

# Townhall 2022

## 13-Jul-2022



# Quality & Risk Management

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# Agenda

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- Preparation for External Audit
- Updates from Quality Management System
- Quality Management System and Quality Objective Assessment

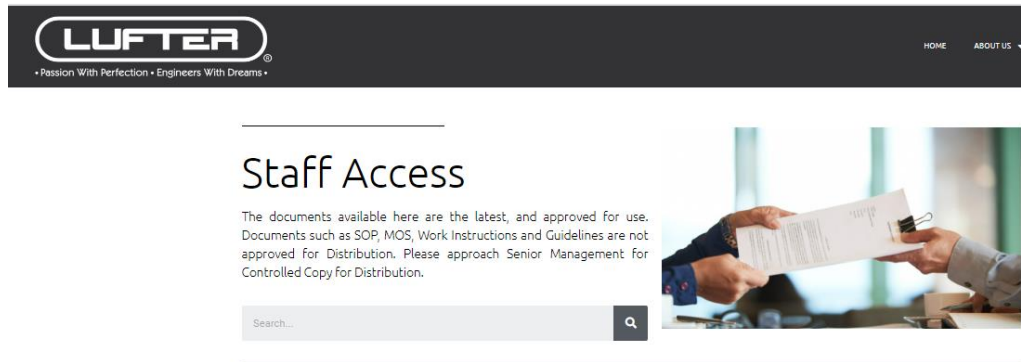
# Preparation for External Audit

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- Date: **14-Jul-2022**
- Time: **9.00am to 7.00pm** (Get ready at **8.45am**)
- Venue: **On-site** and **online**
- Auditors: **Mr Viknesavarar Paramasivan & Mr Mulyandi Diza**
- **Compulsory** to attend for auditees:
  - *Opening meeting (9.00am to 9.30am)*
  - *Individual audit session (Project and Engineering – remotely)*
  - *Closing meeting (6.45pm to 7.00pm)*
- What to do: **Familiarize** with company **Standard Operation Procedure (SOP)** and **ISO 9001 2015**.

# Preparation for External Audit

- ❖ Where to look for company Vision, Mission, Core Values, Quality Objective, etc?



**LUFTER**  
• Passion With Perfection • Engineers With Dreams •

HOME ABOUT US

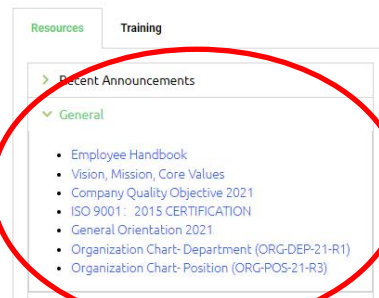
## Staff Access

The documents available here are the latest, and approved for use. Documents such as SOP, MOS, Work Instructions and Guidelines are not approved for Distribution. Please approach Senior Management for Controlled Copy for Distribution.

Search...

| Network > lufterserver > Lufter > LUFTER PUBLIC > STAFF ACCESS > 1. STAFF RESOURCES > 1. RESOURCES > 2. GENERAL |                     |             |      |
|-----------------------------------------------------------------------------------------------------------------|---------------------|-------------|------|
| Name                                                                                                            | Date modified       | Type        | Size |
| 1. EMPLOYEE HANDBOOK                                                                                            | 1/8/2021 4:58 PM    | File folder |      |
| 2. VISION, MISSION, CORE VALUES                                                                                 | 1/8/2021 4:58 PM    | File folder |      |
| 3. COMPANY QUALITY OBJECTIVE 2021                                                                               | 1/8/2021 4:58 PM    | File folder |      |
| 4. ISO 9001:2015 CERTIFICATION                                                                                  | 1/8/2021 4:59 PM    | File folder |      |
| 5. GENERAL ORIENTATION 2021                                                                                     | 10/11/2021 11:28 AM | File folder |      |
| 6. ORGANIZATION CHART- DEPARTMENT                                                                               | 1/8/2021 4:59 PM    | File folder |      |
| 7. ORGANIZATION CHART- POSITION                                                                                 | 27/8/2021 2:49 PM   | File folder |      |

## Staff Resources



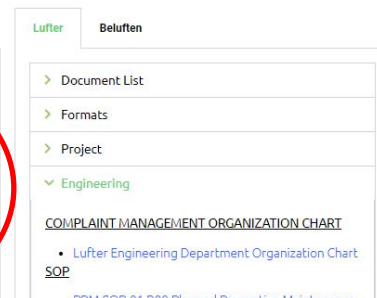
Resources Training

> Recent Announcements

✓ General

- Employee Handbook
- Vision, Mission, Core Values
- Company Quality Objective 2021
- ISO 9001: 2015 CERTIFICATION
- General Orientation 2021
- Organization Chart- Department (ORG-DEP-21-R1)
- Organization Chart- Position (ORG-POS-21-R3)

## Departments



Lufter Beluften

> Document List

> Formats

> Project

✓ Engineering

COMPLAINT MANAGEMENT ORGANIZATION CHART

- Lufter Engineering Department Organization Chart
- SOP
- PPM/CM/PM/BN Planned Preventive Maintenance

# Preparation for External Audit

❖ Where to look for company own department SOP?

  
• Passion With Perfection • Engineers With Dreams •

HOMEABOUT US

## Staff Access

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Search...



Network > lufterserver > Lufter > LUFTER PUBLIC > STAFF ACCESS > 2. DEPARTMENTS > 1. LUFTER > 3. PROJECT

| Name                | Date modified       | Type        | Size |
|---------------------|---------------------|-------------|------|
| 1. SOP              | 22/10/2021 12:03 PM | File folder |      |
| 2. WORK INSTRUCTION | 12/8/2021 5:27 PM   | File folder |      |
| 3. GUIDELINES       | 7/12/2021 1:22 PM   | File folder |      |
| 4. ISO FORM         | 14/2/2022 9:39 AM   | File folder |      |
| 5. LUFTER FORM      | 3/12/2021 3:01 PM   | File folder |      |

### Staff Resources

ResourcesTraining

> Recent Announcements

> General

> Standard Template

> Flowchart

> Policy

> COVID19

### Departments

LufterBeluften

> Document List

> Formats

> Project

SOP

- PRO-SOP-01 R02 Contract Review (WM)
- PRO-SOP-02 R03 Design and Development (WM)
- PRO-SOP-03 R04 Project Planning Control (WM)
- PRO-SOP-04 R03 Inspection, Validation and Handover (WM)
- PRO-SOP-05 R02 Control of Nonconforming Services (WM)

