



SIMI admin <admin@simi.org.sg>

[SIMI Admin Circular 1/2024] Annual Fee Invoice and Statement of Account

SIMI Admin <admin@simi.org.sg>

Thu, Feb 1, 2024 at 5:37 PM

To : All SIMI Accredited Mediators,

An invoice for your 2024 annual fees has just been sent to you in January 2024 through SIMI's electronic fee collection system. This system is hosted by the National University of Singapore (NUS).

For clarity, we wish to outline some administrative and logistical points surrounding this exercise.

1. Your invoice has been issued to you under a cover email generated by NUS. The email has the domain name: simi@se.nus.edu.sg. As a relatively unusual domain name, it may arrive in your spam folder.
2. Your invoice states the amount of fees payable, payment instructions and the preferred payment methods.
3. The fee collection system also generates a monthly "Statement of Account" (SOA) (as an electronic reminder) for outstanding invoices. The current SOA was auto-generated by the said system in 31 January 2024. It states your invoice number, invoice date and how many days it is overdue, if applicable.
4. Payment should be made within 30 days of the date of the invoice. Once payment is received, the system will stop generating the monthly SOA.

We hope the above is clear and look forward to serving you further in 2024.

Thank you.

ALVIN SIM

Executive Director

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