



Shangri-La hotel

KUALA LUMPUR

ROOM RESERVATION FORM Islamic Finance News Awards Dinner 22nd February 2016

To reserve your room, please email or fax to:
SHANGRI-LA HOTEL KUALA LUMPUR, MALAYSIA
Attn: Reservation Department, Shangri-La Hotel, Kuala Lumpur
Tel: 60 3 20268488 Fax: 60 3 20321245
Email: reservations.slkl@shangri-la.com

PLEASE SEND THIS FORM ON OR BEFORE **15th February 2016**

Guest Name _____
 Surname _____ First Name _____
 Company _____
 Business Address _____
 Street address or PO Box No _____
 City/ State _____ Country _____
 Tel No _____ Fax No _____ E-Mail: _____
 Arrival Date _____ Flight No _____ Time: _____
 Departure Date _____ Flight No _____ Time: _____
 No of Room (s) _____ No of Guest (s) _____

Room Categories	Single Occupancy Room Rates	Double Occupancy Room Rates	
Executive Room	RM 510.00++ ()	RM 550.00++ ()	
Special Request (Subject to availability)	King Bed ()	Twin Bed ()	Non-Smoking ()

- Above room rates are subject to 10% service charge plus 6% GST
- Inclusive of Daily Breakfast and in room Wi-Fi Internet access
- Applicable for stays 03 days prior and 03 days after the event dates

Airport Pick-Up Arrangement (please provide flight details for transfer arrangement)

Airport Representative will be waiting at passenger arrival exit with placard of Shangri-La Hotel Logo. In the event that you do not see our Airport Representative, please contact Information Counter Service for assistance. (A surcharge of 50% will be levied for transfer between 11.00pm and 6.00am) and the rate transfer are subject to change without prior notice. For no show or cancellation made within 2 hours prior to arrival, full penalty charge will be applied.

Mercedes E Class (RM365.00 nett per car per way)	() KLIA Airport - Hotel	() Hotel - KLIA Airport	() 2-Way Airport Transfer

Room Cancellation Info Cancellation of individual reservations must be received **72 hours prior to the arrival day**. Shorten stay will subject to the full reserved stay.

No Show Clause No shows will result in a late cancellation charge equivalent to full duration of stay.

Credit Card Guarantee Please provide the credit card details to secure the room reservation. Guaranteed reservations will be held until noon on the following day of the confirmed arrival date. All non-guaranteed reservations will be released after 1800 hours on the date of scheduled arrival.

Credit card type VISA () MASTER ()
AMEX ()

Credit Card No _____ Expiry Date _____

Terms & Conditions

- Please be informed that the official check-in time is 1400hrs and check out time is 1200hrs
- In the event of early check-in before 1200hrs, a full-day surcharge will be applicable for a guaranteed check-in.
- Late check out will be on request basis and subject to availability. A half day room charge is applicable for late check out until 1800hrs. Room occupied beyond 1800hrs of the day of departure will be charged for a full day room charge.
- Any flight changes must be advised at least 24 hours prior to arrival.