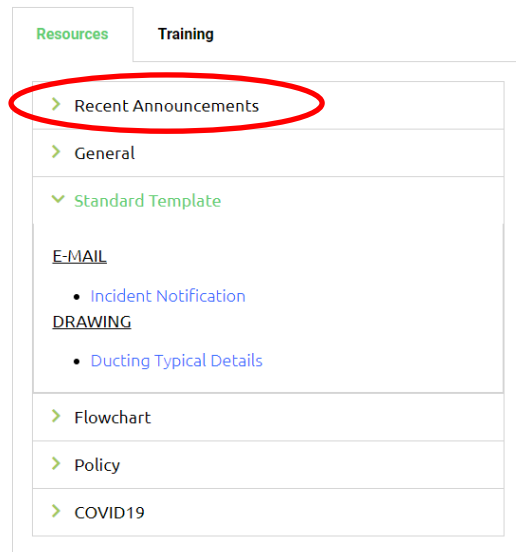
WORK INSTRUCTION

# Preparation for External Audit

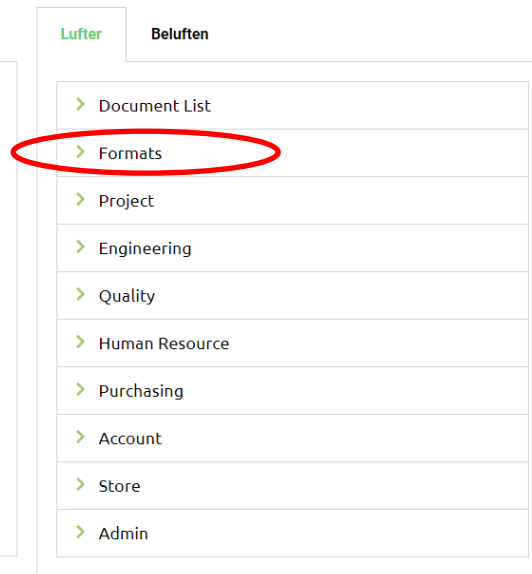
- ❖ Where to look for updated forms, standard template, recent announcements?



## Staff Resources



## Departments



# Updates from Quality Management System (Moving Forward)

## ❖ Quality Objectives being revised

| Category                                 | Quality Objectives                                                                                                                                          | Analysis Frequency |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| The degree of customer satisfaction      | Customer Satisfaction for Project Department<br>To achieve over <u>80%</u> of customer satisfaction positive feedback.                                      | Every 6 months     |
|                                          | Customer Satisfaction for Engineering Department<br>To achieve over <u>80%</u> of customer satisfaction positive feedback.                                  |                    |
| Performance and effectiveness of QMS     | Internal Audit<br>To achieve an overall of <u>less than 7 NC</u> in the internal audit                                                                      | Yearly             |
| Performance of external providers        | Vendor Performances<br>To achieve over <u>70%</u> of vendor performance satisfaction level.                                                                 | Yearly             |
| Conformity of services                   | Nonconformity Detected After Delivery<br>To control <u>less than 2 warranty</u> claims on room parameter system per project during project warranty period. | Every 6 months     |
|                                          | Non-conforming work<br>To achieve <u>less than 3 NC</u> from client and QA during the realization of each project.                                          | Every month        |
| Implementation effectiveness of planning | On-time Project Handover<br>To achieve more than <u>90%</u> on-time project handover                                                                        | Every month        |

Changes



# Updates from Quality Management System (Moving Forward)

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## ❖ **PRO-SOP-05 Control of Nonconforming Services** being revised

*d) If any vendor, subcontractor or outsourced service provider violate project site policies, procedures or contract term, including but not limited to:*

- Violation on Safety, Health and Environment Policy*
- Site safety violation such as fall protection and hazard communication*
- Damage to property, equipment, and environment*
- Attendance issue*
- Housekeeping*
- Complaint issued by client*
- Quality related findings by Quality team (internal or external),*

*the Project team can issue an NCAR to the vendor, subcontractor or outsourced service provider.*

# Updates from Quality Management System (Moving Forward)

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## ❖ PPM-SOP-01 Planned Preventive Maintenance being revised:

### 1. Department name

*PPM → Engineering*

### 2. Position name

*PPM manager → Manager*

*PPM Engineer → Engineer*

*PPM Assistant → Engineering Coordinator*

### 3. Duration to completion of handover documents

*Engineer is responsible to follow up with Project team **one (1) month prior** to project handover. He/she shall follow up with Project team to complete the Project-PPM Handover Checklist.*

# Updates from Quality Management System (Moving Forward)

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❖ **QA-GD-01 Codification of Documents** being revised:

1. **Document codification**
2. **List of documents**

Training will be conduct soon, stay tune.

# Updates from Quality Management System

## ❖ Findings during Internal Audit

1. Quality Objective: To achieve an overall of less than 7 NC in the internal audit
2. Results: 5 NCs

| NCAR NO. | DETAIL                                                                                                                                                                                                                                                                              | PIC                                                    |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| 53       | <b>Human Resources</b> - Training Needs Analysis (TNA) for 2021 was not reviewed and documented.<br>[refer to HR-SOP-01: 5.3(a), 5.3 (b), 5.5 (a) and QA-M-01: 7.1.6]                                                                                                               | Noor Eliana Binti Suhaimi                              |
| 54       | <b>Administration</b> - Company laptop was issued to new employee Nabilla Huda but was not recorded in the Infrastructure List.<br>[refer to ADM-SOP-01: 5.1(c) and (d)]                                                                                                            | Nor Dalilawani Binti Ahmad / Noor Eliana Binti Suhaimi |
| 55       | <b>Project (KLSC01)</b> - Inspection for installation is not executed according to the stages specified in the Commissioning and Qualification Plan (C&Q) and work program, even though project progress already 78% completed.<br>[refer to PRO-SOP-03 5.3 and PRO-SOP-04 5.39(a)] | Tan Han Loong / Muhammad Abdul Hakim                   |

# Updates from Quality Management System

| NCAR NO. | DETAIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | PIC                                                                                     |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| 56       | <b>Engineering</b> - No examination or assessment was done for Engineering team- new employees or existing team members to assess their competency, which was spelled out in the SOP.<br>[refer to PPM-SOP-01 5.9(d), (e), (f), (g)]                                                                                                                                                                                                                                                                                                      | Koh Soon Yong /<br>Jehan / Wong Zi Yi /<br>Izzat Syafiq /<br>Khairulamirin / Nur Afiqah |
| 57       | <b>QA</b> - NCAR-42 was issued to the Project team who was unaware of the safety issue. Client wrote an official complaint regarding safety issue. Vendor (Warisan) was responsible for the incident, but they were not issued NCAR. The criteria to issue NCAR to supplier is unclear.<br><br>Besides, the same vendor's performance was evaluated without considering the NCAR which they are responsible for. The vendor's involvement in the incident was not communicated to Purchasing Department who compiled the results as well. | Wong Peng Peng /<br>Nor Azizah / Siti Norhana Fatehah                                   |

# Quality Management System and Quality Objective Assessment

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# Human Resource Department

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# Agenda

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- Office Cleanliness
- Internal Communication
- OT/Food allowance (Paybun System)
- Company's Panel Clinic
- Public Holiday – for outstation project site
- Training for staff
- Company event

# Office Cleanliness

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## Workstation and Back Office Area

- Eating is strictly not allowed at workstation and back office area.
- Staff workstation need to be arranged **neat and tidy** before leaving the office everyday.
- Any unused drawings & paper is to be placed in the provided tray.
- Waste paper is to be shredded.
- Recycle paper need to put in place. Separate within A4 and A3 paper
- All double sided printed have to shredded, cannot put at the recycle paper box / bypass printer

# Office Cleanliness – work station



# Office Cleanliness

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## Daily Duty Schedule

Human Resource / Admin will assigned staff in office for daily duty.  
Eg: Pantry, Fumigation and Office SOP

### 1. **Pantry**

- Pantry is to be kept clean and tidy at all times.
- Chairs to be placed neatly in place after use.
- Table need to be cleaned and wiped dry immediately after use.
- The **pantry sink** is to be cleaned after use.
- Do not leave any left over food and used containers on the table.
- Please throw your rubbish properly inside the rubbish bin.

