



*Quality Audit: Where payment warrant is through the DID HQ – audit by BUBK; Where payment warrant is channeled through the State – audit by Quantity Surveyor or Contracts Officer at State.

Flowchart 10.1 – Advance Payment

**ISSUING INTERIM PAYMENTS PWD 203 COC, WHERE
PAYMENT WARRANT IS CHANNLED THROUGH THE STATE**

Flowchart	Description	Action By	Reference
<pre> graph TD 1([1]) --> 2{2} 2 --> 1 2 --> 3{3} 3 --> 2 3 --> 4[4] 4 --> 5[5] 5 --> 6[6] 6 --> 7[7] 7 --> 8[8] 8 --> 9[9] 9 --> 10{10} 10 --> 9 10 --> 11([11]) </pre>	Site Valuation and prepare payment certificate JKR66	CAO	See "Senarai Semakan"
	Check and sign payment certificate JKR66	Recommending Officer	See "Borang Tindakan 203 - Negeri"
	Technical Audit	Quantity Surveyor or State JPS Contract Officer	
	Recording Payment details & Budget Confirmation	State JPS Project Unit	
	Approved payment certificate JKR66 & submit to Finance Division, State JPS	Officer Empowered	
	Check and approve Perakuan 1 ESPKB	Finance Division, State JPS	
	Prepare and submit payment voucher to PPSN	Finance Division, State JPS	
	Check and approve Perakuan 2 ESPKB	Finance Division, State JPS	
	Submit payment certificate JKR66 to Accountant	Finance Division, State JPS	
	Check payment certificate JKR66	Accountant	
	Cheque Issuance/ EFT to Contractor's Account	Accountant	

Flowchart 10.2 - Interim Payment

**ISSUING INTERIM PAYMENTS PWD 203 COC, WHERE
PAYMENT WARRANT IS CHANELED THROUGH JPS
HEADQUARTERS**

Flowchart	Description	Action By	Reference
1	Site Valuation and prepare payment certificate JKR66	CA	See "Senarai Semakan"
2	Check and sign payment certificate JKR66	Recommending Officer	See "Borang Tindakan 203 - ibupejabat"
3	Approved payment certificate JKR66 & submit to BUBPK	Officer Empowered	
4	Technical Audit	BUBPK	
5	Recording Payment details & Budget Confirmation	Division in HQ JPS	
6	Check and approve Perakuan 1 ESPKB	Finance Division, State JPS	
7	Prepare and submit payment voucher to PPSN	Finance Division, State JPS	
8	Check and approve Perakuan 2 ESPKB	Finance Division, State JPS	
9	Submit payment certificate JKR66 to Accountant	Finance Division, State JPS	
10	Check payment certificate JKR66	Accountant	
11	Cheque Issuance/ EFT to Contractor's Account	Accountant	

Flowchart 10.2 - Interim Payment

**ISSUING INTERIM PAYMENTS PWD DB COC, WHERE
PAYMENT WARRANT IS CHanneled THROUGH THE STATE**

Flowchart	Description	Action By	Reference
1	Receipt application for interim payments from Contractor		
2	Site Valuation and prepare payment certificate JKR66	CAO	See "Senarai Semakan"
3	Check and sign payment certificate JKR66	Recommending Officer	See "Borang Tindakan DB - Negeri"
4	Technical Audit	Quantity Surveyor or State JPS Contract Officer	
5	Recording Payment details & Budget Confirmation	State JPS Project Unit	
6	Approved payment certificate JKR66 & submit to Finance Division, State JPS	Officer Empowered	
7	Check and approve Perakuan 1 ESPKB	Finance Division, State JPS	
8	Prepare and submit payment voucher to PPSN	Finance Division, State JPS	
9	Check and approve Perakuan 2 ESPKB	Finance Division, State JPS	
10	Submit payment certificate JKR66 to Accountant	Finance Division, State JPS	
11	Check payment certificate JKR66	Accountant	
12	Cheque Issuance/ EFT to Contractor's Account	Accountant	

