

**Check-In Authorisation Form**

(Authorized person must be 21 years old and above)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date of Check-In  Date of Check-Out  Chalet Number | : **Click or tap to enter a date.**  : **Click or tap to enter a date.**  : **Click or tap here to enter text.** | | | (2.30pm Onwards)  (10.00am) | | | |
| **MAIN BOOKER** | | | | **AUTHORISED GUEST** | | | |
| Full Name: **Click or tap here to enter text.** | | | | Full Name: **Click or tap here to enter text.** | | | |
| NRIC / FIN No.: **Click or tap here to enter text.** | | | (Last 3 digits & alphabet) | NRIC / FIN No.: **Click or tap here to enter text.** | | | (Last 3 digits & alphabet) |
| Contact No.: **Click or tap here to enter text.** | | | | Contact No.: Click or tap here to enter text. | | | |
| **I declare/acknowledge that:**   1. The authorised person to check in on my behalf is 21 years old and above. He/She will produce his or her Identity Card upon check-in. 2. He/She is to conduct the inventory check upon check-in and check-out to ensure all items are accounted for and in good condition. 3. I, as the main booker, is still responsible and liable for any losses or damages incurred during the period of occupancy. 4. I, as the main booker, will still be liable for any outstanding payment due, if any. 5. I will ensure that the authorized person is aware of and will abide by the Policies, Terms and Conditions. | | | | | | | |
|  | |  | | |  | Click or tap here to enter text.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Main Booker | |

Updated as of 27/05/2024