Prepaid Agent Top Up Request Form

Request Date	
Agent Name	
Organisation ID	
City	
Currency	
Amount	
Deposit method (choose one only)	

Notes:

- Please email the Top Up Request to **Agent.TopUp@jetstar.com** for processing along with following mandatory detail;
  i)   Completed Top Up Request Form
  ii)   Remittance advice/Proof of deposit
  Do indicate 'Top Up Organisation ID' in the Remittance Reference/Payment Details column.
  [eg. Top Up 32XXXX32]

- Jetstar process _Two_ top up batch daily (see below Top Up schedule) upon receiving the remittance in respective Jetstar bank account. Should the request sent beyond the request cut-off time, Jetstar will process the request in next available Top Up batch.

Top Up Batch	Request cut-off Time	Top Up time SGT (UTC +8)
Morning	4:01pm (previous day) to 9am	10:30am
Afternoon	9:01am to 4pm	4:45pm