Flowchart 10.2 - Interim Payment

**ISSUING INTERIM PAYMENTS PWD DB COC, WHERE
PAYMENT WARRANT IS CHanneled THROUGH JPS
HEADQUARTERS**

Flowchart	Description	Action By	Reference
1	Receipt application for interim payments from Contractor		
2	Site Valuation and prepare payment certificate JKR66	CAO	See "Senarai Semakan"
3	Check and sign JKR66	Recommending Officer	See "Borang Tindakan DB - ibupejabat"
4	Approved payment certificate JKR66 & submit to BUBPK	Officer Empowered	
5	Technical Audit	BUBPK	
6	Recording Payment details & Budget Confirmation	Division in HQ JPS	
7	Check and approve Perakuan 1 ESPKB	Finance Division, State JPS	
8	Prepare and submit payment voucher to PPSN	Finance Division, State JPS	
9	Check and approve Perakuan 2 ESPKB	Finance Division, State JPS	
10	Submit JKR66 to Accountant	Finance Division, State JPS	
11	Check JKR66	Accountant	
12	Cheque Issuance/ EFT to Contractor's Account	Accountant	

Flowchart 10.2 - Interim Payment

10 PAYMENT

10.1 INTRODUCTION

This chapter provides:

- The guidelines on the preparation and checking of the payment documents, and issuance of the payment certificate for advance payment and interim payment.

10.2 PROCEDURES

10.2.1 Advance Payment

Please refer to Flowchart 10.1 – Advance Payment.

Step	Procedures / Tasks	Action By / Reference
	<u>Generally</u>	
	The advance payment shall not exceed 25% of the value of builder's work (the Contract Sum less Prime Cost and Provisional Sums), subject to a maximum of RM 10 million.	<i>SPP 5/2007</i>
1	<p>Contractor Submits Application for Advance Payment</p> <p>(a) The Contractor must submit the application for advance payment in accordance with the Contract, within 3 months of the possession of site.</p> <p>(b) The application must be accompanied by the following documents:</p> <ul style="list-style-type: none"> • Letter of Acceptance duly signed and witnessed • Performance Bond, or Letter of Confirmation on using Performance Guarantee Sum • Bank/insurance guarantee for advance payment. • Insurance Policies and receipt issued by insurance company • Proof of registration with Socso • Contractor's Letter stating bank details, and signed by authorized person. 	For Information

Step	Procedures / Tasks	Action By / Reference
2	<p>Check documents for completeness</p> <p>Upon receipt of the Contractor's documents,</p> <ul style="list-style-type: none"> • Check that the Contractor's application is accompanied by the necessary documents mentioned in Step 1 • Check that each document is complete and/or in order. • Obtain confirmation from the bank or insurance company against the bank or insurance guarantee. 	Action By: CAO
3 & 4	<p>Prepare the Supporting Documents for payment</p> <p>Refer to Checklist for Preparation of Advance Payment (Senarai Semakan Penyediaan Bayaran Pendahuluan)</p> <p>Complete and initials the <u>Checklist for Preparation of Advance Payment</u>.</p> <p>Complete the Form JKR66.</p> <p>Make six (6) copies of the completed JKR66 Form before signing.</p> <p>The recommending officer signs the Form JKR66.</p> <p>Submit Form JKR66, together with attached documents, to the SO for signature</p> <p>Attach the following additional documents to the application</p> <ul style="list-style-type: none"> • Approval of Tender Board / Treasury (if necessary) • Form JKR66, duly filled in with the correct information <p>Ensure the relevant documents are certified by a DID officer.</p> <p>Fill in and initials the <u>Tasklist (Borang Tindakan)</u> and the <u>Checklist for Preparation of Advance Payment</u>, and attach these to the documents.</p>	Action By: CAO <i>Refer Appendix 10A</i>
5	<p>Issuance of Certificate of Advance Payment</p> <p>If the advance payment document is duly completed, and the documents checked and endorsed by the relevant officers, the SO shall sign payment certificate.</p> <p>Forward documents to State or HQ for Quality Audit or payment processing, depending on the value of the Contract.</p>	Action By: SO Action By: CAO

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Step	Procedures / Tasks	Action By / Reference
6	Quality Audit Quality Auditor shall check the documents are in order and are free of errors.	Action By: BUBK
7	Recording of Payment Details Record payment in the relevant State / HQ section, as relevant. Make duplicates of payment documents (except payment voucher).	Action By: Relevant State / Division
8 & 9	Recording Payment Details & Prepare payment voucher Ensure that the correct amount is entered into the vote book. Check that the documents are in order, and ensure that the payment voucher is signed Submit to the relevant to Accountant General for issuance of payment: <ul style="list-style-type: none">• Form JKR66,• payment voucher and• supporting documents, together with duplicates.	Action By: Finance Division
	Note: <u>Recoupment of Advance Payment</u> The recoupment for advance payment only is made through interim payments, and in accordance with the recoupment formula set out in the Special Provision to the Conditions of Contract.	For Information

10.2.2 Interim Payment

Please refer to Flowchart 10.2 – Interim Payment.

