

MEMORANDUM

No. 1926/IED/VII/2018

To : CS Department
Logistics Department
Accounting Department
From : HR GA Department
Management PT Enagic Indonesia
Date : July 25, 2018
Subject : Memorandum in relation to machines pickup *and accessories hr*

A. OBJECTIVES

This memorandum is provided with following objectives:

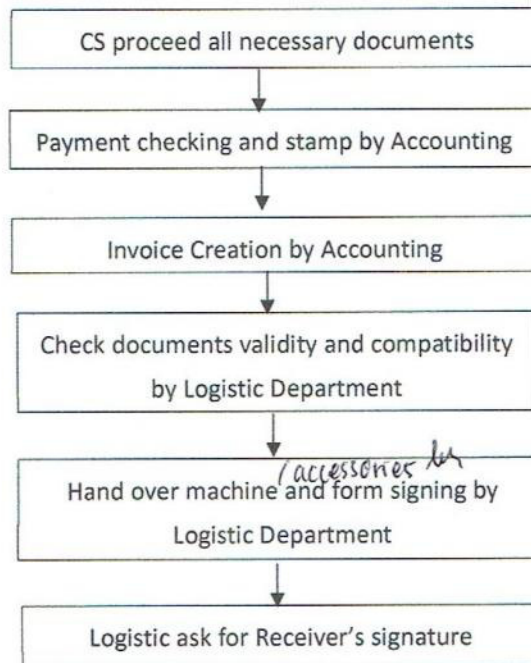
1. To ensure machines *and accessories hr* are taken by right person.
2. To prevent any complain from buyer or distributor.
3. To protect identity fabrication and other its improper uses.
4. To permit follow-up if further investigation is required.
5. To comply with the law to collect identification for certain types of transactions refer to Government Regulation No. 24 of 2000 Article 1, A.

B. PROCEDURES

All of parties mentioned below should comply with designed procedure:

1. If the buyer or distributor pick up their own machines, *and accessories hr* CS Department is obligated to ask for original and valid ID card/passport/tax ID card/any other acceptable government-issued identification and copy it for documentation.
2. If someone on-behalf of the buyer or distributor pick up machines, *and accessories hr* CS Department is obligated to ask following:
 - a. Letter of authorization or legal document (such as a power of attorney which was signed by buyer or distributor on Rp 6,000 stamp duty) demonstrating someone's (who pick up the machine) *and accessories hr* authority to act on the buyer's or distributor's behalf; see sample Attachment I.

- COPY OF*
- b. Original and valid ID card/passport/tax ID card/any other acceptable government-issued identification of buyer or distributor.
 - c. Original and valid ID card/passport/tax ID card/any other acceptable government-issued identification of someone who pick up the machines. *and accessories for*
 3. Logistics Department is prohibited to hand over machines if required documents *and accessories for* as mentioned above are not provided.
 4. Following Departments/parties should comply with following flow chart:



PT. ENAGIC INDONESIA



Kristina Anggrami
HR GA Executive & Secretary



PT. ENAGIC INDONESIA

The Plaza Office Tower, 20nd Floor Unit E
Jl. M.H. Thamrin Kav. 28 - 30, Jakarta 10350 - Indonesia
Tel : +62 21-29923111
Fax : +62 21 29928111
www.enagic.co.id

ATTACHMENT I SURAT KUASA

Pada hari _____, tanggal _____, yang bertandatangan di bawah ini:

Nama :

No. KTP :

Alamat :

Selanjutnya disebut "**Pemberi Kuasa**".

Dengan ini memberikan kuasa kepada:

Nama :

No. KTP :

Alamat :

Selanjutnya disebut "**Penerima Kuasa**".

-----KHUSUS-----

Untuk mengambil Mesin jenis _____, No. Seri _____ di PT Enagic Indonesia yang berkedudukan di The Plaza Office Tower Lantai 20, Jl. M.H. Thamrin Kav. 28-30 Jakarta.

Pemberi Kuasa memahami bahwa Penerima Kuasa dapat bertanggungjawab penuh untuk mesin yang diambil, dari meninggalkan kantor dan sampai mesin tersebut diterima oleh Pemberi Kuasa.

PT Enagic Indonesia tidak bertanggungjawab atas segala kerusakan yang terjadi pada mesin setelah mesin diambil oleh Penerima Kuasa.

Penerima Kuasa,

Pemberi Kuasa,

Materai
Rp 6.000,-

(NAMA TERANG & TANDA TANGAN)

(NAMA TERANG & TANDA TANGAN)