



To: The Management of Civil Service Club

PROXY FORM CHECK- IN ON BEHALF OF MAIN APPLICANT

Reservation Number: _____

Period Of Stay: _____ to _____ (_____) Night/s

I, _____, Guest ID: _____
(Name of Main Applicant) (Online Login ID)

hereby authorize _____, NRIC No: _____
(Name of Proxy: Strictly 21 years old and above) (Last 3-digits & alphabet)

to check-in and check-out on behalf.

Signature of Main Applicant

Date

For room booking made under Public Officer, **Main Applicant must:**

- a) Be present at the counter before 8pm to complete the check-in verification process (not applicable for Changi 1) **OR**
- b) Send the Proxy Form with Staff Pass/Civil Servant Card (please mask the NRIC number if there is any) via work email address

In the event if all of the above are not met, the room rates will be converted to Public Rates.

ACKNOWLEDGEMENT & CONSENT

I acknowledge that I will need to pay on behalf of the Main Applicant should any item(s) in the chalet be lost or damaged, and to follow the rules and regulations set by the **Management of Civil Service Club**

Signature of Proxy

Date

Attended By: _____
Name and Signature of Staff

CSC @ Changi I
2 Netheravon Road, 508503
rooms@csc.sg

CSC @ Changi II (Former Aloha Changi)
30 Netheravon Rd, Singapore 508522
changi2@csc.sg

CSC @ Loyang (Former Aloha Loyang)
159W Jalan Loyang Besar, Singapore 507020
loyang@csc.sg