Step	Procedures / Tasks	Action By / Reference
1	<p>Generally</p> <p>For contracts using Standard Form of Contract JKR 203 and 203A, interim valuations must be carried out at least once a month.</p> <p>For contract using Form JKR DB/T, interim valuations must be carried out at least once a month, unless a Payment Schedule is included in the Contract.</p> <p>Comply with the method of valuation set out in Section 10.4.</p>	<p>For Information</p> <p>SPJPS Bil. 2/2000 SPJPS Bil. 4/2008 SPJPS Bil. 6/2009</p>
2	<p>Interim Valuation at Site</p> <p>The SO shall make a first interim valuation based on the works which have been executed by the Contractor including the unfixed materials delivered to or adjacent to the Works.</p> <p>Ensure the total value of claim reaches to the sum appeared in the Appendix to the Conditions of Contract (for First Interim Certificate) whilst the subsequent claims must not less than the amount appeared (subsequent Interim Certificates) in the same Appendix.</p> <p>Inform the Contractor the method of valuation adopted by DID, to avoid disputes.</p> <p>If the Contractor wishes to submit his interim claims (not a requirement under the Contract), then explain and agree with the Contractor the format of claim.</p>	<p>Action By: CAO</p> <p>Refer Form JKR 203/203A Clause 28; Form JKR DB Clause 53</p>
3 & 4	<p>Check documents, and Prepare the Supporting Documents for Payment</p> <p>Upon completion of the valuation, prepare the payment documents.</p> <p>Refer: Task List, and Checklist for Interim Payment.</p>	<p>Action By: CAO</p> <p>See "Senarai Semakan"</p>

Step	Procedures / Tasks	Action By / Reference
3 & 4 (Cont'd)	<p>Check documents, and Prepare the Supporting Documents for Payment (Cont'd)</p> <p><i>1st Valuation and Certification</i></p> <p>Generally, the SO shall issue the Certificate within fourteen (14) days from the date of such valuation stating the due amount to the contractor i.e. estimated total value of works executed and ninety (90) percent of the value of the unfixed materials and goods delivered at site. Variation of Price (if any) shall be included in the valuation.</p> <p>Refer to the Appendix to the Conditions of Contract for the minimum value of work to be executed including materials and goods to be delivered before 1st Interim Certificate will be issued.</p> <p>The amount due to the Contractor must be thereon and up to the date of valuation.</p> <p>The following documents must form part of 1st payment's documents (unless already submitted under the application for Advance Payment):</p> <ul style="list-style-type: none"> • Letter of Acceptance duly signed and witnessed • Performance Bond, or Letter of Confirmation using Performance Guarantee Sum • Insurance Policies and receipt for insurance policies issued by the insurance company • Proof of registration with Socso • Contractor's letter stating bank details, and signed by authorized person. • Consultant's certification of works done (if using Consultant). • Form JKR66 • Tasklist <p>The copies of relevant documents shall be certified by SO or SOR.</p> <p>Fill-in and initials both the <u>Task List (Borang Tindakan Kerja) for Interim Payment</u> and <u>Checklist for Preparation of Interim Payment</u>, and attach these to the documents.</p> <p><i>Subsequent Interim Valuation and Certification</i></p> <p>Generally, the SO shall issue the subsequent interim certificate within fourteen (14) days from the date of such valuation stating the due amount to the contractor i.e. estimated total value of works executed and ninety (90) percent of the value of the unfixed materials and goods delivered at site. Variation of Price (if any) shall be included in the valuation.</p>	<p>For information</p> <p>Action By: CAO</p> <p>See "Senarai Semakan"</p> <p>For information</p>

