



Serviced Residences

Date : _____

Accounting Department

One Pacific Place Serviced Residences
161 H.V. Dela Costa St., Salcedo Village, Makati City

Re: Authority to Charge / Deduct Credit Card (ATD)

I hereby authorize One Pacific Place Serviced Residences to charge my credit card for the bills of:

Mr./Mrs./Miss _____ **with Room No.** _____

Mr./Mrs./Miss _____ **with Room No.** _____

- Charges to be billed to me will include:
- All charges incurred by guest/s
 - Room charges only
 - Food and beverage charges only
 - All incidental charges
 - Others _____

Incurring period from _____ to _____ amounting to
Php. _____. Attached are the scanned clear copies of the front and back of my
credit card and a copy of my valid ID.

My credit card details are as follows:

Card Holder's Full Name: _____

Card Number: _____ Expiry Date: _____

Card Issuing Bank: MasterCard Visa JCB
 Amex Others _____

Billing Address: _____

Cellphone Number: _____ Office/Home Tel. Number: _____

Important:

1. Processing time for this kind of transaction will be two to three weeks. To expedite the processing of your request, please inform your issuing bank about the above transaction.
2. If the hotel cannot get the approval from the bank when guest checks in, all charges will be on personal account of the guest.
3. Please enclose a scanned copy of your credit card (front and back).
4. Please enclose a scanned copy of your valid passport.

Card Holder's Signature