

To whom may concern,

LETTER OF AUTHORIZATION

(For checking-in)

MEMBER'S BOOKING	AUTHORSATION GUEST
Member's Name: _____	Guest Name: _____
NRIC No. : _____	NRIC No. : _____
Contact No. : _____	Contact No. : _____

Villa Unit No. : _____

Date of Check-in : _____ (Time from: 2pm – 6pm)

Date of Check-out : _____ (Time from: 8am – 10am)

I, hereby authorize the above (Guest) to check-in into the villa on my behalf on the date above. Attached are the supporting documents of my photocopy NRIC, the guest's photocopy NRIC and the invoice/receipt.

** I do understand that HomeTeamNS will need to verify this letter upon check-in.
(Please tick where applicable.)

1) You may contact me, upon check-in .

2) I am unable to be contacted for verifying this letter upon check-in.
(Please take note, member are required to proceed *personally* to Villa Concierge for verification *before* the booking date).

i) Verified by HomeTeamNS Member's
(Only original copy letter upon check-in)

I acknowledge that if this letter is not verified, my guests are not allowed to check-in.

Thank you.

Sincerely yours,

Member's Signature