

MAIL
E-Mail
(shikin-kz@gx.n-koei.co.jp)

NK INTER-OFFICE MEMO

Ref. LKZ-CRC-006		
Day	Month	Year
07	Dec.	2015

TO :
KZ Dept. (Accounting Group)



FROM : JA15R1003P
Hanoi City Ring Road No.3 Construction Project

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Project Manager				
Maeda				

Copy to : (Copy to be sent by Sender, Receiver) Kept by :

Subject: Submission Accounting Documents List –2nd quarter closing for FY 2016

Dear Sir,

We are sending the following documents to you as per 'O' in Mark line.

Documents for the Accounting for Dec 2015

Document	KZ	Check	Remarks
1. Cash/Bank Book with receipt and other evidence		O	
2. Form 5(Account Payable)			
3. Certificate of Cash Balance		O	
4. Bank Statement		O	

Other Comments(If any)

Regards