

TAX INVOICE

Account name:

Attn:

Koenig Solutions Arabia Limited
Mr. Sujan Kumar
AstroLabs 3141 Anas Ibn Malik Rd,
Al Malqa
Riyadh 13521
Saudi Arabia
13521 Riyadh
Saudi Arabia

Account number:

Invoice number:

Invoice date:

Due date :

Your VAT Number:

15262952

4653-2025-361INV

02 July 2025

02 July 2025

311759143500003

Center name:

JEDDAH, Zahran

| Description of Charges | From Date | To Date | Price | VAT Amount | Total |
|------------------------|------------|------------|------------|------------|------------|
| Meeting Room | 2 Jul 2025 | 2 Jul 2025 | SAR 697.50 | SAR 104.63 | SAR 802.13 |
| Beverage | 2 Jul 2025 | 2 Jul 2025 | SAR 48.00 | SAR 7.20 | SAR 55.20 |
| Equipment Hire | 2 Jul 2025 | 2 Jul 2025 | SAR 600.00 | SAR 90.00 | SAR 690.00 |

Total (exc. VAT)

Tax 15%

July invoice total (inc. Tax)

SAR 1,345.50

SAR 201.83

SAR 1,547.33

See next page for an itemized breakdown of charges



YOUR INVOICE DETAILS

Account name: **Koenig Solutions Arabia Limited**

Attn: Mr. Sujan Kumar

Account number: 15262952

Invoice number: 4653-2025-361INV

Invoice date: 02 July 2025

Due date: **02 July 2025**

Center name: JEDDAH, Zahran

ONE-OFF CHARGES INCURRED

| Item Description | From Date | To Date | Price | VAT Amount | Total (inc. VAT) |
|---|------------|------------|--------------|------------|---------------------|
| Meeting Room Charge | 2 Jul 2025 | 2 Jul 2025 | SAR 697.50 | SAR 104.63 | SAR 802.13 |
| Booked by: Mr. Sujan Kumar Booking: 159954036 | | | | | |
| Unlimited Coffee and Tea – Full Day | 2 Jul 2025 | 2 Jul 2025 | SAR 48.00 | SAR 7.20 | SAR 55.20 |
| Booked by: Mr. Sujan Kumar Booking: 159954036 | | | | | |
| Equipment Hire - Projector - Day | 2 Jul 2025 | 2 Jul 2025 | SAR 600.00 | SAR 90.00 | SAR 690.00 |
| Booked by: Mr. Sujan Kumar Booking: 159954036 | | | | | |
| Subtotal | | | SAR 1,345.50 | SAR 201.83 | SAR 1,547.33 |
| Total Charges | | | SAR 1,345.50 | SAR 201.83 | SAR 1,547.33 |



METHODS OF PAYMENT

Your current method of payment is: **Payment Card**

You can update your payment method to Direct Debit or Credit Card via www.MyRegus.com

You may pay by Bank Transfer to:

| | |
|-----------------|----------------------------|
| Bank Name: | Bank Name Description |
| Bank Code: | BankCode Description |
| Branch Name: | Branch Name Description |
| Branch Code: | BranchCode Description |
| IFSC Number: | IFSCNumber Description |
| Account Name: | Account Name Description |
| Account Number: | Account Number Description |
| Sort Code: | Sort Code Description |
| BIC (Swift): | BICSwift1Description |
| IBAN: | IBAN Description |
| Routing # 1: | RoutingNumber1Description |
| BSB Number: | BSB Number Description |

| | |
|-------------------|---------------------------|
| Bank Name 2: | BankName2Description |
| Bank Code 2: | BankCode2Description |
| Branch Name 2: | BranchName2Description |
| Branch Code 2: | BranchCode2Description |
| IFSC Number 2: | IFSCNumber2Description |
| Account Name 2: | AccountName2Description |
| Account Number 2: | Account No 2 Description |
| Sort Code 2: | SortCode2Description |
| BIC (Swift) 2: | BICSwift2Description |
| Routing # 2: | RoutingNumber2Description |
| IBAN 2: | IBAN2 Description |

| | |
|-------------------|---------------------------|
| Bank Name 3: | BankName3Description |
| Bank Code 3: | BankCode3Description |
| Branch Name 3: | BranchName3Description |
| Branch Code 3: | BranchCode3Description |
| IFSC Number 3: | IFSCNumber3Description |
| Account Name 3: | AccountName3Description |
| Account Number 3: | AccountNo3 Description |
| Sort Code 3: | SortCode3Description |
| BIC (Swift) 3: | BICSwift3Description |
| IBAN 3: | IBAN3 Description |
| Routing # 3: | RoutingNumber3Description |

IMPORTANT INFORMATION:
Please provide your Invoice Number <4653-2025-361INV> as a payee reference on all payments made.



UNDERSTANDING YOUR INVOICE



INVOICE EXPLANATIONS

| | |
|-----------------------------|---|
| Account adjustments/refunds | Any adjustments/refunds that were made to your account. |
| Account balance | The account balance shows recent activity on your account in summary format. It shows the balance at the end of the previous summary date and any payments or adjustments that have been received since the last statement. The account statement can be found on www.MyRegus.com . The current invoice value is then added to produce the Total Payment Due figure. |
| Credits | Credits that were issued against a particular charge for which you have been invoiced for in a previous period. |
| Due date | The latest date on which the invoice needs to be paid. Please note that any outstanding balances shown in the account summary will be due for immediate payment. |
| Invoice | The invoice shows a summary of all charges (recurring and one-off) related to the invoice period. |
| Late payment fees | We incur extra costs if you pay late. A fee will therefore be levied against your account if the payment is late. |
| One-off charges incurred | Variable and/or one-off charges related to a specific invoicing period. |
| Payments received | All payments received since your last invoice was raised. |
| Recurring charges | These are fixed monthly charges, invoiced in advance. |
| Total payment due | The total payment due is the total current balance of monies owed on your account and includes any amounts that are overdue. |

ONE-OFF CHARGES

| | |
|----------------|---|
| Beverage | Beverages as you requested. (e.g. bottled water, tea, coffee etc.). |
| Equipment Hire | Equipment you requested for your recent meeting |
| Meeting Room | Use of a Meeting Room including any telephone calls, prepayments and cancellation charges |

