



EXCELLENT LOCATION | AFFORDABLE COMFORT

All reservations must be guaranteed by a credit card at the time of booking. Failure to provide a credit card will result in automatic cancellation of the reservation.

This form has been created in order to allow you to have third party expenses charged to your credit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you or the credit card holder to please sign and date the form before submission. Please fax or email the completed form to Park 22 Hotel at +65 6225 5603 or contact@park22hotel.com

I / We, _____ (card holders name) from _____ (address / company name) hereby authorize

Park 22 hotel to charge _____ (amount) to my credit card for the following charges:-

Room Only / All Expenses (Room, Breakfast where applicable & Incidental)

Incurred by the following guest(s) :

<u>Guest Details</u>	
Name: _____	Identity / Passport No. : _____
Arrival Date : _____	Departure Date: _____
Name: _____	Identity / Passport No. : _____
Arrival Date : _____	Departure Date: _____

<u>Credit Card Details</u>	
Name of Cardholder : _____ (as in credit card)	
Credit Card No : _____	
Expiry Date : _____	Card Type : Master / Visa / JCB / Union
Contact No : _____	Email Address : _____
Signature: _____ (as on back of credit card)	
(Company stamp is required if it is a Corporate Card)	
PLEASE ATTACH:	
1) A CLEAR COPY OF THE CREDIT CARD GIVEN ABOVE - FRONT & BACK AND	
2) A COPY OF THE PASSPORT WITH PHOTO FROM THE CREDIT CARD HOLDER ABOVE	

I certify that all information is completed and accurate. I hereby authorize Park 22 Hotel to collect payment for all the charges as indicated in this form by processing a charge to the credit card listed on the credit card details section. Charge must not exceed _____ for the entire stay/ event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signatory of the credit card listed above.

We seek your understanding that failure to provide a clear copy of the credit card (front & back) and a copy of the passport with photo from the card holder above, together with a completed and duly signed credit card authorization form, will result in automatic cancellation of the reservation