Step	Procedures / Tasks	Action By / Reference
6	<p>Issuance of Interim Certificate</p> <p>If the Interim Payment document is duly completed, and the documents checked and endorsed by the relevant officers, the SO/Officer Empowered (Pegawai yang Memperakukan) shall sign and issue the Interim Certificate.</p> <p>Forward documents to State or HQ for Quality Audit or payment processing, depending on the value of the Contract.</p>	Action By: SO
7	<p>Quality Audit</p> <p>Quality Auditor shall check the documents are in order and are free of errors.</p>	Action By: BUBK
8	<p>Recording of Payment Details</p> <p>Record payment in the relevant State / HQ section, as relevant.</p> <p>Make duplicates of payment documents (except payment voucher).</p>	Action By: Relevant State / Division
9	<p>Recording Payment Details & Prepare Payment Voucher</p> <p>Ensure that the correct amount is entered into the vote book.</p> <p>Check that the documents are in order, and ensure that the payment voucher is signed</p> <p>Submit to the relevant to Accountant General of issuance of payment:</p> <ul style="list-style-type: none"> • Form JKR66, • payment voucher and • supporting documents 	Action By: Finance Division

10.3 PAYMENT TERMS

The payment(s) shall be valued, certified and paid in accordance with the payment terms in the Contract.

10.4 METHOD OF VALUATION

The followings are the items which constitute the complete payments, whichever is applies:

- General Conditions and Preliminaries
- Builder's Works
- Prime Cost and Provisional Sums
- Variations
- Materials on Site

No valuation/payment for premature delivery of materials on site.

- Variation of Price (VOP)

The VOP may be categorized into two (2) groups; based on quantities (for Civil Works) and based on index (for Building Works) [Please click here for form for VOP calculation \(civil works\)](#)

- Payment fees for Consultants
- Recoupment or other deductions i.e. Advance Payment, LAD, etc.

Note:

[Please click here for samples of recoupment](#)

Information for VOP may be found in SPP Bil 3 Tahun 2008.

10.5 REFERENCE DOCUMENTS

Please refer to Volume 10A for the standard reference (or sample) documents for the procedures or processes outlined in this Chapter.

- Form JKR66

10.6 REFERENCES

Please refer to the latest Treasury Circulars and DID Circulars on payments.

Treasury Instructions (Arahan Perbendaharaan)

- [1] AP103: Semua Bil Dan Tuntutan Bayaran Hendaklah Dibayar Dengan Segera

Treasury Circular (Surat Pekeliling Perbendaharaan)

- [1] Bil 7 Tahun 2006: Pindaan Ke Atas Arahan Perbendaharaan (AP103)
[2] Bil 3 Tahun 2008: Pelaksanaan Syarat Perubahan Harga Di Dalam Kontrak Kerja

DID Circulars (Surat Pekeliling / Edaran JPS)

- [1] SP JPS Bil. 2/2000: 2. Pindaan ke atas Borang JKR 66, Perakuan Pelarasan Jumlah Harga Kontrak (PPJHK) dan Perakuan Muktamad
3. Pindaan Kepada Syarat-syarat Kontrak Berkaitan Bayaran
- [2] SP JPS Bil 4/2008: Langkah-langkah Untuk Mempercepatkan Bayaran Interim (Pindaan kepada Perkara 1 dalam SP JPS Bil. 2/2000)
- [3] SP JPS Bil. 6/2009: Langkah-langkah Untuk Mempercepatkan Bayaran Interim (Pindaan kepada SP JPS Bil. 4/2008)

APPENDIX 10A CHECKLIST FOR PREPARATION OF ADVANCE PAYMENT
(SENARAI SEMAKAN PENYEDIAAN BAYARAN PENDAHULUAN)

TAJUK PROJEK					
Untuk Tindakan	Nama Pegawai	Tarikh Diberi Kepada	Tarikh Diterima Oleh	Tarikh Siap Semakan	
PMK 1					
PMK 2					
AK*					
BIL.	KETERANGAN	PMK1	PMK2	AK*	ULASAN
1.	Pastikan penyediaan Bayaran Pendahuluan menggunakan Borang JKR66 (Pin. 3/99).				Tindakan (✓) selepas semakan
2.	Pastikan permohonan Kontraktor untuk mendapatkan Bayaran Pendahuluan hendaklah dalam tempoh 3 bulan dari Tarikh Milik Tapak.				
3.	Dokumen-dokumen yang perlu disertakan bersama-sama Bayaran Pendahuluan hendaklah seperti berikut : (a) Keputusan Lembaga Perolehan / Surat Kelulusan Kementerian Kewangan / Surat Kelulusan Pegawai Kewangan Negeri, yang mana berkenaan. (b) Surat Setujuterima Tender yang telah ditandatangani oleh kontraktor dan saksi. (c) Gerenti Bank / Syarikat Insuran / Syarikat Kewangan/Takaful bagi Bayaran Pendahuluan. (d) Gerenti Bank / Syarikat Insuran / Syarikat Kewangan / Takaful bagi Bon Perlaksanaan, jika Kontraktor memilih dalam bentuk Gerenti. (e) Surat pengesahan daripada Bank / Insuran / Syarikat Kewangan yang mengeluarkan para (c) di atas. (f) Insuran Polisi Liabiliti Awam & Kerja (CAR).				

