

STATEMENT OF ACCOUNT

Account name: Mr Eow Wan Lin

Account number: 10314415

Attn: Ms. Natalie Teoh / *ALICIA*
37 Menara Liang Court 10/F
Jalan Sultan Ahmad Shah
Georgetown
10050
Malaysia

Invoice number: 2566/9920

Statement date: 27 December 2019

Due date: 15 January 2020

P1/20/01/001 (2566/9920)

USEFUL INFORMATION

- You can update your details and check the current status of your account by logging into www.MyRegus.com
- If you have any questions about your statement or invoice, please contact your helpdesk via email: Account.Helpdesk@regus.com or call on **+60 3-2246 6014**
- You will be asked for your account number, which can be found at the top of this page.

Center name: KUALA LUMPUR SENTRAL, CIMB

Account balance	Payments	Amount
Outstanding balance on 06 December 2019		MYR 899.88
Payment received - 09 December 2019	-MYR 899.88	
December 2019 invoice 2566/9920		MYR 367.58
Total payment due		MYR 367.58

INVOICE

Account name: **Mr Eow Wan Lin** Account number: 10314415
Attn: Ms. Natalie Teoh Invoice number: 2566/9920
37 Menara Liang Court 10/F Invoice date: 27 December 2019
Jalan Sultan Ahmah Shah **Due date:** 15 January 2020
Georgetown
10050
Malaysia

Center name: KUALA LUMPUR SENTRAL, CIMB

Description of Charges	Month	Price	Tax Amount	Total
Virtual Office	February 2020	MYR 332.10	MYR 0.00	MYR 332.10
Postage and Franking	December 2019	MYR 35.48	MYR 0.00	MYR 35.48

Total (exc. Tax) MYR 367.58
Tax 0% MYR 0.00
Total (inc. Tax) MYR 367.58

METHODS OF PAYMENT

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:	HSBC BANK MALAYSIA BHD
Bank Address:	No 2, Leboh Ampang, Kuala Lumpur 50100 Malaysia
Account Name:	Regus Management Malaysia Sdn Bhd
Account Number:	105-340327-903
BIC (Swift):	HBMBMYKL

IMPORTANT INFORMATION:

Please provide your Invoice Number <2566/9920> 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.
Invoice	The invoice shows a summary of all charges (recurring and one-off) related to the invoice period.
Late payment fees	Fees levied against your account because payment was not received by the expected payment due date.
One-off charges incurred	Variable and/or one-off charges related to a specific invoicing period.
Payment due	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.
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.

RECURRING CHARGES

Postage and Franking	The total amount of postage and franking charges for routine mail services.
Virtual Office	There are four levels of service that can provide telephone answering in your company name by a professional team, fax handling, mail services and a prestigious address.

