Dear Sir / Madam,

Greetings from IDg !!!

**Car Transfer Request Form**

We thank you for your participation in the “IPO Innovation Dialog Trip to India” meeting to be held in Chennai & New Delhi, India from 16 Nov – 22 Nov 2014.

Please go through the following details for information for Individual car transfer services in Chennai & New Delhi. If you require us to organize your airport transfers, it will be chargeable and following mode of payment will be applicable.

Please find below the options of car available with One way Transfer charges

**In Chennai:**

1. Using Toyota Corolla OR Similar --->   USD 75 .00 per transfer per car
2. Using Merc E Class  --->  USD 140.00 One way transfer  charges

**In New Delhi:**

1. Using Toyota Camry OR Similar --->   USD 65 .00 per transfer per car
2. Using Merc S Class  --->  USD 135 .00 One way transfer  charges

**Mode of payment:**

**(a)** We here at TBi / IDG use a **“Credit Card Authorisation Form**” for all offline payments. As per Indian Government Rules you have to send us enclosed duly filled and signed form along with scanned copy of both sides of credit card and passport information page.

**(b)** The second option is that on arrival that you pay transfer charges in CASH US DOLLARS for total transfer required to our IDG airport representative who meet and greet the guest at Delhi airport. He will meet you and assist him up to hotel for smooth check in.   YOU would be required to pay him in Cash USD during this time.

Once we get your acceptance on above car choice along with mode of payment we can block the car and send you formal confirmation for the same. Please provide all the necessary details as mentioned below to enable us to book your airport transfers in advance.

Guest's name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arrival date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flight No / Arriving From : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arrival Time in Chennai:

Departure date from Delhi: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flight No / Departing For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departure Time of Flt from Delhi: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Should you desire to make a Transfer booking request,**

**please e-mail this form to** **achawla@tbi.co.in**

Yours sincerely,

***Anil Chawla***

For India Destination Group