BIL.	KETERANGAN	PMK 1	PMK 2	AK*	ULASAN
3. (samb.)	<p>Dokumen-dokumen yang perlu disertakan bersama-sama Bayaran Pendahuluan hendaklah seperti berikut : (samb.)</p> <p>(g) Resit Bayaran Premium untuk Polisi Insuran CAR.</p> <p>(h) Surat daripada PERKESO yang menyatakan khusus untuk projek berkenaan sahaja</p> <p>(i) Surat daripada kontraktor menyatakan No. Akaun Bank :</p> <p>(i) hendaklah ditandatangani oleh orang yang diberi kuasa.</p> <p>(ii) lengkap dengan Nama, alamat dan No. Akaun Bank</p>				
4	<p>Pastikan Gerenti bagi Bayaran Pendahuluan teratur dari segi</p> <p>(a) Format piawai, (b) Butiran Kontrak, (c) Nilai Gerenti, (d) Tempoh Gerenti, (e) Ditandatangani dan dicop oleh Pegawai Bank / Syarikat Insuran / Syarikat Kewangan / Takaful, (f) Duti setem telah dibayar</p>				
5	Pastikan semua salinan-salinan dokumen dipara 3 disahkan oleh pegawai kumpulan/pengurusan pengurusan dan profesional.				
6	Pastikan perakuan dikemukakan kepada Pegawai Penguasa atau Wakil PP Utama untuk ditandatangani dan tindakan seterusnya.				
<p>Tandatangan Pegawai Semakan Tarikh Selesai Tugasan: Tandatangan Pegawai Pengesahan Tarikh Selesai Tugasan: Tandatangan Kualiti Audit Tarikh Selesai Tugasan:</p>					

*Audit Kualiti; Jika Berkenaan



**SENARAI SEMAKAN
PENYEDIAAN BAYARAN INTERIM**

TAJUK PROJEK	
NAMA & ALAMAT KONTRAKTOR	

NO. BAYARAN INTERIM : _____ **TARIKH PENILAIAN** : _____

Untuk Tindakan	Nama Pegawai	Tarikh Diberi Kepada	Tarikh Diterima Oleh	Tarikh Siap Semakan
PMK 1 (Penyelia Projek)				
PMK 2 (Pegawai Pengesyor)				

BIL.	KETERANGAN	PMK 1	PMK 2	ULASAN
1.	Sekiranya Bayaran Interim No. 1, Sila sertakan bersama dokumen-dokumen seperti di Lampiran (i).			
2.	Interim No. – Sila pastikan nombor berturutan			
3.	Anggaran Pembangunan: Kepala Perbelanjaan, Pecahan Kepala hendaklah diisi sama seperti dalam dokumen kontrak.			
4.	No. Kontrak – hendaklah diisi sama seperti dalam dokumen kontrak.			
5.	Tarikh Penilaian : Bagi Kontrak JKR 203/203A - tarikh akhir penilaian di tapak dilaksanakan. Bagi Kontrak JKR DB - tarikh tuntutan diterima daripada kontraktor.			
6.	Pastikan nilai kerja mengikut perakuan jurutera projek berdasarkan CPM atau penilaian di tapak.			

