



Authorisation Form

(For checking-in)

Date of Check-in : _____ (Time from 3.00pm to 6.00pm)
After 6.00pm, please contact Duty Manager @ 88781054

Date of Check-Out : _____ (Time from 9.00am to 10.00am)

Villa No. : _____

MAIN BOOKER	AUTHORISED GUEST
Name:	Name:
NRIC / FIN No.: (Last 3 digits & alphabet)	NRIC / FIN No.: (Last 3 digits & alphabet)
Contact No.:	Contact No.:

I acknowledge that :

1. The authorised guest is 18 years old and above. He or She will produce his or her Identity Card upon check-in.
2. He or She is responsible for the inventory check upon check-in and check-out.
3. All outstanding accounts with the Resort including any losses or damages incurred during the period of occupancy will be borne by the authorised.
4. Should the authorised guest fail to settle the payment due, charges will then be billed to my account (**only for NSRCC members**).
5. The authorised is made aware that each villa is allowed up to the specified number of persons to stay overnight depending on villa configuration and to maintain the serenity after 11.30pm.

For Booking made under MINDEF(SAF) / SAFRA / HomeTeamNS / NSMen, **Main Booker must:**

- a. Present registered booker's SAF card / SAFRA Card / NS ID upon check-in, or
- b. Send the Authorisation Form with screenshot of booker's SAF card / Safra card / HomeTeamNS / NSMen card (mask the NRIC number if any) via email address to sealandvilla@nsrcc.com.sg / WhatsApp at 91594946.
- c. In the event if all the above are not met, the room rates will be converted to Public Rates.

Signature of Main Booker