9 March, 2017

Ref: Admin/DPS-003/03/17

Subject: Auction for ASEAN Secretariat Car Asset

TO WHOM IT MAY CONCERN

The ASEAN Secretariat is pleased to invite you to participate in the auction for the used car on as-is-where-is basis, with specification as follows:

DETAILS OF THE CAR
- Brand: Toyota Kijang Innova V M/T
- Acquired Year: 2004
- Type: Minibus
- Year of Assembly: 2004
- Number of Cylinder: 2.0 cc
- Color: Black Mica
- Machine Number: ITR6014385

The offer must be submitted as the following:

i. Submit a quotation by filling the attached Auction Form in a sealed envelop bearing “Quotation for a Used Car – Toyota Kijang Innova V M/T” on the top right corner.
ii. Not later than Thursday, 23 March 2017.
iii. Quotation should be made in IDR
iv. Terms and Conditions are stated in the Auction Form
v. Please send the Auction Form to:

Admin & General Affairs Division
The ASEAN Secretariat
70A, Jl. Sisingamangaraja
Jakarta 12110, Indonesia

The car is available for inspection with appointment only during office hours 10am-4pm weekdays.
For further information to the Auction and appointment for inspection, please contact:
Mr. Muhamad Ramadhani   (021) 7262991, Ext.465
Mr. Gesang Darmadji   (021) 7262991, Ext.232

Please take note that you are responsible to pay other administrative cost to the relevant parties to enable the title of the car to be transferred to your name. The estimated administration cost is as follows:

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Amount (IDR)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Import Duty</td>
<td>27,190,000</td>
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<tr>
<td>2.</td>
<td>VAT 10%</td>
<td>6,120,000</td>
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<tr>
<td>3.</td>
<td>Income Tax</td>
<td>N/A</td>
<td>Estimated – and if you are subject to</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Indonesian Tax</td>
</tr>
<tr>
<td>4.</td>
<td>Luxury Tax</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Vehicle Duty &amp; Title Transfer</td>
<td>3,452,800</td>
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<tr>
<td>6.</td>
<td>Administration &amp; related fee</td>
<td>993,000</td>
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<td></td>
<td>TOTAL</td>
<td>37,755,800</td>
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</table>

Thank you.

Yours Sincerely,

Nella Susilani
Senior Officer
Admin & General Affairs Division
**ASEC Auction Form**

*Terms & Condition*
1. *This form must be completed and to be sent in a sealed envelope.*
   Formulir harus dikirim dalam amplop tertutup.
2. *The successful bidder is required to make 5% down payment as reservation within 3 (three) days upon notification by ASEAN Secretariat.*
   Pemenang lelang diwajibkan membayar uang muka sebagai tanda jadi dalam waktu 3 (tiga) hari sejak pemberitahuan pengumuman lelang oleh ASEAN Secretariat.
3. *Full payment should be made within 2(two) weeks after Down Payment is paid or any other date that is mutually agreed by both parties.*
   Pelunasan pembayaran harus dilakukan dalam waktu 2 (dua) minggu setelah pembayaran uang muka atau sesuai dengan tanggal yang telah di setujui oleh kedua belah pihak.
4. *Down Payment is non-refundable.*
   Uang Muka yang telah dibayarkan tidak dapat dikembalikan.
   Payment shall be made by Transfer to:
   Pembayaran dapat di transfer ke:
   ASEAN Secretariat
   Standard Charter Bank Account no. 30604008640

5. *Full payment must be received prior to collection.*
   Pembayaran harus sudah dilunasi sebelum pengambilan mobil.
   Minimum Penawaran Lelang IDR 62,931,800.
7. *On an as-is-where-is basis. No complaint on the condition of the car will be entertained.*
   Barang-barang bekas atau disposal adalah seperti adanya, ASEC tidak akan melayani setiap keluhan pada saat dan setelah pelepasan asset kepada pemenang lelang.

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<tbody>
<tr>
<td>1. Obtained From/Info Dari :</td>
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<tr>
<td>2. Company/Perusahaan :</td>
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<tr>
<td>3. Bid Amount/Penawaran :</td>
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<tbody>
<tr>
<td>Signature/Tanda-tangan :</td>
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<tr>
<td>Date/Tanggal :</td>
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