## Office Cleanliness - pantry



# Office Cleanliness

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## 2. Fumigation

- Staff assigned for Fumigation have to ensure all area are fumigate before leaving office

## 3. Office SOP- inform backup if assigned person have a meeting or not in office

- Staff assigned for Office SOP to ensure :
  - Guest to do Covid-19 self test before entering office area (office Level 5)
  - Staff always follow SOP in office (Eg : wearing mask properly, sanitize meeting room after they use it)
  - **Throw rubbish** from all the dustbin at work station area and pantry
  - Refill disinfectant, **hand sanitizer**
  - **Top-up toilet tissue**

## Washroom

- Washroom facilities is to be kept clean at all times and flush the toilet completely after use.

# Office Cleanliness - washroom



# Internal Communication

We still communicate / send Memo through Whatsapp group but for future reference staff can refer to Lufter Website for the latest announcements

## ✓ Recent Announcements

### MEMO

- [L-HR-L-08-60 Company Panel Clinics](#)
- [L-HR-L-08-56 SOP – COVID-19 Close Contact – Effective 01-Mar-2022](#)
- [L-HR-L-08-55 Lufter Internal Audit 2022 Schedule](#)
- [L-HR-L-08-54 SOP – COVID-19 Close Contact or Confirmed Cases](#)
- [L-HR-L-08-52 Updates for Good Documentation Practices](#)
- [L-HR-L-08-51 Public Holiday 2022](#)
- [L-HR-L-08-50 Emergency Leave Application](#)
- [L-HR-L-08-47 Medical Leave Detailed Procedure](#)
- [L-HR-L-08-46 Post Project Handover Procedure](#)

### NCAR

- [Alert NCAR \(L-QA-NCAR-01-52\)](#)
- [Alert NCAR \(L-QA-NCAR-01-44\)](#)
- [Alert NCAR \(L-QA-NCAR-01-43\) R01](#)
- [Alert NCAR \(L-QA-NCAR-01-42\) R01](#)

### GENERAL

- [Staff Email \(Lufter & Beluften\) updated as of 04-Jul-2022](#)

# OT/Food Allowance (Paybun System)

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- All employee **MUST clock-in & clock** out every working day
- OT/Food allowance only can claim upon approval from the Manager
- OT/Food allowance only can claim after 7pm onwards (always have a 1 hour gap, Eg : working hour 9am – 6pm, OT claim starting from 7pm)
- To claim OT/Food allowance, employee MUST clock-in & clock-out properly. Either one of it not recorded, OT/Food allowance will be not approved by the Manager
- All OT/Food allowance claimed MUST stated the remarks. Eg : preparing report, site monitoring, etc

# OT/Food Allowance Claim (Paybun System)

## Example – **Correct** Sample

Clock-out 22:41  
OT/Food allowance calculate starting  
from 19:00 = 3:30 hours

| <input type="checkbox"/>            | Date        | Shift    | F. In | L. Out | Total Hrs | App. OT | Submit OT | Leave | Holi. | Abs. | Remarks                        |
|-------------------------------------|-------------|----------|-------|--------|-----------|---------|-----------|-------|-------|------|--------------------------------|
| <input checked="" type="checkbox"/> | 22/06       | Workday  | 08:58 | 22:41  | 13:43     | 03:30   | 03:30     |       | No    |      | Validation documents for PLS03 |
| <input checked="" type="checkbox"/> | 23/06       | Workday  | 08:56 | 20:01  | 11:05     | 01:00   | 01:00     |       | No    |      | Validation documents for PLS03 |
| <input checked="" type="checkbox"/> | 24/06       | Workday  | 08:57 | 22:41  | 13:44     | 03:30   | 03:30     |       | No    |      | Validation documents for PLS03 |
| <input type="checkbox"/>            | 25/06   Sat | Rest Day |       |        |           |         |           |       | No    | ABS  |                                |
| <input type="checkbox"/>            | 26/06   Sun | Rest Day |       |        |           |         |           |       | No    | ABS  |                                |
| <input checked="" type="checkbox"/> | 27/06       | Workday  | 08:57 | 20:43  | 11:46     | 01:30   | 01:30     |       | No    |      | Validation documents for PLS03 |

Daily clock in  
attendance is  
GOOD

Clock in & out should be  
recorded

Remarks for OT is GOOD

Remarks should be stated for  
OT/Food Allowance claim

# OT/Food Allowance Claim (Paybun System)

## Example – **Wrong** Sample

Clock-out 21:00  
OT/Food allowance calculate  
starting from 19:00 = **2 hours**

| <input type="checkbox"/> | Date        | Shift                             | F. In | L. Out | Total Hrs | App. OT | Submit OT | Leave | Holi. | Abs. | Remarks                                       |
|--------------------------|-------------|-----------------------------------|-------|--------|-----------|---------|-----------|-------|-------|------|-----------------------------------------------|
| <input type="checkbox"/> | 11/06   Sat | Rest Day <input type="checkbox"/> | 17:36 | 05:19  | 11:42     | 11:30   | 06:30     |       | No    |      | Lifting workSite housekeeping                 |
| <input type="checkbox"/> | 12/06   Sun | Rest Day <input type="checkbox"/> |       |        |           |         |           |       | No    | ABS  |                                               |
| <input type="checkbox"/> | 13/06       | Workday <input type="checkbox"/>  | 08:58 | 21:00  | 12:01     | 03:30   | 03:00     |       | No    |      | Site paperworks                               |
| <input type="checkbox"/> | 14/06       | Workday <input type="checkbox"/>  | 08:57 | 21:08  | 12:11     | 03:30   | 03:00     |       | No    |      | Site monitoringHousekeeping                   |
| <input type="checkbox"/> | 15/06       | Workday <input type="checkbox"/>  | 08:52 | 21:02  | 12:10     | 03:30   | 03:00     |       | No    |      | Site monitoringPanel cutting and installation |
| <input type="checkbox"/> | 16/06       | Workday <input type="checkbox"/>  | 08:57 | 21:24  | 12:26     | 03:30   | 03:00     |       | No    |      | Site monitoring                               |
| <input type="checkbox"/> | 17/06       | Workday <input type="checkbox"/>  | 08:53 | 18:40  | 09:47     | 01:00   |           |       | No    |      |                                               |
| <input type="checkbox"/> | 18/06   Sat | Rest Day <input type="checkbox"/> | 08:47 | 18:02  | 09:15     | 09:00   | 08:00     |       | No    |      | Site monitoring                               |

**WRONG**

Remarks for OT is GOOD

# Moving Forward...

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- HR will announce when staff needs to clock-in per project (Eg ; morning preparing for PLS project, staff need to clock-in PLS, afternoon preparing for DPM01 project, staff need to clock-in for DPM01)

This is only applicable to :

1. BIM Modellers
2. Validation Personnel
3. Quality Personnel
4. Design Engineer

# Company's Panel Clinic

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- Management continue to offer better care to the employees and Company have appointed additional panel clinics under Alam Medic (refer Memo for the panel clinic listing)
- Staff can go to panel clinic, inform them under panel and provide IC
- Maximum RM100.00/visit. Additional cost to paid by staff.
- Company only recognize MC from the panel clinic
- If employee go to non-panel clinic (Eg : Dental Clinic) MC can be accepted subject to the reference letter from the Doctor and mentioned employee cannot fit to come to work

# Public Holiday - Outstation

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- For full time staff based in outstation, staff require to follow the Public Holiday at their State
- For future, HR will issue the Public Holiday listing before project starts
- For now, HR will advise until the project ends

