



**Head Office**

Menara Global 3rd Floor, Jl. Jenderal Gatot Subroto Kav. 27 Jakarta 12950 Tel.: (62-21) 52880008 Fax.: (62-21) 52920920-21

**Branch Offices**

Bandung : Komp. Sanggar Hurip Estate, Jl. Sanggar Kencana Utama No.25 Bandung 40286, Telp.: (62-22) 7302142 Fax: (62-22) 7302215

Semarang : Wisma HSBC, 6th Floor, Suite 602 Jl. Gajah Mada No. 135 Semarang 50134, Tel.: (62-24) 8410180 Fax: (62-24) 8410175

Surabaya : Wisma BII, 15th Floor, Jl. Pemuda 60-70 Surabaya 60271, Telp.: (62-31) 60001008 Fax: (62-31) 60001006, (62-31) 5459513

Medan : Wisma BII, 10th Floor, Jl. P. Diponegoro No. 18 Medan 20152, Telp.: (62-61) 4573810 Fax: (62-61) 4576362

Palembang : Palembang Trade Center Blok H No. 3, Jl. R. Sukanto Palembang 30000, Tel.: (62-711) 7349462 Fax: (62-711) 379761

Lampung : Jl. Perintis Kemerdekaan No. 1 2A Bandar Lampung 35128, Telp.: (62-721) 7425777 Fax: (62-721) 252953

Date : October 09, 2015  
To : All Customers  
Attn : -  
From : MOL INDONESIA

Re : Email Address and PEB Number/Date/KPBC

Dear Customer,

Herewith we would like to inform you that below requirement will be mandatory:

- Email address: to always mention your email address when submitting your Final SI / Actual data.  
Email addresses purposes for our document team to know to which email address they must send the draft BL/ Revision BL/ Invoices.

The email address can be mentioned on any part of the Final SI/Actual data for manual SI submission or in remark column for E-SI usage (Either INTRRA, GT Nexus, MOL Power and any other E-SI System/tools)

- PEB / PEB date / and KPBC: need to be submitted together with Final SI / Actual data before document cut off time.  
Any late data or miss submission with impact of redress or custom penalty will be under customer responsibility.

Kindly be informed accordingly

Best regards,

MOL Indonesia

