



THE RITZ-CARLTON

MILLENNIA SINGAPORE

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PROFORMA INVOICE
S26/0184

Date	Description	Unit/Day	Cost per Unit/Day	Cost (SGD\$)
1-Sep-26	Being charges for Meeting & Guest Rooms charges at The Ritz-Carlton, Millenia reserved by Variety Communications Pte Ltd, Y.E.N Summit 2027, 20 to 23 May 2027			
	<u>GUESTROOMS (20 to 23 May 2027)</u>			
	Deluxe Kallang is chargeable at S\$400.00++/S\$450.00++ per room per night, (inclusive of 01/02 Buffet Breakfast and In-Room Internet Access). <i>*Minimum guarantee 60 rooms per night x 3 nights</i>	180	\$ 400.00	\$ 72,000.00
	Sub-Total Guestrooms	180		\$ 72,000.00
	Sub Total			\$ 72,000.00
	Add 10% Service Charge			\$ 7,200.00
	Sub Total			\$ 79,200.00
	Add 9% Goods & Service Tax (GST)			\$ 7,128.00
	Total Estimated Room Charges in Singapore Dollars (SGD)			\$ 86,328.00
	All room charges to be guaranteed by a company credit card; individual guests to settle room, taxes and incidental charges by credit card upon check-out			
	<u>TRAINING ROOMS (19 MAY 2027)</u>			
	Room rental at S\$1,800.00++ per day (Read)	1	\$ 1,800.00	\$ 1,800.00
	Room rental at S\$1,800.00++ per day (Cavenagh)	1	\$ 1,800.00	\$ 1,800.00
	<u>HALF DAY MEETING & WELCOME RECEPTION (20 MAY 2027)</u>			
	Minimum spend of S\$20,000.00++ per day is applicable for the usage of Garden Pavilion. Meeting Package & Welcome Reception may be included in this minimum spend.	1	\$ 20,000.00	\$ 20,000.00
	<u>FULL DAY MEETING (22 MAY 2027)</u>			
	Full Day Meeting Package at S\$168.00++ per guest (Junior Ballroom) <i>*Minimum guarantee 108 guests</i>	108	\$ 168.00	\$ 18,144.00
	Sub-Total Meeting			\$ 41,744.00
	Sub Total			\$ 41,744.00
	Add 10% Service Charge			\$ 4,174.40
	Sub Total			\$ 45,918.40
	Add 9% Goods & Service Tax (GST)			\$ 4,132.66
	Total Estimated Meeting Charges in Singapore Dollars (SGD)			\$ 50,051.06
	Total Estimated Room and Meeting Charges in Singapore Dollars (SGD)			\$ 136,379.06
	1st Prepayment Due by 04 September 2026 (25% of Meeting Charges)			\$ 12,512.76
	2nd prepayment Due by 19 February 2027 (Additional 25% of Meeting Charges)			\$ 12,512.76
	3rd Prepayment Due by 22 March 2027 (Additional 25% of Meeting Charges)			\$ 12,512.76
	Final Prepayment Due by 20 April 2027 (Remaining 25% of Meeting Charges)			\$ 12,512.76
	Payments due can be made in the form of a Bank draft or cashier's check or via credit card or via Telegraphic Transfer to The Ritz-Carlton, Millenia Singapore at: The United Overseas Bank 3 Temasek Boulevard, #02-735 / 736 Suntec City Mall, Singapore 038983 Account No: 137-301-832-0 Branch Code: 037 Bank Code: 7375 Swift Code: UOVBSGSG If a credit card is used, an Administration fee of three percent (3%) would be applied on the total estimated charges. GST #199701864C Please note that all bank charges will be borne by Payer.			