# Training Updates

- To develop skill and staff talents, Management always looking for the best training that's can fit with the position in this Company
- Updates for the next training :

| No | Training Name                       | Training Date             |
|----|-------------------------------------|---------------------------|
| 1. | Introduction to Laboratory Controls | 18-Jul-2022 & 19-Jul-2022 |
| 2. | Basic Rigging and Slings            | 03-Aug-2022 & 04-Aug-2022 |
| 3. | Risk Management                     | 17-Aug-2022               |

- HR continue to plan the training for staff and will update from time to time

# Company Event

- [illegible]

# Purchasing Department

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# Agenda

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- Updates from Purchasing
  - i. Delivery Order (DO)
  - ii. Purchase Request
  - iii. Request or Return Project Material / Equipment to Store

# Delivery Order (DO)

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- Project / Engineering team have to comment on the DO whenever they receive items at site.
  - i. If the items all checked :-  
Remarks – **All goods checked and correct**
  - ii. If the items unable to check all  
Remarks – **Unable to check during delivery due to (what reason).**  
**All goods will be check in details within 5 working days.**
- The receiver must write name, date, sign & chop on the DO.
- Snap a photo or scan the verified DO and send to purchasing department immediately after item received.

# Delivery Order (DO)



**ENVALCO SDN. BHD.** (1035097-M)  
 No. 30, Jalan PJU 3/46, Sunway Damansara Technology Park,  
 47810 Petaling Jaya, Selangor Darul Ehsan, Malaysia  
 Tel : (603) 7883 0018 Fax : (603) 7883 0012  
 Website : www.entalco.com.my Email : enquiry@entalco.com.my

**DELIVERY ORDER**

D/O No. : ESB/DO22046-189  
 Date : 27/6/2022  
 Our Sales Order No. : L-PUR-PLS03-P-75-R09  
 Your P/O No. :  
 Payment Terms : 60 Days  
 Page No. : 2 of 2

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**Billing Address**  
**LUFTER SDN BHD**  
 C-5-05, Capital 3, Oasis Square  
 No 2 Jalan PJU 1A/7A  
 Ara Damansara  
 47301 Petaling Jaya, Selangor  
 Attn :  
 Tel : 03-7859 6218 Fax : 03-7859 6219

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| Description                                                                                                | Qty      |
|------------------------------------------------------------------------------------------------------------|----------|
| <b>PROJECT : PHARMANIAGA PUCHONG</b>                                                                       |          |
| 10A FIVALCO F4825 Brass Ball Valve Sc.End BSPT (W/P:25Bar)                                                 | 2 nos ✓  |
| 150A FIVALCO R83216 Single Below Flexible Joint c/w D.Iron Fl.End PN16 (W/P:16Bar)                         | 2 nos ✓  |
| <b>AIR COOLED CHILLER :-</b>                                                                               |          |
| 150A FIVALCO R83216 Single Below Flexible Joint c/w D.Iron Fl.End PN16 (W/P:16Bar)                         | 2 nos ✓  |
| 30A FIVALCO F2216 D2R Brass NRS Gate Valve Sc.End BSPT (W/P:16Bar)                                         | 10 nos ✓ |
| <b>FILLING ROOM :-</b>                                                                                     |          |
| 80A FIVALCO F1116 C.Iron Butterfly Valve,D.Iron Disc,EPDM Seat,Lever Opr,Wafer Connection PN16 (W/P:16Bar) | 2 nos ✓  |
| <b>NEW FORMULATION &amp; HOLDING :-</b>                                                                    |          |
| 80A FIVALCO F1116 C.Iron Butterfly Valve,D.Iron Disc,EPDM Seat,Lever Opr,Wafer Connection PN16 (W/P:16Bar) | 2 nos ✓  |
| <b>NEW STERILE DISP :-</b>                                                                                 |          |
| 80A FIVALCO F1116 C.Iron Butterfly Valve,D.Iron Disc,EPDM Seat,Lever Opr,Wafer Connection PN16 (W/P:16Bar) | 2 nos ✓  |
| <b>NEW PURIFIED WATER PLANT :-</b>                                                                         |          |
| 80A FIVALCO F1116 C.Iron Butterfly Valve,D.Iron Disc,EPDM Seat,Lever Opr,Wafer Connection PN16 (W/P:16Bar) | 2 nos ✓  |

Remarks : All good checked and correct

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Loaded by :  
 Deliver by : *kar*

Delivery Date : 27/06/2022  
 LUFTER PDS/SH : PE ARI (010P/010L/010R) B1 PDS/SH (01/10/010R/010L)  
 Delivery Location : Pharmaniaga Uluemas, Lot 7, Jalan PPU 3,  
 Taman Perindustrian Puchong Utama,  
 47100 Puchong, Selangor

  
 Authorised Signature

Goods received in good order & condition

  
 Company Stamp & Signature  
 Name : PHARMANIAGA PUCHONG  
 27 Jun 2022



**ENVALCO SDN. BHD.** (1035097-M)  
No. 30, Jalan PJU 3/46, Sunway Damansara Technology Park,  
47810 Petaling Jaya, Selangor Darul Ehsan, Malaysia  
Tel : (603) 7883 0018 Fax : (603) 7883 0012  
Website : www.entalco.com.my Email : enquiry@entalco.com.my

**Billing Address**

**LUFTER SDN BHD**  
C-5-05, Capital 3, Oasis Square  
No 2 Jalan PJU 1A/7A  
Ara Damansara  
47301 Petaling Jaya, Selangor  
Attn :  
Tel : 03-7859 6218 Fax : 03-7859 6219

**DELIVERY ORDER**

D/O No. : ESB/DO2204-189  
Date : 27/6/2022  
Our Sales Order No. :  
Your P/O No. : L-PUR-PLS03-P-75-R09  
Payment Terms : 60 Days  
Page No. : 2 of 2

| Description                                                                                                | Qty      |
|------------------------------------------------------------------------------------------------------------|----------|
| <b>PROJECT : PHARMANIAGA PUCHONG</b>                                                                       |          |
| 10A FIVALCO F4825 Brass Ball Valve Sc.End BSPT (W/P:25Bar)                                                 | 2 nos ✓  |
| 150A FIVALCO F835216 Single Below Flexible Joint c/w D.Iron Fl.End PN16 (W/P:16Bar)                        | 2 nos ✓  |
| <b>AIR COOLED CHILLER :-</b>                                                                               |          |
| 150A FIVALCO F835216 Single Below Flexible Joint c/w D.Iron Fl.End PN16 (W/P:16Bar)                        | 2 nos ✓  |
| 30A FIVALCO F2216 D2R Brass NRS Gate Valve Sc.End BSPT (W/P:16Bar)                                         | 10 nos ✓ |
| <b>FILLING ROOM :-</b>                                                                                     |          |
| 80A FIVALCO F1116 C.Iron Butterfly Valve,D.Iron Disc,EPDM Seat,Lever Opr,Wafer Connection PN16 (W/P:16Bar) | 2 nos ✓  |
| <b>NEW FORMULATION &amp; HOLDING :-</b>                                                                    |          |
| 80A FIVALCO F1116 C.Iron Butterfly Valve,D.Iron Disc,EPDM Seat,Lever Opr,Wafer Connection PN16 (W/P:16Bar) | 2 nos ✓  |
| <b>NEW STERILE DISP :-</b>                                                                                 |          |
| 80A FIVALCO F1116 C.Iron Butterfly Valve,D.Iron Disc,EPDM Seat,Lever Opr,Wafer Connection PN16 (W/P:16Bar) | 2 nos ✓  |
| <b>NEW PURIFIED WATER PLANT :-</b>                                                                         |          |
| 80A FIVALCO F1116 C.Iron Butterfly Valve,D.Iron Disc,EPDM Seat,Lever Opr,Wafer Connection PN16 (W/P:16Bar) | 2 nos ✓  |

