

BUKIT BATOK DRIVING CENTRE LTD
CUSTOMER SERVICE DEPARTMENT
CHANGE GROUP FORM

NO.	TICK	TYPES OF SERVICE
1.	O	FIXED GROUP TO NON-FIXED GROUP
2.	O	FIXED GROUP TO FIXED GROUP
3.	O	NON-FIXED GROUP TO FIXED GROUP
4.	O	NON-FIXED GROUP TO NON-FIXED GROUP

In the event of terminating/changing my current GROUP instructor, I am agreeable to the following conditions.

- I will have to **cancel my existing bookings** (if any) and **rebook my practical lessons** under the new GROUP's booking chart.
- I will be re-assessed/reviewed on all my completed practical stages under the new group instructors or appointed assessors.
- Administrative fee of \$21.40 will be imposed.

Specify reasons for changing:

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I hereby request for the above service and agree to pay the administrative fee (inclusive of GST) upon approval/acceptance by the officer in-charge.

NAME IN FULL: _____ DATE: _____

NRIC NO.: _____ SIGNATURE: _____

OFFICIAL USE ONLY

OLD GROUP	NEW GROUP
G (Accountable/Not Accountable)	G

ATTENDED BY	OPS OFFICER	C/S OFFICER	IT OFFICER
	ACCOUNTABLE/ NOT ACCOUNTABLE		