

To,

The Customer Engagement Team,
Sterling Holidays and Resorts Limited,
Purva Primus, 4th floor, No. 236 Okhiampettai,
Old Mahabalipuram Road, Thoraipakkam, Chennai – 600097. India.

Dear Team,

Sub: My request for transfer of Timeshare membership with Customer No _____.

I have requested the Company for transfer of timeshare in my name from the original owner _____ (mention all applicants). Customer No. _____ with the customer's due consent. I have also submitted the necessary documents as required by the Company for effecting transfer of the above _____ Membership in my name. Request your company to transfer the timeshare for the balance period in my name.

I hereby undertake to agree and abide by the following terms and conditions:

01. I agree that I can avail holidays as per the terms and conditions of the timeshare agreement at the tie-up resorts / existing resorts of SHRL, subject to availability of apartment/s at the time of request made by me.
02. I am aware and I agree that I can accumulate a maximum number of 2 years entitlements to the current year.
03. I agree to pay the Annual Amenity Charges to the Company which will be fixed from time to time by the Company, on my booking of the resort and before I receive Confirmation Voucher from the Company for my reservations/booking for a holiday. I also agree to pay the administrative charges / Utility charges towards Confirmation Voucher to the Company which will be fixed from time to time by the Company.
04. I am fully aware that I am entitled to avail of the benefits only for the balance timeshare period.

With my above undertaking which is legally valid and binding on me and my legal heirs, I request the Company to effect the transfer of the Timeshare in my name. I am willing to pay the necessary transfer charges as may be applicable for effecting the transfer.

Thanking you,

Yours Truly,