HOTEL BOOKING FORM

Booking Deadline : Thursday, 30 October 2008

Please select the hotel of your choice and reservations can be made by fax, mail or online to the hotel directly. All reservations must be received by **30 October 2008** to be guaranteed. Requests will be accepted after this date, but special hotel rate and accommodation cannot be guaranteed.

Registrant's Name : _____
Last (Surname) First (Forename)

Partner's Name : _____
Last (Surname) First (Forename)

Company : _____

Address : _____
Street Address or P.O. Box Number City

_____
State/Province Country Zip/Post Code

_____
Telephone Facsimile E-mail

Arrival : _____
Date Time Airline/Flight No.

Airport Transfer : ☐ Yes ☐ No

Departure : _____
Date Time Airline/Flight No.

Airport Transfer : ☐ Yes ☐ No

Credit Card : _____
Cardholder's Name

_____
Number/Expiry Date Signature

☐ American Express ☐ MasterCard ☐ Visa ☐ Other: Please Specify _____

Hotel Accommodation : Please provide your preferred hotel accommodation choice. Accommodation is subject to availability and is not guaranteed.

Choice of Hotel	Room Type	Rate per night in MYR

Guest's Preference (*Please tick preference*) :

☐ Smoking ☐ Non Smoking ☐ Any dietary preference? If yes, kindly state _____
☐ Near the lift ☐ Away from lift ☐ Any allergies? If yes, kindly state _____
☐ King bed ☐ Twin bed

Terms and Conditions :

- Official check-in time is 1400 hours and check-out time is 1200 hours.
- Room rates are inclusive of 10% service charge and 5% government tax.
- **All room rates are quoted in Malaysian Ringgit (MYR) by the hotels. The room rates in USD are calculated as per the 16 April 2008 exchange rate of USD1 = MYR3.15. Please note that this is an indicative rate and is subject to change.**
- All reservations must be received by **30 October 2008** to be guaranteed. **No booking can be accepted without credit card details or one-night deposit**.
- Requests for early check-in are subject to availability. Full-day surcharge will be applicable for a guaranteed check-in before 1200 hours.
- Late check-out shall be chargeable at 50% of room rate and full rate is chargeable after 1800 hours.
- Early departure will be charged for the duration as originally reserved (applicable for reservation with Mandarin Oriental Kuala Lumpur and Shangri-la Kuala Lumpur only).
- Any cancellation received less than 14 days prior to guest arrival will be charged 1 night cancellation charge. Cancellation should be communicated to hotel in writing.
- One night room charge will be charged should there be any no show on day of arrival and the room reserved for the remaining nights will be released accordingly. Except for Shangri-la Kuala Lumpur whereby full length of stay will be charged.