PMK = Pegawai Mentadbir Kontrak

LAMPIRAN I (samb.)**SENARAI SEMAKAN – PENYEDIAAN BAYARAN INTERIM**

BIL.	KETERANGAN	PMK 1	PMK 2	ULASAN
7.	<p>Nilai kerja dilaksanakan dan amaun-amaun lain yang kena dibayar hendaklah merangkumi:</p> <ul style="list-style-type: none"> (i) Nilai kerja Kontraktor Utama termasuk APK dan PHK (ii) 90% daripada nilai bahan binaan di tapak (iii) Pelarasan turun naik harga (VOP) (iv) Nilai kerja Sub-Kontraktor Dinamakan termasuk APK dan PHK (v) Nilai kerja Pembekal Dinamakan termasuk APK dan PHK (vi) Bayaran kepada Juruperunding (Bagi Kontrak Design & Build/Turnkey) <p>NOTA:</p> <ul style="list-style-type: none"> (i) VOP untuk kerja bangunan “Current Index” yang digunakan adalah untuk bulan sebelum bayaran Interim dinilai. (ii) VOP untuk kerja kejuruteraan Awam – “Current Price” adalah untuk bulan bayaran Interim dinilai. 			
8.	<p>KURANGAN</p> <ul style="list-style-type: none"> a) Pastikan amaun sebenar yang telah dibayar untuk bayaran interim terdahulu berasaskan baucer bayaran. b) Pastikan jumlah nilai terkumpul bayaran Interim yang terdahulu ditolak. 			
9.	<p>POTONGAN</p> <ul style="list-style-type: none"> a) Pastikan bayaran Wang Pendahuluan telah dibuat (sama ada di Peringkat Negeri atau Ibu Pejabat Kuala Lumpur). b) Semak pengiraan bayaran balik Wang Pendahuluan, jika Wang Pendahuluan telah dibuat. c) Semak dan pastikan jumlah amaun potongan terdahulu untuk Wang Jaminan Perlaksanaan (WJP) adalah 10% daripada nilai kerja tertakluk kepada nilai maksimum 5% daripada harga kontrak, jika kontraktor memilih kaedah WJP. 			

LAMPIRAN I (samb.)**SENARAI SEMAKAN – PENYEDIAAN BAYARAN INTERIM**

BIL.	KETERANGAN	PMK 1	PMK 2	ULASAN
9.	d) Semak kadar LAD/hari dan tempoh yang dikenakan dan sebarang pengecualian (jika ada) berserta dengan rujukan surat.			
10.	Semak pengiraan bayaran disyorkan.			
11.	Tandatangan Pegawai Pengesyor hendaklah pegawai yang diberi kuasa dan catitkan nama dan jawatan.			
12.	Perakuan Bayaran: <ul style="list-style-type: none"> a) Pastikan amaun berasingan di perakuan untuk berikut: <ul style="list-style-type: none"> i) Kontraktor Utama ii) Bayaran kepada subkontraktor / Penerima Bayaran (pastikan Lampiran A Borang JKR 66 dilengkapkan) b) Pastikan nilai bersih potongan WJP dicatitkan untuk dikreditkan dalam akaun deposit. c) Jumlah yang perlu dibayar hendaklah digenapkan kepada ratus yang hampir. 			
13.	Tandatangan Pegawai Yang Diberikuasa Memperakukan hendaklah pegawai yang diberi kuasa dan catitkan nama dan jawatan. (Pastikan Perakuan ditandatangani selewat-lewatnya lima (5) hari selepas tarikh penilaian).			
14.	Sila pastikan penyediaan Bayaran Interim ini dikemaskini pada sistem SMATRAK selepas bayaran dibuat.			

LAMPIRAN (i)**SENARAI SEMAKAN – PENYEDIAAN BAYARAN INTERIM
Dokumen-Dokumen Sokongan Bagi Bayaran Interim No. 1**

BIL.	DOKUMEN-DOKUMEN	PMK 1	PMK 2	ULASAN
I.	Keputusan Lembaga Perolehan / Surat Kelulusan Kementerian Kewangan / Surat Kelulusan Pegawai Kewangan Negeri, yang mana berkenaan.			
II.	Surat Setujuterima Tender yang telah ditandatangani oleh kontraktor dan saksi.			
III.	Gerenti Bank/ Syarikat Insuran / Syarikat Kewangan/ Takaful (jika kontraktor memilih Bon Pelaksanaan)			
IV.	Polisi Insuran Liabiliti Awam & Kerja			
V.	Resit Bayaran Premium untuk semua Polisi Insuran.			
VI.	Surat perakuan daripada PERKESO yang menyatakan khusus untuk projek berkenaan sahaja.			
VII.	Surat daripada kontraktor menyatakan No. Akaun Bank: <ul style="list-style-type: none"> a) hendaklah ditandatangani oleh orang yang diberi kuasa. b) lengkap dengan nama, alamat dan no. akaun bank. <p>NOTA:</p> <p>Pastikan semua salinan-salinan dokumen ini disahkan oleh pegawai kumpulan pengurusan dan profesional.</p>			

**BORANG TINDAKAN KERJA BAYARAN INTERIM BAGI KONTRAK JKR 203/203A YANG
WARAN PERUNTUKANNYA DISALURKAN KE NEGERI**

Pegawai Penguasa :