Remarks : Unable to check due to large quantity. All goods will be check in details within 5 working days

Loaded by :

Deliver by : *kar*

Delivery Date : 27/06/2022  
LUFTER PURCHASE : PE ARI (0107518110101) PURCHASE (01111899083)  
Delivery Location : Pharmaniaga Lifesciences, Lot 7, Jalan PPU 3,  
Taman Perindustrian Puchong Utama,  
47100 Puchong, Selangor

ENVALCO SDN BHD



Authorised Signature

Goods received in good order & condition



Company Stamp & Signature

Name : *PHARMANIAGA*  
27 Jun 2022



• Passion With Perfection • Engineers With Dreams •

# Purchase Request

---

- Requestor to include following information while email the purchase request to Purchasing Department:

Project Title & Code :

Project Address :

Budget :

Actual Cost :

Payment Term :

Delivery / Installation Date :

Master Costing : *provide a hyperlink from server*

# Purchase Request

---

Hi Azleela,

Contract: (1) Lufter ( Highlighted in orange)

Project Title & Code : DEX01

Project Address : 41A-1-4&5, Plaza WCOE, Jalan Cassia Selatan 3/3, Batu Kawan Industrial Park (BKIP) 14110, Lebuhraya Bandar Cassia, Batu Kawan, Penang, Malaysia.

Budget : RM1,200.00

**Actual Cost : RM700.00**

Payment Term : As per quotation

**Delivery / Installation Date : 9-April-2022**

Remarks: Exclude transport to Penang.

Link: <\\\\lufterserver\\Lufter\\PROJECTS> & JOBS\\PROJECT

AWARDED\\DEXCOM\\L-DEX01-F3\\1) COSTING\\MASTER\\MAIN\\4) MASTER COSTING

# Purchase Request

Hi Azleela/Nabila,

Pls proceed with Warisan PO.

Main contract: (1) Lufter

Project Title & Code : HSC01

Project Address : HSC Ampang

Budget : **Out of budget (-106987)**

**Actual Cost : RM2,200.00 – RM200 = RM2000**

Payment Term : As per quotation

**Delivery / Installation Date : 08-Jun-2022**

Link: <\\\\lufterserver\\Lufter\\PROJECTS> & JOBS\\PROJECT

AWARDED\\HOSPITAL PROJECT\\HSC MEDICAL CENTER\\L-HSC01-MOT\\1)

COSTING\\MASTER\\MAIN\\MASTER COSTING

**Remarks:** building management not allow storage without hoarding.

Budget wasn't capture during tender with building requirement.

Overall Margin : 0.80

# Request or Return Project Material / Equipment to Store

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- For request and returning project material / equipment to store, requestor must contact our Project Assistant.

# Account Department

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# Account – Expenses claims

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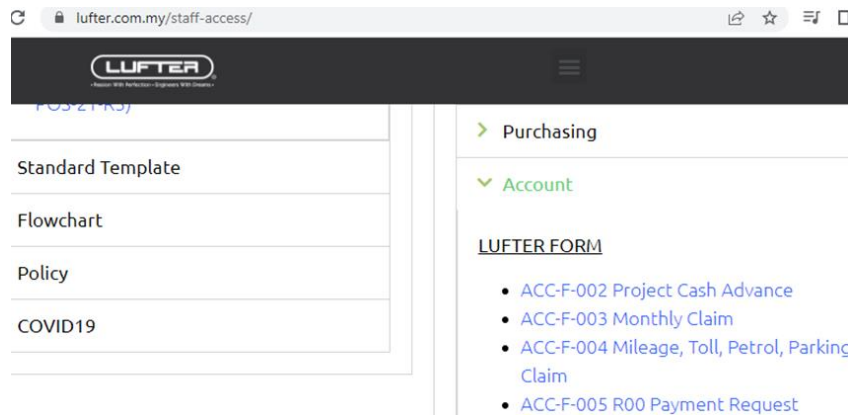
## ❖ Claim Procedure

1. The submission of claims to Account Department shall be **no later than 1<sup>st</sup>** of each month.
2. Approved claims shall be made payable on **15<sup>th</sup>** of each month.
3. Approved claims will only be made payable on 15<sup>th</sup> in the **FOLLOWING month** for all submissions **later than 1<sup>st</sup>** of the particular month.
4. Maximum claims submission is 2 months (except if overseas).
5. The claims shall consist of the previous month's claimable expenses only. Claims of other month(s) shall be filled in different form(s).

# Account – Expenses claims

## ❖ Claim Procedure

1. Forms in the Website > staff access > Lufter OR Beluften > Account



2. **Wrong forms / format / margin / size will not be approved until resubmission.**

3. Staple the receipt with same category in **recycle paper**.

4. All forms / documents must print in **black & white / Grayscale ONLY** and must use recycle paper

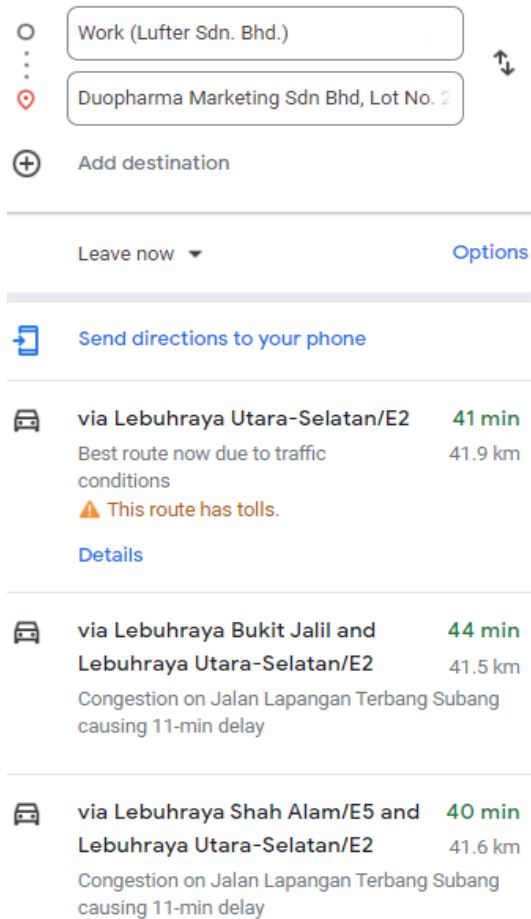
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|             |         |               |          |                |          |
|-------------|---------|---------------|----------|----------------|----------|
| FULL NAME : | EXAMPLE | DESIGNATION : | ENGINEER | CLAIM PERIOD : | APR 2022 |
|-------------|---------|---------------|----------|----------------|----------|

**\*\*CANNOT CLAIM BETWEEN OFFICE & STORE**

*(Transfer to Summary of Monthly Expenses Claim)*

# Account – Expenses claims : Mileage claims



Work (Lufter Sdn. Bhd.)

