

BUKIT BATOK DRIVING CENTRE LTD  
 CUSTOMER SERVICE DEPARTMENT  
**REQUEST OF SERVICE**

TICK	TYPES OF SERVICE	ADMINISTRATIVE FEE (GST INCL)
	TERMINATION OF COURSE	\$10.70
	RESET PASSWORD	\$10.70
	PARTIAL WITHDRAWAL	\$10.70
	PDI CAR CHANGE/ MEMBER CARD REPLACEMENT	\$10.70
	DUPLICATE: RECEIPT/CERTIFICATE	\$10.70
	BOUNCED CHEQUE	\$10.70
	RE-ISSUE OF CHEQUE	\$10.70

REASON FOR TERMINATION:

\_\_\_\_\_

\_\_\_\_\_

I hereby request the cheque to be mailed to the following address.

Block \_\_\_\_\_

\_\_\_\_\_

Request for an "Order" cheque. I will personally collect the cheque. When it is ready, call me at (tel) \_\_\_\_\_.

**\*NOTE:** All refunds shall be in "A/C payee" cheque and mailed to the address according to the Centre's records. **Ensure your particulars are updated.**

NAME IN FULL: \_\_\_\_\_

NRIC No./FIN: \_\_\_\_\_ CURRENT COURSE TYPE: \_\_\_\_\_

I agree to the above. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE**

ATTENDED BY	CHECKED BY	CS LEADER/CHIEF	RECEIPT NO.