



REQUEST FOR FULL SETTLEMENT

Date: _____

NAME OF HIRER : _____

NRIC NO. : _____

VEHICLE NO. : _____

CONTACT NO. : _____

EMAIL ADDRESS : _____

I/We hereby request for the full settlement amount from Tokyo Century Leasing (Singapore) Pte Ltd valid till on or before next instalment due date.

Terms and conditions:

- Full settlement strictly by **Cashier's Order only**, payable to "Tokyo Century Leasing (Singapore) Pte Ltd" **before 2pm**.
- Settlement by hirer in person with original NRIC at our office No. 8 Cross Street #09-04/05 Manulife Tower Singapore 048424.
- For full settlement by 3rd party, please bring along the Original Letter of Authorisation signed by hirer and hirer's original NRIC.
- For full settlement registered under a Company, please bring along the Original Letter of Authorisation signed by the Company Director and the authorised person's original NRIC.
- Please be advised that Form B will be released by us on the same day after 3.30pm if settlement is presented at our office before 2pm.

I/We hereby accept the terms and conditions for the request of full settlement.

Signature of Hirer / Director
(Signature as per agreement)

Reply to:
Tony@tcls.com.sg or
Fiona@tcls.com.sg
Fax: +65 6533 0117