



**Global Islamic Financial Forum (GIFF) 2010**  
**25th OCTOBER 2010 - 28th OCTOBER 2010**

**TO SUBMIT RESERVATION FORM BY 25th SEPTMBER 2010, thereafter is subject to availability**

**New Booking**       **Amendment**       **Cancellation**

|         |  |          |       |
|---------|--|----------|-------|
| To :    | Marn Tan   | From :   | _____ |
|         | Mandarin Oriental, Kuala Lumpur                    | Company: | _____ |
| E-mail: | <a href="mailto:marni@mohg.com">marni@mohg.com</a> |          |       |
| Fax :   | 6 03 2179 8699                                     | Fax :    | _____ |
| Tel :   | 6 03 2179 8650                                     | Tel :    | _____ |

**Guest's Information**

|                       |           |               |       |
|-----------------------|-----------|---------------|-------|
| Mr                    | _____     | _____         | _____ |
|                       | Last Name | Given Name    |       |
| Designation           | _____     | Company Name  | _____ |
| Company Address       | _____     |               |       |
| Zip/City Code         | _____     | Country       | _____ |
| Passport Number       | _____     | Nationality   | _____ |
| Place & Date of Issue | _____     | Date of Birth | _____ |

**Reservation Requirements**

|           |  |               |       |  |
|-----------|--|---------------|-------|--|
| Room Type | <input type="checkbox"/> Deluxe Rooms at RM530.00++ per room per night inclusive of one or two daily buffet breakfast at Biba's Café |               |       |  |
|           | <input type="checkbox"/> Club Floor Rooms at RM910.00++ per room per night inclusive of Club Floor Benefits                          |               |       |  |
|           | <input type="checkbox"/> Park Suite at RM 2,650.00++ per room per night inclusive of Club Floor Benefits                             |               |       |  |
| Arrival   | _____  | _____         | _____ | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|           | Date   | Flight Number | ETA   | Airport Transfer at RM300.00nett/car/way                 |
| Departure | _____  | _____         | _____ | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|           | Date   | Flight Number | ETD   | Airport Transfer at RM300.00nett/car/way                 |

**Guest's Preference**

|                    |  |   |  |
|--------------------|--|---|--|
| Preferred Room     | <input type="checkbox"/> Smoking       | <input type="checkbox"/> Non Smoking    | <input type="checkbox"/> No Preference |
| Preferred Location | <input type="checkbox"/> Near the lift | <input type="checkbox"/> Away from lift | <input type="checkbox"/> No Preference |
| Preferred Bed      | <input type="checkbox"/> King          | <input type="checkbox"/> Twin           | <input type="checkbox"/> No Preference |

**Payment Instructions**

|   |                         |             |
|---|-------------------------|-------------|
| <input checked="" type="checkbox"/> All charges on guest's own account. Credit card details are required to confirm the booking |                         |             |
| Credit Card   | _____                   | _____       |
|   | Credit Card Type/Number | Expiry Date |
| Card Holder's Name  | _____                   |             |

**Cancellation Policy:**

- 1. Cancellation less than 14 days, one (01) night deposit will be forfeited**
- 2. No show on scheduled arrival date, one (01) night room charge will be applicable and the room will be released for general sale**

**Guest Room - Terms & Conditions**

1. Hotel Check-in and check-out time are 1400H 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 for 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 & full rate is chargeable for check-out after 1800H.

Additional breakfast in Biba's cafe is chargeable at RM60.00++ per person per day.  
Airport transfers is available upon request. Extra bed is chargeable at RM90.00++ per unit per day  
All Rates are quoted in Malaysian Ringgit and are subject to 10% service charge and 5% government tax, unless specified otherwise.