



THIRD PARTY CREDIT AUTHORIZATION FORM

I ----- hereby authorized my credit card to be debited for the Charges incurred by Centro Sharjah Hotel

- My credit card details are as follows:

Source of the Booking	University of Sharjah- International Conference on Excellence in Business
My Name as given on the card	
My Credit Card Type	
My Credit Card Number	
My Credit Card Expiry	
Remarks (all charges / Room only)	
Date	

Please note that the person completing this form can authorize their own credit card to be used, under no circumstances can a third complete this form on behalf of the cardholder. The hotel will conduct authorization in line with the expected expenditures of guests. This will be completed 24 hours prior to arrival and also throughout the duration of their stay. A scanned copy of the front and back of the credit card along with scanned passport copy the card holder is required to validate the cardholder's signature.

- CARDHOLDERS SIGNATURE _____
- SIGNED IN THE PRESENCE OF _____

The above-mentioned guidelines are in place to protect the Cardholder's Credit Card.

- This authorization does not relate to any other or future transactions.
- **Cancellation & No-Show Policy:** Reservations or bookings require a valid credit card (guest's credit card number and expiry date) to guarantee the booking and to keep the reservation in the system for guests arriving at a later time. Non-guaranteed reservations/bookings may only be kept in the hotel's system. Any cancellation received the days before arrival will attract no cancellation fees. Any no show rooms will attract full 1 night stay accommodation fee.
- **Billing details:** Please inform Centro Sharjah Hotel the address that you would like a copy of the bill and credit card receipt to be sent.

Contact Information: Centro Sharjah

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