

Account Statement

Statement Date:	28 February 2019
Account Number:	9533603
Name Of Account:	AvePoint Holdings USA, LLC
Center Name:	MANILA, Five Ecom - Pasay City
Payment Due:	Due Immediately

	Amount
Outstanding Balance at 22 February 2019	Php 410,503.08
February Invoice 3867/1389	Php 147,360.08

Total Payment Due - <u>(Quote Invoice 3867/1389)</u>	Php 557,863.16
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IMPORTANT INFORMATION:

- Recent payments may not yet be reflected in the above statement balance, please log into your account for the most up to date status.
- Please note that late payment fees will be applied to your account if payment is not received promptly.
- You can update your details by logging into your account.
- If you receive more than one invoice please pay them separately so that we can ensure payment is properly applied to your account.

If you have any questions, contact your Account Helpdesk: Account.Helpdesk@regus.com. We are here to help.

Log into your account and simply go to the HELP section.



AvePoint Holdings USA, LLC

Attention Of: Mr. Brian Brown

901 East Byrd Street

Ste. 900

Richmond, VA 23219

Manila, Virginia 23219

United States of America

Invoice Date: 28 February 2019

Account Number: 9533603

Invoice Number: 3867/1389

Payment Due: Due Immediately

Invoice

Center Name: MANILA, Five Ecom - Pasay City

Description of Charges	From Date	To Date	Qty	Price (exc. VAT)	VAT Amount	Total (inc. VAT)
Standing Charges						
Office	1 Apr 2019	30 Apr 2019	1.0000	Php 131,571.50	Php 15,788.58	Php 147,360.08
Total Standing Charges						Php 147,360.08
Total Charges						Php 147,360.08

Total (exc. VAT)	Php 131,571.50
VAT 12%	Php 15,788.58
Total (inc. VAT)	Php 147,360.08

Ways to pay your Invoice

By Direct Debit:

The best way to pay your invoice because it is simple and convenient for you. Please log into your account, navigate to the Accounts section and set up a Direct Debit in Payment Methods

By Credit Card:

Please log into your account, navigate to the Accounts section and add your card details in Payment Methods

By Bank Transfer:

Bank Name: HSBC

Bank Address: 5/F HSBC Centre Fifth Avenue
Global City
Taguig City
1634
Philippines

Account Name: Regus Philippines Centre No.17 Inc.

Account Number: PHP 026 169904 040

Account Number 2: USD 027 060177 750

BIC (Swift): HSBCPHMM

IMPORTANT INFORMATION: Please provide your Invoice Number as a payee reference on all payments made.

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Understanding your invoice

Invoice Terms	
<u>Account adjustments/refunds:</u>	Any adjustments/refunds that were made to your account.
<u>Account Statement:</u>	The account statement 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 current invoice value is then added to produce the Total Payment Due figure.
<u>Credits:</u>	Credits that were issued against a particular charge for which you have been invoiced for in a previous period.
<u>Invoice:</u>	The invoice shows a summary of all charges (recurring and one-off) related to the invoice period.
<u>Late payment fees:</u>	Fees levied against your account because payment was not received by the expected payment due date. Please speak with your center team or refer to the House Rules for the date by which your account becomes overdue.
<u>One-Off Charges Incurred:</u>	Variable and/or one-off charges related to a specific invoicing period.
<u>Payment Due:</u>	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.
<u>Payments Received:</u>	All payments received since your last invoice was raised.
<u>Standing Charges:</u>	These are fixed monthly charges, invoiced in advance.
<u>Total Payment Due:</u>	The total payment due is the total current balance of monies owed on your account and includes any amounts that are overdue.
Standing Charges	
<u>Office</u>	The office fee associated with your service agreement which provides a fully furnished, staffed and equipped office space.