KYOCERA DOCUMENT SOLUTIONS MALAYSIA SDN BHD
INCENTIVE & EXPENSES REIMBURSEMENT FORM

EMPLOYEE INFORMATION

NAME	SASI A/L RAMACHANDRAN	DATE :	05/08/2026
DEPARTMENT	SERVICE SUPPORT	BRANCH	KUANTAN

SECTION A : KPI / INCENTIVE CLAIM

NO	KPI / INCENTIVE CLAIM DESCRIPTION	AMOUNT (RM)
1	SLA ACTIVITES	
2	PM ACTIVITES	
3	SMS ACTIVITES	
	TOTAL AMOUNT (RM)	RM0.00

SECTION B : EXPENSES REIMBURSEMENT

DESCRIPTION		RINGI NO	AMOUNT
TOLL			27.30
PARKING			38.00
PETROL			
TELEPHONE CHARGES			40.00
TRAVELLING ALLOWANCE			1,791.20
BUSINESS TRIP ALLOWANCE			
HOTEL ACCOMMODATION & TRAVELLING EXPENSES			
ENTERTAINMENT EXPENSES			
OTHERS	UNIFI BRODBAND		83.74
	MEDICAL		
	BIRTHDAY		
		TOTAL AMOUNT (RM)	RM1,980.24

SECTION B(i) : PARTICULAR DETAILS OF EXPENSES

DATE	PARTICULAR / PURPOSES	RINGI NO	AMOUNT (RM)
		TOTAL AMOUNT (RM)	RM0.00

SIGNED BY : DATE : 5/8/26

NOTES:
1) Submit claims monthly via the Skybiz system, no later than the 5th of each month. Claims submitted after the cut-off or carried forward to the following month
2) Attach all relevant invoice that is related to the claim. Claims without supporting documents will be rejected
3) Claims for previous KPIs, incentives, allowances, or past reimbursement expenses are not eligible to be carried forward

For office use only:

Applicant Department
Approved by

Human Resources Department		
Checked by	Reviewed by	Final

TM Technology Services Sdn Bhd 200201003726 (571389-H)
Level 51, Menara TM, 50672 Kuala Lumpur
ST ID: W10-1808-32000464
INVOICE

BILL OVERVIEW

Total Amount Payable
RM 82.45

Hello ASI A/L RAMACHANDRAN
Here's a summary of your Jul-2026 Unifi bill.

Account No: 1040282665
Bill No: INV2026071325427863
Bill Date: **13 Jul 2026**

Credit Limit: RM297.00
Deposit: RM0.00

CHARGES

Remaining balance from previous month	RM-1.30
This month's charges	RM79.00
Service Tax	RM4.74
Total charges for this month	RM83.74
Rounding Amount	RM0.01

Total Amount Payable **RM82.45**
(Pay before 03 Aug 2026)

Biller Code: 8888
Ref-1: 1040282665

JomPAY Online at Internet and Mobile Banking with your current, savings or Credit Card account

PAY NOW at
www.unifi.com.my

ASI A/L RAMACHANDRAN
D832,FLR -,LRG BUKIT SETONGKOL 209,TAMAN SETONGKOL
25200 KUANTAN,PAHANG,MALAYSIA

YOUR NEXT IS NOW TM

YOUR DETAILED CHARGES

unifi

Account No: 1040282665 **Bill Date: 13 Jul 2026**

Remaining balance from previous month

Description	Date	Gross (RM)	Tax (RM)	Amount (RM)
Previous Balance	-	-	-	83.70
Payment				
Payment - JOMPAY	02/07/2026	-	-	-85.00
Sub Total:				RM -85.00

Total: RM -1.30

This month's charges

Summary Charges

Description	Gross (RM)	Discount (RM)	Amount (RM)
Monthly Charges	99.00	-20.00	79.00
Usage Charges	0.00	0.00	0.00
Other Charges	0.00	0.00	0.00
Adjustment	0.00	0.00	0.00

Total: RM 79.00

Tax Summary

Description	Total Before Tax	Total Tax (RM)
Service Tax - ST	79.00	4.74
Service Tax - S8	0.00	0.00
Service Tax - NT	0.00	0.00

Total: RM 4.74

Unifi Home 100Mbps Pro Upgrade

Residential High Speed Internet

kyoceraktn@unifi

Description	Start Date	End Date	Gross (RM)	Discount (RM)	Amount (RM)

YOUR DETAILED CHARGES

unifi

Account No: 1040282665

Bill Date: 13 Jul 2026

This month's charges

Unifi Home 100Mbps (ST)	13/07/2026	12/08/2026	99.00	0.00	99.00
Promo Discount (ST)	13/07/2026	12/08/2026	-20.00	0.00	-20.00

Total: RM 79.00

Residential Voice Basic

095130131

Description	Start Date	End Date	Gross (RM)	Discount (RM)	Amount (RM)

Total: RM 0.00

TOTAL this month's charges

RM 79.00