Duopharma Marketing Sdn Bhd, Lot No. 2

Add destination

Leave now ▾ Options

Send directions to your phone

via Lebuhraya Utara-Selatan/E2 41 min  
Best route now due to traffic conditions 41.9 km  
⚠ This route has tolls.  
Details

via Lebuhraya Bukit Jalil and Lebuhraya Utara-Selatan/E2 44 min  
41.5 km  
Congestion on Jalan Lapangan Terbang Subang causing 11-min delay

via Lebuhraya Shah Alam/E5 and Lebuhraya Utara-Selatan/E2 40 min  
41.6 km  
Congestion on Jalan Lapangan Terbang Subang causing 11-min delay

Reference : Google Maps

**Lufter as base**

Average Distance  
=  $(41.9 + 41.5 + 41.6) / 3$   
= 41.67 KM  
= **42 KM** per trip

## MILEAGE RATE

- For technical staff- Project, PPM, Quality

| TYPE OF VEHICLE | RM/KM |
|-----------------|-------|
| Car             | 0.25  |
| Motorbike       | 0.15  |

- For office- based staff- Draughtsman, Assistants, Account, Purchasing, HR Executives

| TYPE OF VEHICLE | RM/KM |
|-----------------|-------|
| Car             | 0.50  |
| Motorbike       | 0.30  |

# Account – Expenses claims : Outstation

Work (Lufter Sdn. Bhd.)

Dexcom (M) Sdn Bhd, Persiaran Cassia S

+ Add destination

Leave now ▾ Options

Send directions to your phone

via AH2/E1 3 hr 29 min

Fastest route, the usual traffic 326 km

⚠ This route has tolls.

Details

- ✓ Outstation = More 100km per trip
- ✓ Claim by **PETROL RECEIPT** only.
  - Full tank before start journey (no need claim)
  - Pump in full tank when reach site & return back to office (claim on this. Accurate fuel consumption)
- ✓ Toll & Parking as usual
- ✓ Outstation allowance rate – as per Employee Handbook
- ✓ Must indicate the dates of outstation in Mileage & Expenses claim
- ✓ Can claim on travelling days
- ✓ If no petrol receipt, can't claim mileage

# Account – Expenses claims : Mileage claims

---

- Mileage form is only for **SITE purpose**
- Fill the distance(km) every trip to site. Lufter as base. 2-ways
- Indicate work description & code. Eg: Supervise ductwork (HSC01)
- Rate to follow actual vehicle use (Motor OR Car)
- Company car - Claim with diesel receipt only. Write Car Plate No. in the description.
- Toll – Attach TnG OR eWallet statement. Highlight & remarks
- Parking – Attach receipt. Staple separate for site & office parking
- For any outstation, write in the description everyday even there is no mileage claim

# Account – Expenses claims



|                      |        |           |               |             |
|----------------------|--------|-----------|---------------|-------------|
| Form - Monthly Claim | Doc.No | ACC-F-003 | Date          | 10-Jul-2020 |
|                      | Rev.No | 00        | Total Page(s) | 1 of 1      |

|                 |         |                            |                         |
|-----------------|---------|----------------------------|-------------------------|
| NAME :<br>..... | EXAMPLE | CLAIM PERIOD :<br>APR 2022 | DEPARTMENT :<br>Project |
|-----------------|---------|----------------------------|-------------------------|

| Date        | Particulars                                  | Project Code | Mileage/<br>Taxi/ Flight | Petrol | Toll &<br>Parking | Upkeep of<br>MV | Lodging/<br>Meals | Enter-<br>tainment | Medical | Mobile<br>Phone | Cash<br>Purchase | Others | TOTAL  |
|-------------|----------------------------------------------|--------------|--------------------------|--------|-------------------|-----------------|-------------------|--------------------|---------|-----------------|------------------|--------|--------|
| Apr'22      | Mileage                                      | DEX01        | 119.00                   |        |                   |                 |                   |                    |         |                 |                  |        | 119.00 |
| Apr'22      | Petrol (Personal car / BKL218)               | DEX01        |                          | 140.00 |                   |                 |                   |                    |         |                 |                  |        | 140.00 |
| Apr'22      | Toll                                         | DEX01        |                          |        | 133.74            |                 |                   |                    |         |                 |                  |        | 133.74 |
| Apr'22      | Parking                                      |              |                          |        | 20.00             |                 |                   |                    |         |                 |                  |        | 20.00  |
| Apr'22      | Office parking                               |              |                          |        | 50.00             |                 |                   |                    |         |                 |                  |        | 50.00  |
| Apr'22      | Outstation allowance (6/4/22-9/4/22) 4Days   | DEX01        |                          |        |                   |                 | 100.00            |                    |         |                 |                  |        | 100.00 |
| Apr'22      | Outstation allowance (15/4/22-19/4/22) 5Days | DEX01        |                          |        |                   |                 | 125.00            |                    |         |                 |                  |        | 125.00 |
| 04-Apr-2022 | Oasis clinic (RTK)                           | DEX01        |                          |        |                   |                 |                   |                    | 40.00   |                 |                  |        | 40.00  |
| 05-Apr-2022 | Medical (No MC)                              |              |                          |        |                   |                 |                   |                    | 60.00   |                 |                  |        | 60.00  |
| 14-Apr-2022 | 7e (AA Battery)                              | FONS         |                          |        |                   |                 |                   |                    |         |                 | 12.00            |        | 12.00  |
| 18-Apr-2022 | CSM Hardware                                 | DEX01        |                          |        |                   |                 |                   |                    |         |                 | 120.00           |        | 120.00 |
|             |                                              |              |                          |        |                   |                 |                   |                    |         |                 |                  |        |        |
|             |                                              |              |                          |        |                   |                 |                   |                    |         |                 |                  |        |        |
|             |                                              |              |                          |        |                   |                 |                   |                    |         |                 |                  |        |        |
|             |                                              |              |                          |        |                   |                 |                   |                    |         |                 |                  |        |        |
|             |                                              |              |                          |        |                   |                 |                   |                    |         |                 |                  |        |        |
|             |                                              |              |                          |        |                   |                 |                   |                    |         |                 |                  |        |        |
|             |                                              |              |                          |        |                   |                 |                   |                    |         |                 |                  |        |        |
|             |                                              |              |                          |        |                   |                 |                   |                    |         |                 |                  |        |        |
|             |                                              |              |                          |        |                   |                 |                   |                    |         |                 |                  |        |        |
|             |                                              |              |                          |        |                   |                 |                   |                    |         |                 |                  |        |        |
|             |                                              |              |                          |        |                   |                 |                   |                    |         |                 |                  |        |        |
|             |                                              |              |                          |        |                   |                 |                   |                    |         |                 |                  |        |        |
| TOTAL :     |                                              |              | 119.00                   | 140.00 | 203.74            |                 | 225.00            |                    | 100.00  |                 | 132.00           |        | 919.74 |

|             |                     |                         |
|-------------|---------------------|-------------------------|
| Claimed by, | Checked by,         | Verified & Approved by, |
| Name:       | Accounts Department | Management              |
| Date:       | Date:               | Date:                   |

If need 2 page, please stated  
'Continue to Page 2' here

Refer details as per attached

## Account – Expenses claims (Summary)

---

- Mileage / Petrol / Toll / Parking from site - fill in Total Mileage Claim amount only
- Grab / Taxi – Only for special case (Management approval)
  - Travel to airport to work purposes
  - From train / bus station to site / home
- Parking office – fill in TOTAL PARKING fees only.
- Upkeep of Motor vehicle (MV) – Car wash for company car (Follow HR instruction)

