



REQUEST FOR TRANSFER OF BALANCE FORM

Date: _____

I, _____ (Name) _____, would like to request for a transfer of my remaining balance from my old account (DSRC or RFID) to my new RFID account with the following details:

Old Account no.	Plate no.
New Account no.	Plate no.

Reason for transfer of balance:

- Defective tag - worn out, unreadable, others _____
- Transfer of ownership* - sold vehicle, death of previous owner, reassignment, others _____
- Others (please specify)

I hereby certify that all of the information provided by me in this request form (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge.

Customer's Signature

Contact No.

Email address

* Requirements:

1. Photocopy of valid ID
2. For transfer of ownership due to sold vehicle – Authorization letter and valid Id from the previous owner,
3. For transfer of ownership due to death of previous owner – Death certificate of previous owner and Deed of sale

Note:

- **Incomplete request form and requirements will not be processed.**
- **Unposted transactions and/or adjustments from the old account will be posted / adjusted to the new account.**
- **Processing time up to TWO (2) working days**
- **Old account will be permanently closed after the transfer of balance.**

For CSC / POS use only.

Received by : _____ Location: _____
Date : _____ Surrendered card? Yes / No _____
Remaining Balance : _____

For ESC Head Office use only:

Approved amount: _____
Approved by : _____
Date : _____