



Credit Card Authorisation Form

Dear Sir/Madam,

This form has been created for processing for the confirmation of your Booking. We request you to please sign and date the form before submission.

Please fax the completed form to {Jaypee Siddharth New Delhi, 011- 25781016 or 011- 25767086

Cardholder Information

Name as it appears on the credit card: _____

Card type: ☐ Visa ☐ MC ☐ Amex ☐ Diners/CB ☐ Discover ☐ JCB

Account type: ☐ Individual (personal credit card)
☐ Corporate | Company Name: _____

Date Of Birth: _____
Account no./ Card No. _____ Exp. date: _____
Mothers Maiden Name: _____
Address: _____
(Where statement is mailed) _____

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

Guest Information

Guest name: _____

Company: _____

Phone number: _____ Fax or alternate number: _____

Confirmation number: _____

Arrival date: _____ Departure date: _____

Rate Information and Approved Charges

<input type="checkbox"/> Dollar (\$)				INR (Rs.)
Single :				Single :
Double:				Double:
<input type="checkbox"/> All Charges	<input type="checkbox"/> Room & Tax on plan	<input type="checkbox"/> Travel desk	<input type="checkbox"/> Telephone	<input type="checkbox"/> Meals
<input type="checkbox"/> Liq. and Smokes	<input type="checkbox"/> Laundry	<input type="checkbox"/> Health Club	<input type="checkbox"/> Conference Charges	<input type="checkbox"/> Internet Charges
<input type="checkbox"/> Amount	Amount in words _____			

I certify that all information is complete and accurate.

In Lieu of my credit card imprint, I _____ hereby authorize {JAYPEE SIDDHARTH, NEW DELHI } to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit card listed above. **I am also enclosing photocopy of the credit card (both sides) details of which is given above for verification.**

Cardholder name: (Printed) _____

CUG NO./ CVV No. _____

Cardholder signature: _____ Date: _____

The following documents needs to be attached of the card holder

1. Authorisation letter duly signed
2. Clear Passport Copy
3. Clear Card Copy (Both front and back)
4. Call issuer details (Format attached)