account number:	
Nguyen Ngoc Ngan	0004512263	
	TienPhong Bank	

Requesting Division

Approved by:		Checked by:			Prepared by:
Date:	Date:	Date:	Date:	Date:	Date:
Name: úy	Name:	Name:	Name:	Name: hị Quý	Name: Trần Thị Bình
Hà	Title:	Title:	Title:	Ti	Title:
Title: DGM					

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:
B 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:

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Total	Finance Division	Requesting Division
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	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: <ul style="list-style-type: none"> ● 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
<ul style="list-style-type: none"> ● 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

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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 Code:	Budget check
Request by: Trần Thị Bình	Employee No: 222375	
Dept/Division:	Contact no:	
Amount: 1.500.000,00 VND	Date of payment (Due date):	
Description:	Apply for ADV payment > 40%	
	Reason:	Approved by: Checked by:
		Name: Name:
		Title: Title:
Payee's name:	Payee's Bank account number:	
Lê Khánh	00954488156	
	MB bank	

Requesting Division

Approved by:		Checked by:			Prepared by:
Date:	Date:	Date:	Date:	Date:	Date:
Name: Ngô Minh Tuấn Title: MA	Name: Title:	Name: Title:	Name: Title:	Name: Title:	Name: Trần Thị Bình Title:

Finance Division

Approved by		Checked by:	
Date:	Date:	Date:	Date:
Name: Title:	Name: Title:	Name: Title:	Name: 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 B Expense A - B Refund	Employee refund to TMV's account: Cong ty oto Toyota Viet Nam 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: Title: Date:	Name: Title: Date:	Name: Title: Date:	Name: Title: Date:

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