# Account – Expenses claim (Summary)

## ❖ Lodging / Meals

- Lodging – Accommodation for outstation purpose. Follow Handbook
- Outstation allowance – Must have outstation date
  - Eg :

| Date        | Description                              | Project code |
|-------------|------------------------------------------|--------------|
| 04-Apr-2022 | Outstation allowance (4-6 Apr'22 @3Days) | DEX01        |

# Account – Expenses claim (Summary)

## ❖ Meals & Entertainment

- Must obtain Superior & MD approval before proceed
- Procedure – Follow Employee Handbook
- Indicate the details of the claim
  - In receipt :
    - Signature Superior / MD required on the receipt
    - If verbal approval – write in date, timing of approval & by who via call or WA
    - Client company, name, position, contact number

In summary :

| Date        | Description                   | Project code |
|-------------|-------------------------------|--------------|
| 04-Apr-2022 | Restaurant ABC (Mr. Sharmiza) | DPMB01       |
| 11-Apr-2022 | KFC (Shutdown with staff)     | DPMB01       |

# Account - Expenses claim (Summary)

## ❖ Medical claim

- Please follow Employee Handbook & HR memo for Medical claim
- Use clinic panel. Can pay & claim up to RM100 per visit.
- For medical claim without MC, please state in the claim
- For Covid test claim, please indicate job code and must be instructed by Superior or Site purpose.
- Result of covid test must be submitted to HR to be eligible for the claim.
- No result no claim.

▪ Eg :

| Date        | Description          | Project code |
|-------------|----------------------|--------------|
| 03-Apr-2022 | Clinic Oasis (RTK)   | DEX01        |
| 12-Apr-2022 | Clinic Oasis (No MC) | -            |

# Account - Expenses claim (Summary)

---

## ❖ Cash purchase / others

- Project items, tools must be planned and obtain from KEYZONE (Refer Purchaser)
- All cash purchase must attach with original bill / receipt / invoice
- Use cash voucher if sub-con does not have receipt
  - Eg : Wages for cleaning – Must have details : Name, IC/passport & sign

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|                      |                     |                                                                                 |
|----------------------|---------------------|---------------------------------------------------------------------------------|
| Claimed by,<br><br>/ | Checked by,<br><br> | Verified & Approved by,<br><b>PENG TZYU LING</b><br>(Pharmacist Reg. No: 71711) |
|----------------------|---------------------|---------------------------------------------------------------------------------|

RECEIVED

# Account - Example of Mileage Claim

| Date        | Day       | From (Area) | To (Area) | Job Code | Purpose                                 | Distance (km) | Mileage (RM) | Petrol (RM) | Toll (RM) | Parking (RM) |
|-------------|-----------|-------------|-----------|----------|-----------------------------------------|---------------|--------------|-------------|-----------|--------------|
| 01-Mar-2022 | TUESDAY   | OFFICE      |           |          | PROJECT (INC RTK AT GEMILANG) 19 Feb 22 | 38.00         | 9.50         |             |           |              |
| 02-Mar-2022 | WEDNESDAY | OFFICE      |           |          | PROJECT                                 | 26.00         | 6.50         |             |           |              |
| 03-Mar-2022 | THURSDAY  | OFFICE      |           |          | PROJECT                                 | 26.00         | 6.50         |             |           |              |
| 04-Mar-2022 | FRIDAY    | OFFICE      |           |          | PROJECT (INC RTK AT GEMILANG)           | 38.00         | 9.50         |             |           |              |
| 05-Mar-2022 | SATURDAY  | OFFICE      |           |          | PROJECT                                 | 26.00         | 6.50         |             |           |              |
| 07-Mar-2022 | MONDAY    | OFFICE      |           |          | PROJECT (INC RTK AT GEMILANG)           | 38.00         | 9.50         |             |           |              |
| 08-Mar-2022 | TUESDAY   | OFFICE      |           |          | PROJECT                                 | 26.00         | 6.50         |             |           |              |
| 09-Mar-2022 | WEDNESDAY | OFFICE      |           |          | PROJECT                                 | 26.00         | 6.50         |             |           |              |
| 10-Mar-2022 | THURSDAY  | OFFICE      |           |          | MONTHLY SERVICE                         | 80.00         | 20.00        |             | 9.68      | 1.2          |
| 10-Mar-2022 | THURSDAY  | OSSB        |           |          | MONTHLY SERVICE 03 + 17                 | 80.50         | 20.12        |             | 12.44     | 6.6          |
| 21-Mar-2022 | MONDAY    | OFFICE      |           |          | PROJECT (INC RTK AT GEMILANG)           | 38.00         | 9.50         |             |           |              |
| 22-Mar-2022 | TUESDAY   | OFFICE      |           |          | PROJECT                                 | 26.00         | 6.50         |             |           |              |
| 23-Mar-2022 | WEDNESDAY | OFFICE      |           |          | PROJECT                                 | 26.00         | 6.50         |             |           |              |
| 24-Mar-2022 | THURSDAY  | OFFICE      |           |          | PROJECT (INC RTK AT GEMILANG)           | 38.00         | 9.50         |             |           |              |
| 28-Mar-2022 | MONDAY    | OFFICE      |           |          | MAINTENANCE                             | 42.00         | 10.50        |             |           |              |
| 29-Mar-2022 | TUESDAY   | OFFICE      |           |          | TROUBLESHOOTING                         | 70.00         | 17.50        |             |           |              |
| 30-Mar-2022 | WEDNESDAY | OFFICE      |           |          | COLLECT CAR                             | 48.40         | 12.10        |             | 4.10      |              |
| 30-Mar-2022 | WEDNESDAY | OFFICE      |           |          | COLLECT PROJECT MATERIAL                | 26.00         | 6.50         |             |           |              |
| 30-Mar-2022 | WEDNESDAY | OFFICE      |           |          | MONTHLY SERVICE                         | 20.00         | 5.00         |             |           | 7.7          |
| 31-Mar-2022 | THURSDAY  | OFFICE      |           |          | BMS MAINTENANCE                         | 10.00         | 2.50         |             |           | 4            |
| 31-Mar-2022 | THURSDAY  | SJMC        |           |          | MONTHLY SERVICE 16 + 16                 | 29.40         | 7.35         |             |           | 6            |
| TOTAL :     |           |             |           |          |                                         | 778.30        | 194.58       | 0.00        | 26.22     | 25.50        |

(Transfer to Summary of Monthly Expenses Claim)

# Account - Example of TnG / eWallet Statement

|           |         |                   |                                                                                          |                     |                                     |
|-----------|---------|-------------------|------------------------------------------------------------------------------------------|---------------------|-------------------------------------|
| 28/3/2022 | Success | PayDirect Payment | 20220328101 SUNWAY<br>10000010000<br>TNGOW3MY1<br>71335224515<br>005                     | 28/03/2022 08:20 AM | RM2.00                              |
| 26/3/2022 | Success | PayDirect Payment | 20220326101 SERI KEMBANGAN<br>10000010000 INTERCHANGE<br>TNGOW3MY1<br>71335224451<br>364 | 26/03/2022 08:51 PM | RM2.20                              |
| 26/3/2022 | Success | PayDirect Payment | 20220326101 PUCHONG SELATAN<br>10000010000<br>TNGOW3MY1<br>71335224442<br>982            | 26/03/2022 05:02 PM | RM2.10                              |
| 26/3/2022 | Success | PayDirect Payment | 20220326101 PUCHONG BARAT<br>10000010000<br>TNGOW3MY1<br>71335224441<br>500              | 26/03/2022 04:52 PM | RM2.10                              |
| 26/3/2022 | Success | PayDirect Payment | 20220326101 KEMUNING<br>10000010000<br>TNGOW3MY1<br>71335224439<br>176                   | 26/03/2022 04:37 PM | DPM01-RM10.20<br>26-Mar-2022 RM2.00 |
| 26/3/2022 | Success | PayDirect Payment | 20220326101 KEMUNING<br>10000010000<br>TNGOW3MY1<br>71335224415<br>052                   | 26/03/2022 08:17 AM | RM2.00                              |
| 26/3/2022 | Success | PayDirect Payment | 20220326101 SUNWAY<br>10000010000<br>TNGOW3MY1<br>71335224413<br>124                     | 26/03/2022 08:10 AM | RM2.00                              |
| 25/3/2022 | Success | PayDirect Payment | 20220325101 PUCHONG SELATAN<br>10000010000<br>TNGOW3MY1<br>71335224399<br>902            | 25/03/2022 10:36 PM | RM2.10                              |
| 25/3/2022 | Success | PayDirect Payment | 20220325101 PUCHONG BARAT<br>10000010000<br>TNGOW3MY1<br>71335224399<br>881              | 25/03/2022 10:31 PM | DPM01-RM10.20<br>25-Mar-2022 RM2.10 |