Tajuk Kerja :

No. Kontrak :

Bayaran Interim No. :

Bil	Proses Kerja	Tarikh	Pegawai bertanggung jawab	Tanda tangan	Catatan
1	Penilaian di tapak		Penyelia Projek		
2	Perakuan Bayaran Interim (JKR 66) siap		Penyelia Projek		
3	Tandatangan Pegawai Pengesyor		Pegawai Pengesyor		
4	Hantar kepada Unit Ukur Bahan & Kontrak JPS Negeri		Penyelia Projek		
5	Diterima oleh Unit Ukur Bahan & Kontrak JPS Negeri		Pegawai Ukur Bahan/Kontrak		
6	Semakan Audit Teknik		Pegawai Ukur Bahan/Kontrak		
7	Hantar kepada Unit Berkenaan di JPS Negeri		Pegawai Ukur Bahan/Kontrak		
8	Diterima oleh Unit Berkenaan di JPS Negeri		Unit Projek JPS Negeri		
9	Semak Peruntukan dan Rekod bayaran		Unit Projek JPS Negeri		
10	Tandatangan Pegawai Yang Memperakukan		Pegawai Penguasa/ Wakil P.P.		
Jumlah Tempoh			hari		
11	Kemukakan kepada Bahagian Kewangan		Unit Projek JPS Negeri		
12	Diterima oleh Bahagian Kewangan				
13	Tandatangan Perakuan 1 dan sedia baucer		Bah. Kewangan		
14	Hantar baucer bayaran ke Pengarah		Bah. Kewangan		
15	Tandatangan Perakuan 2		Pej. Pengarah		
16	Hantar kepada Pihak Pembayar		Bah. Kewangan		
	Jumlah Tempoh *		Hari		
	JUMLAH TEMPOH KESELURUHAN *		Hari		

Perhatian

Carta ini hendaklah dikepilkan bersama Perakuan Bayaran Interim (JKR 66) dan disimpan di dalam fail bayaran Unit Teknikal yang berkenaan.

BORANG TINDAKAN KERJA BAYARAN INTERIM BAGI KONTRAK JKR 203/203A
YANG WARAN PERUNTUKANNYA DI IBU PEJABAT JPS MALAYSIA

Pegawai Penguasa :

Tajuk Kerja :

No. Kontrak :

Bayaran Interim No. :

Bil	Proses Kerja	Tarikh	Pegawai bertanggung jawab	Tanda tangan	Catatan
1	Penilaian di tapak		Penyelia Projek		
2	Perakuan Bayaran Interim (JKR 66) siap		Penyelia Projek		
3	Tandatangan Pegawai Pengesyor		Pegawai Pengesyor		
4	Tandatangan Pegawai Yang Memperakukan		Pegawai Penguasa/ Wakil P.P.		
5	Hantar kepada Bahagian Ukur Bahan & Kontrak Ibu Pejabat JPS Malaysia		Penyelia Projek		
6	Diterima oleh Bahagian Ukur Bahan & Kontrak Ibu Pejabat JPS Malaysia		Jurukur Bahan		
7	Semakan Audit Teknik		Jurukur Bahan		
8	Hantar kepada Bahagian Berkenaan di JPS M'sia.		Jurukur Bahan		
9	Diterima oleh Bahagian Berkenaan di JPS M'sia.		Unit Projek Bahagian		
10	Rekod bayaran		Unit Projek Bahagian		
11	Kemukakan kepada Bahagian Kewangan		Unit Projek Bahagian		
	Jumlah Tempoh		hari		
12	Diterima oleh Bahagian Kewangan		Bah. Kewangan		
13	Tandatangan Perakuan 1 dan sedia baucer		Bah. Kewangan		
14	Hantar baucer bayaran ke KP/TKP		Bah. Kewangan		
15	Tandatangan Perakuan 2		Pej. KP/TKP		
16	Hantar kepada Pihak Pembayar		Bah. Kewangan		
	Jumlah Tempoh *		Hari		
	JUMLAH TEMPOH KESELURUHAN *		Hari		

Perhatian

Carta ini hendaklah dikepilkan bersama Perakuan Bayaran Interim (JKR 66) dan disimpan di dalam fail bayaran Unit Teknikal yang berkenaan.

