

**KKT&P: 100 - 4 / 16 / Jld. 2/ ( )**

29hb. September 2007

Mayor  
Dewan Bandaraya Kota Kinabalu

Presiden  
Majlis Perbandaran Sandakan & Tawau

Pesuruhjaya  
Lembaga Bandaran Kudat

Pegawai Eksekutif  
Majlis-majlis Daerah **KUALA PENYU, SIPITANG, NABAWAN, TAMBUNAN, KENINGAU, TENOM, KOTA BELUD, RANAU, TUARAN, PENAMPANG, KUNAK, LAHAD DATU, KOTA MARUDU, SEMPORNA, KINABATANGAN, BELURAN, BEAUFORT DAN PAPAR**

***SURAT PEKELILING (AKAUN) BIL. 3 TAHUN 2007 - PERIHAL BAUCAR BAYARAN***

**1. TUJUAN**

Surat Pekeliling ini dikeluarkan selaras dengan Surat daripada Jabatan Akauntan Negara Malaysia, Rujukan: ANM (OC) 07/7 Jld. 6 (24) bertarikh 10 Julai 2007, mengenai Perihal Baucar Bayaran (BB).

**2. LATARBELAKANG**

Penerima bayaran seperti Pembekal menghadapi masalah untuk mengesan bayaran yang diterima secara EFT kerana maklumat yang dicatat di bahagian **perihal baucar bayaran** tidak lengkap/tepat menyebabkan perihal bayaran di penyata bank penerima tidak dapat memberikan maklumat yang dikehendaki.

**3. KAEDAH PELAKSANAAN**

Untuk mencapai matlamat di atas, tuan/puan adalah dikehendaki untuk mengambil tindakan berikut:-

(i) Bayaran Kepada Pembekal

Catat Nombor Invois, sebaik-baiknya diikuti dengan tarikh invois dikeluarkan.

*Contohnya:*

Bayaran Invois A12345 yang bertarikh 10 Mei 2007 bagi sewaan canopy untuk Program Hari Bersama Pendengar. Catatan yang perlu dibuat di medan perihal bayaran adalah seperti contoh berikut:-

Perihal : A12345 / 10052007- Bayaran sewaan canopy untuk Program Hari Bersama Pendengar Bil. 2 / 2007

#### **4. PENUTUP**

4.1 Justeru itu, selaras dengan arahan daripada Jabatan Akauntan Negara yang berkuatkuasa mulai 15 Julai 2007, Kementerian ini akan menolak semua baucar bayaran yang tidak mencatatkan perihal bayaran seperti yang ditetapkan dalam arahan ini berkuatkuasa dari tarikh surat ini dikeluarkan.

4.2 Jika terdapat sebarang kemusykilan tentang Surat Pekeliling in, sila berhubung dengan Akauntan Kanan Cik Phak Shiu Len melalui No. Telepon 088-256744.

Sekian, harap maklum dan terima kasih.

**“BERKHIDMAT UNTUK NEGARA DENGAN BERSIH, CEKAP DAN AMANAH”**

**(DATUK UJANG SULANI)**

Setiausaha Tetap

*S.K Timbalan Setiausaha Tetap, KKTP*

*Pegawai Perancang Kanan, KKTP*

*PSL/Naa*

**COMPLETION PAYMENT CERTIFICATE**

JOB TITLE : .....  
CONTRACT NO.: .....  
NAME OF CONTRACTOR: .....  
& ADDRESS .....  
.....

CONTRACT SUM = RM .....  
COMMENCEMENT DATE OF WORKS :.....  
ORIGINAL EXPECTED COMPLETION DATE : .....  
ACTUAL COMPLETION DATE: .....

This is to certify that the following amount of works has been completed 100% by the contractor as of .....

ITEM	DESCRIPTION OF WORKS	QUANTITY	RATE	% COMPL.	AMOUNT
1	(a)				
	(b)				
2	(a)				
	(b)				
	(c)				
3	(a)				
LESS:					
1	Interim Payment dated ..... (if any)				

I hereby certify that the ampount of Malaysian Ringgit : .....  
(RM .....) Only is now due and should be made payable to the contractor : .....  
.....

Certified by,

.....  
(Name)  
JURUTERA/JURUTEKNIK, MAJLIS .....  
(Date)

**FINAL STATEMENT OF ACCOUNT**

JOB TITLE : .....

CONTRACT NO. : .....

NAME OF CONTRACTOR : .....  
 & ADDRESS .....  
 .....

Item	Description	Omission	Addition
1	Original Contract Sum		RM
2	Less: Interim Payment dated ..... (if any)		
		FINAL BALANCE	RM

I/We certify that in respect of this Contract, I/We have no further claim beyond of RM ..... as stated above in full and final statement of contract and all matters arising therefrom.

Contractor's Signature : .....  
 (with company's stamp)

Date : .....

**Prepared By:**

.....  
 (Name)  
 JURUTERA/JURUTEKNIK  
 MAJLIS .....

**Checked By:**

.....  
 (Name)  
 (JURUTERA KANAN)  
 MAJLIS .....

**Approved By:**

.....  
 (Name)  
 PRESIDEN/PEGAWAI EKSEKUTIF  
 MAJLIS .....

**CERTIFICATE OF PRACTICAL COMPLETION**

TO (Main Contractor) : .....  
& Address .....  
.....

CONTRACT NO.: .....

CONTRACT FOR THE : .....

I hereby certify that subject to the making good of any outstanding items and/or defects, shrinkages or other faults stated on the attached schedule of Defects and/or other such outstanding item defects, shrinkages or other faults which may appear during the Defects Liability Period and which you are subsequently instructed to make good the works were in my opinion, satisfactory completed on .....(date) and that the said Defects Liability Period will end on ..... (date).

2. The works having been Practically Completed, your Banker's Guarantee (Bank Guarantee No. .... - (Bank's Name) ) will be retained by us until the expiration of 12 months after the Defect Liability Period.

.....  
(Name)  
JURUTERA KANAN/JURUTEKNIK  
MAJLIS .....

Distribution : Original to Contractor

Copies to : Setiausaha Tetap, KKT&P, Kota Kinabalu