



GUIDELINES ON THE NEW CUSTOMER REQUEST FORM

1. Only cells highlighted in yellow can be filled-out/edited by the customer.

Account Number:

Requested by: (Fleet Manager)

Account Name:

Attention: Account Sales Executive (ASE)



Rev. 11.2019

CUSTOMER REQUEST FORM

Account _____
Account Name: _____

Requested by: _____
Name of Fleet Manager

Date of _____
9 04 2022

Attention: _____
Name of Account Sales Executive

2. Forms with incomplete details will not be processed.
3. All forms should be sent via email to petronfleetcard@petron.com with copy to your Account Sales Executive.
4. Mandatory fields to be accomplished (unless indicated optional):
 - a. Type of Request
 - Additional Card
 - Close Card (Permanent or Temporary)
 - Replacement (Lost, Damage, or Others)
 - Change in Card Limit or Product Restriction

Standard card fees are imposed unless a specific arrangement has been previously agreed upon.
 - b. Card Number or Cost Center – Indicate the card number if the type of request is close card, replacement, change in limit or product restriction. Indicate Cost Center (optional) if the type of request is additional card.
**Cost Center enables you to monitor transactions per department by assigning a card under a specific group name (ex. Admin, Sales, Operations, etc.)*
 - c. Cardholder Name – Indicate the name of the person/assignee (this is only applicable for Driver, Driver-Vehicle, and Admin cards).
 - d. Card Type (please take note that the Company's name is embossed on the card by default)
 - V – Vehicle Card. Any driver may use the specified vehicle.
 - D – Driver Card. Any vehicle may be used by the specified individual.
 - DV – Driver-Vehicle Card. Only one specified driver can use one specified vehicle.
 - A – Admin. Generic card; may be used by any driver with any vehicle. This is usually recommended for gensets/equipment.
 - e. Fuel Control Parameters
 - Monthly Limit – maximum allowance per month quantified in liter or peso. Always indicate the denomination (LTR or PHP).
 - Daily Limit – maximum allowance per day quantified in liter or peso. Monthly and Daily limits should always have the same denomination.
 - Limit per Transaction – maximum Peso value per purchase. This is usually equal to the vehicle's full tank.
 - Frequency – maximum number of purchases per day. Average is once to twice per day.
 - PIN – Personal Identification Number. An optional feature for added security in case the card gets lost.
 - f. Allowed Fuel Products
 - Gasoline: Blaze, XCS, Xtra Advance
 - Diesel: Diesel Max, Turbo Diesel
 - Auto LPG: Xtend Auto Gasul
 - g. Other Purchase Limits (optional) – a monthly peso limit and corresponding products should be specified separately.
 - Lubricants
 - Services
 - Other Products
 - h. Remarks – any special instructions to be advised by the customer.