easytrip SERVICES CORPORATION

REQUEST FOR TRANSFER OF BALANCE FORM

Date: _____

I, _____(Account Holder's Name)_____, would like to request a transfer of my remaining balance from my old RFID account to my new RFID account with the following details:

	OLD ACCOUNT	NEW ACCOUNT
Account no.		
Account Name:		
Plate no.		

Reason for transfer of balance*:

☐ Sold vehicle
☐ Death of previous owner
☐ Reassignment (e.g. Company issued vehicles)
☐ Others _____

I acknowledge that submitting this request will lead to the closure of my previous account. I affirm that all details I have provided in this form, as well as any supporting or required documents, are true, accurate, and complete to the best of my knowledge.

Customer's Signature	Contact No.	Email address

*** Requirements:**

1. Photocopy of valid ID
2. *For transfer of ownership due to sold vehicle* – Authorization letter for the balance transfer and valid ID of the previous owner,
3. *For death of previous owner* – Death certificate of previous owner
4. Proof of reload, if available and applicable

Note:

- ***Incomplete request form and requirements will not be processed.***
- ***Unposted transactions and/or adjustments from the old account will be posted / adjusted to the new account.***
- ***Processing time up to three (3) working days.***

For CSC / POS use only:

Received by : _____ Location: _____

Date : _____ Surrendered card? Yes / No _____

Remaining Balance : _____

For ESC Head Office use only:

Approved amount: _____
Approved by : _____
Date : _____