

HOTEL G

SINGAPORE

CREDIT CARD AUTHORISATION FORM

- Please complete all areas below, as incomplete requests may be rejected.
- This form must be returned at least 72hrs prior to the check-in, or by specific date in Event Contract, to ensure acceptance of the credit card to be charged.
- Please scan front copy of the Credit Card and Passport / Identity Card of the Credit Cardholder.

Email completed form to: finance@hotelgsingapore.com
Tel: +65 6809 7988

ATTN: Financial Controller

CARDHOLDER - Please complete the following section and sign / date below.

Guest / Group / Event Name: _____

Check-in / Event Date: _____

Name of Person Making Reservation: _____ Confirmation No.: _____

Cardholder Name as it appears on credit card: _____

Cardholder Billing Address: _____

City: _____ State: _____ Postcode: _____

Contact Number: _____ Email Address: _____

Credit Card Number: _____ Expiry: _____

Credit Card Type (circle one): VISA / MASTERCARD / AMERICAN EXPRESS / JCB / DINERS / DINERS CLUB

Credit Card Issuing Bank Name: _____

I agree to cover the following categories of charges (please tick in appropriate boxes):

All Charges: Room Charge: Food & Beverage Charges:

Deposit (SGD): _____ Others Charges: _____

I agree to cover the above categories of charges for all bookings: _____

DIRECT BILL ACCOUNT PAYMENTS ONLY (For direct billing customers paying by Credit Card):

Name on Invoice / Statement: _____ Date on Invoice / Statement: _____

Invoice / Statement Number: _____ Authorised amount (SGD): _____

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: \$ _____

By signing below, you authorise the Hotel to charge your credit card immediately for the amount indicated above. You further acknowledge that if "all charges" has been selected, then all guests / group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Declaration:

I, _____, hereby authorise "Hotel G Singapore" to charge to my Credit Card based on the information given by me as the cardholder for above-mentioned.

Cardholder Signature: _____ Date: _____

(As per signature on your card)

HOTEL USE ONLY:

Authorised amount: _____ Approval Code: _____
Processed by: _____ Date: _____