|  |
| --- |
| APPLICANT DETAILS |
| Name |  | Employee No. (if any) |  |
| Designation/Grade |  | Department/Unit |  |
| Project Code & Title |  |  |  |
| Comment (if any) |  |
| Payable Name |  |
| Bank Account Name(CIMB/MBB/BIMB/etc.) |  | Bank Account No. |  |

|  |
| --- |
| PAYMENT CLAIM DETAILS |
| No. | Item | Description | Amount (RM) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| TOTAL |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Prepared by(Applicant)Date  | : ......................................: ...................................... | Confirmed by (Head of project) Date Official stamping  | : ......................................: ......................................: ...................................... |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Checked by  |  | Payment verified by  |  | Approved by |
| ....................................................Project Manager Date:  |  | ....................................................Finance Date:  |  | ....................................................DirectorDate:  |

Note: Please be informed that all payment claims will be processed by finance **every 1st and 15th day of the month**.