**BORANG TINDAKAN KERJA BAYARAN INTERIM BAGI KONTRAK JKR REKA DAN BINA YANG
WARAN PERUNTUKANNYA DISALURKAN KE NEGERI**

Pengarah Projek :

Tajuk Kerja :

No. Kontrak :

Bayaran Interim No. :

Bil	Proses Kerja	Tarikh	Pegawai bertanggung jawab	Tanda tangan	Catatan
1	Terima Tuntutan Bayaran Kontraktor		Penyelia Projek		
2	Perakuan Bayaran Interim (JKR 66) siap		Penyelia Projek		
3	Tandatangan Pegawai Pengesyor		Pegawai Pengesyor		
4	Hantar kepada Unit Ukur Bahan & Kontrak JPS Negeri		Penyelia Projek		
5	Diterima oleh Unit Ukur Bahan & Kontrak JPS Negeri		Pegawai Ukur Bahan/Kontrak		
6	Semakan Audit Teknik		Pegawai Ukur Bahan/Kontrak		
7	Hantar kepada Unit Berkenaan di JPS Negeri		Pegawai Ukur Bahan/Kontrak		
8	Diterima oleh Unit Berkenaan di JPS Negeri		Unit Projek JPS Negeri		
9	Semak Peruntukan dan Rekod bayaran		Unit Projek JPS Negeri		
10	Tandatangan Pegawai Yang Memperakukan		Pegawai Penguasa/ Wakil P.P.		
Jumlah Tempoh			hari		
11	Kemukakan kepada Bahagian Kewangan		Unit Projek JPS Negeri		
12	Diterima oleh Bahagian Kewangan				
13	Tandatangan Perakuan 1 dan sedia baucer		Bah. Kewangan		
14	Hantar baucer bayaran ke Pengarah		Bah. Kewangan		
15	Tandatangan Perakuan 2		Pej. Pengarah		
16	Hantar kepada Pihak Pembayar		Bah. Kewangan		
	Jumlah Tempoh *		Hari		
	JUMLAH TEMPOH KESELURUHAN *		Hari		

Perhatian

Carta ini hendaklah dikepilkan bersama Perakuan Bayaran Interim (JKR 66) dan disimpan di dalam fail bayaran Unit Teknikal yang berkenaan.

**BORANG TINDAKAN KERJA BAYARAN INTERIM BAGI KONTRAK JKR REKA DAN BINA
YANG WARAN PERUNTUKANNYA DI IBU PEJABAT JPS MALAYSIA**

Pengarah Projek :

Tajuk Kerja :

No. Kontrak :

Bayaran Interim No. :

Bil	Proses Kerja	Tarikh	Pegawai bertanggung jawab	Tanda tangan	Catatan
1	Terima Tuntutan Bayaran Kontraktor		Penyelia Projek		
2	Perakuan Bayaran Interim (JKR 66) siap		Penyelia Projek		
3	Tandatangan Pegawai Pengesyor		Pegawai Pengesyor		
4	Tandatangan Pegawai Yang Memperakukan		Pegawai Penguasa/ Wakil P.P.		
5	Hantar kepada Bahagian Ukur Bahan & Kontrak Ibu Pejabat JPS Malaysia		Penyelia Projek		
6	Diterima oleh Bahagian Ukur Bahan & Kontrak Ibu Pejabat JPS Malaysia		Jurukur Bahan		
7	Semakan Audit Teknik		Jurukur Bahan		
8	Hantar kepada Bahagian Berkenaan di JPS M'sia.		Jurukur Bahan		
9	Diterima oleh Bahagian Berkenaan di JPS M'sia.		Unit Projek Bahagian		
10	Rekod bayaran		Unit Projek Bahagian		
11	Kemukakan kepada Bahagian Kewangan		Unit Projek Bahagian		
	Jumlah Tempoh		hari		
12	Diterima oleh Bahagian Kewangan				
13	Tandatangan Perakuan 1 dan sedia baucer		Bah. Kewangan		
14	Hantar baucer bayaran ke KP/TKP		Bah. Kewangan		
15	Tandatangan Perakuan 2		Pej. KP/TKP		
16	Hantar kepada Pihak Pembayar		Bah. Kewangan		
	Jumlah Tempoh *		hari		
	JUMLAH TEMPOH KESELURUHAN *		hari		

Perhatian

Carta ini hendaklah dikepilkan bersama Perakuan Bayaran Interim (JKR 66) dan disimpan di dalam fail bayaran Unit Teknikal yang berkenaan.