



IFN ASIA FORUM 2012

30 September 2012 to 3 October 2012

TO SUBMIT RESERVATION FORM BY 30 AUGUST 2012
thereafter room is subject to availability

☐ **New Booking**

☐ **Amendment**

☐ **Cancellation**

This completed form should be faxed or scanned and emailed (subject 'IFN Asia Forum') to the following number/addresses:-

To : Justin Tan / Cyanne Lim	From :
Company: Mandarin Oriental, Kuala Lumpur	Company :
Tel : +60-3-2179-8633 / +60-3-2179-8632	Tel :
Fax : +60-3-2179-8699	Fax :
E-mail : justint@mohg.com / cyannel@mohg.com	Email :

Guest's Information

Mr / Ms / Dr / Prof	_____	_____
	Last Name / Surname	Given Name
Designation	:	Company Name
Company Address	:	:
Zip/City Code	:	Country
Passport Number	:	Nationality
Place & Date of Issue	:	Date of Birth
Tel	:	Fax
Email	:	:

Reservation Requirements

Room Type ☐ Deluxe City View Single at RM545.00++ per room per night (with 1 breakfast)
☐ Deluxe City View Double at RM585.00++ per room per night (with 2 breakfasts)
☐ Club Deluxe City View Room at RM935.00++ per room per night (inclusive of Club Benefits)

Arrival (dd/mm)	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date	Flight Number	ETA	Airport Transfer at RM350nett/car/way		
Departure (dd/mm)	_____	_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date	Flight Number	ETD	Airport Transfer at RM350nett/car/way		

Guest's Preference

Preferred Room ☐ Smoking ☐ Non Smoking Preferred Bed ☐ King ☐ Twin

Payment Instructions

☐ All charges on guest's own account. Credit card details are required to confirm the bookign with one night's deposit.

Credit Card	_____	_____
	Credit Card Type/Number	Expiry Date
Card Holder's Name	_____	

Terms and Conditions

1. Cancellation notice less than 14 days from the day of arrival, one (01) night deposit will be forfeited.
2. Shortening of stay notice is required 14 days prior to the arrival date or the entire duration of stay will be charged.
3. No show on scheduled arrival date, entire duration of stay will be charged and the room will be released for general sale.

Accommodation Policies

1. Hotel check-in and check-out time are 1500H and 1200H respectively.
2. Requests for early check-in will be subject to space availability. However, to guarantee early check-in, the room must be reserved the night prior to the guests arrival.
3. Requests for late check-out is subject to room availability. The rate chargeable shall be at 50% off group rate accorded and full rate is chargeable for check-out after 1800H.

Extra bed is chargeable at RM90.00++ per unit per day. Additional breakfast in coffee house is chargeable at RM68.00+++ per person per day.

All Rates are quoted in Malaysian Ringgit and are subject to 10% service charge and 6% government tax per room per night.