

Section A

To be completed by Requestor

Date: _____

I, _____ (Full Name and NRIC/FIN)

undersigned Requestor, refer to utilities account no. _____ (the "Account")

I am the:

Registered account holder

Authorised representative of the registered Account holder

Next of kin of the registered Account holder who is deceased

Payor of a payment that was made to the Account by mistake

I hereby authorise SP Services Ltd to refund/transfer credit/debit balance¹ of \$ _____ in

the Account to the following Recipient:

Name: _____ NRIC/FIN (if applicable): _____

Utilities account no. (if applicable): _____

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Signature of Requestor

Section B

To be completed by Recipient

Date: _____

I, _____ (Full Name and NRIC/FIN)

the undersigned Recipient/authorised representative of the Recipient¹, in consideration of SP Services Ltd acceding to the request set out in Section A, hereby undertake and agree for myself/on behalf of the organisation that I represent:

(a) To accept the refund/transfer of the balance to myself/the nominated utilities account

(b) To indemnify SP Services Ltd against all liabilities, claims, damages, and losses that may arise out of or in connection with SP Services Ltd acting on the request set out in Section A.

I am the _____² and hereby confirm that I am authorised to represent_____³ on whose behalf I have signed this Section B._____
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Signature of Recipient/Authorised Representative

[1] Delete as applicable.

[2] Insert designation of authorised representative, or "NA" if not applicable.

[3] Insert name of organisation, or "NA" if not applicable.

[4] By submitting this form, I consent to SP Services Ltd collecting, using, and disclosing my personal data as reasonably required to provide services, in accordance with the Personal Data Protection Act and SP Group's data protection policy.