

# YOUR HOTLOTZ AUCTION INVOICE EXPLAINED

This explainer illustrates how we have prepared an invoice for an item sold in an auction. The item, a teak planter's chair, had a closing bid of \$400.00 inc. GST and was subject to a buyer's premium fee of 24% inc. GST.

## 1 Your registered account name and unique Hotlotz reference

Please ensure that your Hotlotz account is registered in your full legal name and pay your own invoices.

This is important as Hotlotz can only accept payments from the buyer named on the invoice. We cannot accept third-party payments from an individual or organisation that is not named as the buyer. This includes payments from a spouse or another family member.

If you need to make any changes to your personal details, it's easy to do at any time in your Hotlotz account.

Your unique Hotlotz reference (sometimes referred to as your paddle number) is also listed here. You should quote this if you contact us with any general queries about your account.

## 2 Your unique invoice number for handy reference

The invoice number shown here relates to this specific invoice. You should quote it if you contact us with any queries about this invoice.

If you pay your invoice by bank transfer or PayNow, please quote this invoice number as the reference.

## 3 Your invoice reference

The reference shown here is the name of the

specific auction that the items on your invoice were sold in.

## 4 This line item shows the closing bid amount (referred to as the 'hammer price')

The description additionally shows the lot number and title which this relates to.

## 5 This line item shows the buyer's premium fee

The description additionally shows the lot number and title which this relates to.

The buyer's premium fee we charge you is calculated on each item as 24% of the closing bid price achieved in auction.

## 6 This shows the total GST you have paid for all taxable supplies at the prevailing rate including commission and fees.

In line with price display rules in Singapore, closing bid prices and buyer's premium fees are inclusive of GST. This shows the total GST that you have paid.

## 7 This shows the outstanding amount

Please make immediate payment for the full amount shown. If your invoice is paid this will show zero, thanks for paying promptly!

## HOTLOTZ

### TAX INVOICE

John Doe  
123 Smith Street  
SINGAPORE 436928  
SINGAPORE

Invoice Date  
10 Apr 2022  
Invoice Number  
INV-0001  
Reference  
Single Owner Selected  
Contents of a Colonial Era  
'Black & White'  
Hotlotz Pte. Ltd.  
201524698M

Hotlotz Pte. Ltd.  
120 Lower Delta Rd  
#01-15 Cendex Centre  
Singapore 169208  
+65 6254 7616  
hello@hotlotz.com

Description	Tax	Amount SGD
4 Auction Sales - Hammer Price - Lot 69 - A TEAK PLANTER'S CHAIR	7%	400.00
5 Auction Sales - Buyer's Premium - Lot 69 - A TEAK PLANTER'S CHAIR	7%	96.00
6 INCLUDES LOCAL SUPPLY OF GOODS AND SERVICES 7%		32.45
TOTAL SGD		496.00
Less Amount Paid		496.00
7 AMOUNT DUE SGD		0.00

Due Date: 13 Apr 2022  
UNDERSTANDING YOUR INVOICE

- For auction purchases, please pay your invoice immediately
- Prices are inclusive of GST, where levied
- Organise removals promptly or storage fees may apply after seven days
- To use a payment card, log into your Hotlotz account and view Invoices Awaiting Payment in the dashboard
- For bank transfers or PayNow payments, quote the invoice number above
- We cannot accept third-party payments from an individual or organisation that is not named as the winning bidder on the invoice. This includes payments from a spouse or another family member.
- We do not accept payments in cash or by cheque

DBS Bank Ltd  
Account Name: Hotlotz Pte Ltd  
Account Number: 0039310692  
PayNow UEN: 201524698M

This is a computer-generated invoice. It does not require a stamp or a signature  
For Terms & Conditions see [www.hotlotz.com/terms](http://www.hotlotz.com/terms)

You can read more about common topics and auction terms in our FAQ and Glossary sections at [hotlotz.com](http://hotlotz.com). If you need more help, please send an email to [finance@hotlotz.com](mailto:finance@hotlotz.com)