



## SEASON PARKING REFUND FORM

FORM: CP04

I/We (Company Name/ Individual Name) \_\_\_\_\_  
of (Unit No.) \_\_\_\_\_ hereby terminate/suspend the season parking ticket(s) and apply for refund of  
the season parking fee. The details as below:

PARTICULARS OF VEHICLE					
S/N	VEHICLE NO.	VEHICLE TYPE	REASON	TERMINATION/SUSPENSION PERIOD	
				FROM (MM/YYYY)	TO (MM/YYYY)

TERMS & CONDITIONS	
<ul style="list-style-type: none"><li>• All applications for the season parking refund will only be applicable for permanent termination of the season parking and based on per calendar month.</li><li>• The form must be endorsed with company stamp and company authorised signature if the season parking is applied by the company.</li><li>• The processing period for the refund is at least 14 working days from the date of submission.</li><li>• S\$10 administrative fee (inclusive of GST) applies.</li></ul>	

**Acknowledgement by Applicant:**

I agreed to abide by all the terms and conditions and hereby consent to the collection of my Personal/Company Data for the above purpose.

I/We hereby authorize The Management of Oxley Bizhub to refund the deposit in CHEQUE and payable to the following person/company: -

REFUND DETAILS	
Cheque payable to- <b>(BLOCK LETTERS)</b>	
Corresponding Address of Person/Company	
Contact Number	

\_\_\_\_\_  
Name and Signature of Claimant/Company Stamp

\_\_\_\_\_  
Date

FOR OFFICIAL USE			
Date of Receive		Processed by	
Total Refund (SGD)		Cheque No.	
Verified & Approved by			
Approval Date			
Remarks			