

Payment Instructions and Service Manager for Nordic Dream Paradise Condominium – NDPC

General:

As decided at the 27. February 2020 AGM a new routine and account for payments of Service Fee, Electricity, Water supply/Wastewater and Cable TV is in force from 1. April 2020.

As a Co-Owner/Leaseholder you must therefore follow these instructions:

1. Service Fee

Service Manager will send out an invoice/balance sheet for Service Fee to each individual Co-owner/Leaseholder in the beginning of each quarter. The invoice will include Service Fee for 3 months.

You will pay as invoiced (see para 5.1 for additional bank transfer fee), and within 10 days of the invoice date.

Payment Instructions including bank account number and details to follow are sent along with the invoice.

2. Electricity, Water, Cable TV

The invoice will also include bills for electricity and water/waste-water according to meter readings and for Cable TV (TMN).

3. Outstanding payments

If you have outstanding payments, these will be added to your invoice/balance sheet.

4. If you have questions reference payments or your balance sheet, please contact: Varaporn Law Office and Accounting (see below for details).

5. Payment Instructions

5.1 Paying from Abroad:

You can pay from any bank account from abroad provided you are entering all relevant details. In the information column of the bank transfer, you should include your apartment number and name. A bank transfer fee of THB 200 must be added to your payment to cover for charges by the receiving bank in Thailand.

5.2 Paying from a Thai Bank:

If you pay from any other bank than Bangkok Bank in Thailand, **you must send a photocopy of the bank receipt** to the Service Manager by email. Otherwise, your payment will not be credited to your balance sheet (will remain as an unidentified payment).

If you pay from a Bangkok Bank Account in Thailand all details of the payer will follow the payment.

5.3 Cash Payment at Service Manager office:

You can pay directly at the Service Managers Office:

Varaporn Law Office and Accounting, Office in Nordic Apartment 4 Building
Also cash payments must be done within 10 days of the invoice date.
Please keep the receipt for future reference.

6. **Bank Account**

All payments from Co-owners must be to the NDPC Bank Account:

Account Name: Nordic Dream Paradise Condominium Juristic Person
Address: 115/17 Moo.10, Nongprue, Banglamung, Chonburi 20150, THAILAND
Bank Name: Bangkok Bank Public Company Limited
Sub-branch: Pratamnak Pattaya
BIC/SWIFT Code: BKKBTHBK
Account no: 550-058494-0

7. **Fine for late payments:**

A fine of 12% will be added to your invoice/balance sheet for late payments. However, after 6 months of late payments a rate of 20% will be used, and the higher rate will be in force from first date of missing payment.

8. **Private accounts:**

Some of you will have private house accounts. This is however outside the NDPC regime and must be handled by each individual!

Contact details for Service Manager

1. Varaporn Law Office and Accounting.

Tel no: +66(0) 895828684

Email: varaporn.law@gmail.com

Address: 366/82 Moo 12, Nong Prue, Bang Lamung, Chon Buri 20150

Office is located in the Nordic Apartment 4 building

2. Please keep The Manager always informed of your email address.