- ✓ Highlight
- ✓ Remarks

# Account - Example of Other Supporting Document

- Office parking - ✓ highlight

| Trans No. | Transaction Date & Time | Posted Date | Trans Type | Entry Location        | Entry SP | Exit Location         | Exit SP  | Reload Location | Transaction Amount (RM) | Balance (RM) | Class |
|-----------|-------------------------|-------------|------------|-----------------------|----------|-----------------------|----------|-----------------|-------------------------|--------------|-------|
| 63923     | 23/03/2022<br>14:06:52  | 24/03/2022  | Usage      | OASIS SQUARE<br>KCA01 | KC_A01   | OASIS SQUARE<br>KCA01 | KC_A01   | -               | 10.00                   | 98.69        | 0     |
| 63924     | 17/03/2022<br>08:38:02  | 17/03/2022  | Usage      | KEMUNING              | 09_KESAS | KEMUNING              | 09_KESAS | -               | 2.00                    | 108.69       | 1     |
| 63925     | 04/03/2022<br>21:42:19  | 05/03/2022  | Usage      | OASIS SQUARE<br>KCA01 | KC_A01   | OASIS SQUARE<br>KCA01 | KC_A01   | -               | 4.00                    | 110.69       | 0     |
| 63926     | 01/03/2022<br>21:56:09  | 02/03/2022  | Usage      | OASIS SQUARE<br>KCA01 | KC_A01   | OASIS SQUARE<br>KCA01 | KC_A01   | -               | 4.00                    | 114.69       | 0     |

# Account - Example of Other Supporting Document

## ■ Site – Fuel

**CALTEX**  
YTH LANGAT SDN BHD  
Co. No: 961065-P  
LOT 7835, JALAN BUKIT TAMBUN  
14100 SIMPANG AMPAT  
PULAU PINANG  
04-5885316

Invoice  
Prepayment  
09 15 R10 Two 20.000L @ 2.150 R 43.00 R  
Total RM 43.00  
Cash RM 50.00  
Change Due RM 7.00  
Total net RM 43.00

Transaction number: 01000205451  
Date Time Num POS CNO PSNO  
27/03/22 02:20 12157 01 0015 268

Enjoy the Journey

Site : 00 APPROVED  
Code : R03062  
Location : No CVM  
V OR SIGNATURE REQUIRED

Station number: 01000210190  
Time Num POS CNO PSNO  
2 09:03 17087 01 0016 274

Enjoy the Journey

Shell Bertan Alor Pongau (NB)  
Company No : 000356696-K  
HENTIAN SEBELAH ALOR PONGAU APAY UTARA  
LEBUHRAYA UTARA-SELATAN, 34300, PERAK  
Site : 2649  
Telephone No : 013-9773870  
GST No : 000197541888

Pre-Authorisation  
Pre auth code A02A1648456718

20 00 litre Pump # 07  
FS Diesel 110  
2.150 RM litre RM 43.00

Total RM 43.00  
Cash RM 50.00  
Change RM 7.00

Cashier:  
CSyafiqah

This is not the final fiscal receipt  
Date Time Num POS CNO Shift  
28/03/22 16:38 19091 02 1456 426

Diesel & Petrol RM955 given relief  
under Section 56(3)(b) GST Act 2014

Thank You and Please Come Again

Date Time Num POS CNO Shift  
30/03/22 11:48 74859 01 8402 820

Thank You  
Have A Safe Journey

Diesel : 86.00

Diesel : RM.344.00 ✓

## ■ Cash purchase

**LIPTA HARDWARE SDN. BHD.**  
1275888-P  
NO 19& 21 LORONG MERPATI INDAH 2,  
TAMAN MERPATI INDAH,  
14110 BUKIT TAMBUN, PULAU PINANG  
TEL : 0125688987 FAX : & TEL 04-5899009

**FIRST TIME TRADING**  
PG0147421-D  
11 JALAN JENTAYU INDAH  
14100 SIMPANG AMPAT  
TEL 04-5882009 FAX 04-5882868  
GST NO 9X057681184

**SIMPLIFIED TAX INVOICE**

CASH  
Receipt CS00056024 Date: 01/03/2022  
Salesperson Time: 11:52:00  
Cashier USER

| ITEM                   | QTY | U/P  | AMOUNT |
|------------------------|-----|------|--------|
| 6938873010040          | 2   | 6.50 | 13.00  |
| 400ML OREX SPRAY PAINT |     |      |        |
| TOTAL QTY:             | 2   |      |        |

SUB-TOTAL : 13.00  
DISC : 0.00  
TAX : 0.00  
ROUNDING : 0.00

**TOTAL CASH 50.00**  
**CHANGE 37.00**

GOODS SOLD ARE NOT RETURNABLE.  
THANK YOU

THANK YOU

THANK YOU

THANK YOU

Hardward : RM209.50.

| Item               | Qty | RSP  | (GST) RSP | (GST) Amount |
|--------------------|-----|------|-----------|--------------|
| SCAFFOLD           | 20  | 6.50 | 6.30      | 8.40         |
| SR(0%) SCAFF       |     |      |           |              |
| LTB                | 1   | 1.00 | 1.00      | 1.00         |
| SR(0%) LAMINATE A4 |     |      |           |              |
| P                  | 1   | 6.70 | 6.70      | 6.70         |
| SR(0%) PHOTOCOPY   |     |      |           |              |
| TOT QTY: 30        |     |      |           | 16.10        |

(Excluded GST) Sub Total 16.10  
Discount 0.00  
Total GST 0.00  
Rounding : 0.00  
Total : 16.10  
CASH : 16.10  
Change : 0.00

**GST SUMMARY**

| Tax Code | % | Amount | GST  |
|----------|---|--------|------|
| SR(0%)   | 0 | 16.10  | 0.00 |
| Total:   |   | 16.10  | 0.00 |

GOODS SOLD ARE NOT RETURNABLE.  
THANK YOU

Printing : RM53.30  
RM 68.30 ✓

# Account - Project Cash Advance

---

- For project usage – Roro, cash purchase, accommodation etc
- Approval by direct Superior
- Use form in the website – Project Cash Advance
- Submitted to Account Dept before middle or end month. Will be paid on 15<sup>th</sup> or 30<sup>th</sup>.
- Will deduct cash advance during end of project.

# End of Presentation

