

Passenger Refund Application Form

A	To be filled in by Applicant	Date
	Name of applicant (in full): Mr/Mrs/Miss/Ms	
	Please circle one Given Name Family Name	
	Full postal address:	
	Most convenient railway station:	
	(where refund may be made payable)	
	I hereby apply for a refund in respect of the following ticket:	
	1. No of Ticket:	2. Date on Ticket:
		3. Amount Paid: \$.....
	4. Station and date at which ticket was purchased:	
	5. Class:..... Ticket available between and	
	6. Type of Ticket:.....	
	(Single, Return, Weekly Berth etc)	
	7. Brief reason for application:	
	Signature of applicant	

B	Verification of Particulars	Office Use Only
	1. Date of issue:.....	2. Amount Paid: \$.....
	Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Personal Cheque <input type="checkbox"/> Credit Card	
	3. If paid by voucher or cheque drawn by applicant's employer, advise name of Department and particulars of voucher, bank card or name of firm concerned:	
	
	Station Master:	

C	Station Refund	
	<i>Calculation of Refund</i>	<i>Verification</i>
	Amount paid for ticket \$	I, the applicant, confirm that I have received the refund payable
	Less Ordinary Return fare for each day used \$
	(..... days @ \$ / day)	Signature of Applicant
	LESS refund or Processing fee \$
	Refund payable \$	Officer in Charge (print name)
		Station Stamp

D	Application received on / / at: am/pm
	Remarks:
	Station Stamp: Station Master:

E	State Transit Authority
	Received from: Mr/Mrs/Miss/Ms
	Ticket No: From: To:
	Station Stamp: Station Master:..... Date:..... / /