



**Offshore Technology Conference Asia (OTC ASIA 2014)
25th to 28th March 2014**

TO SUBMIT RESERVATION FORM BY 14th February 2014, thereafter rooms are subject to availability

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

To :	Sophia Fong / Evonne Loi	From :	_____
	Mandarin Oriental, Kuala Lumpur	Company:	_____
E-mail:	sophiaf@mohg.com/evonnel@mohg.com		
Fax :	6 03 2179 8699	Fax :	_____
Tel :	6 03 2179 8657/8636	Tel :	_____

Guest's Information

Mr/Mrs/Dr	_____	_____	_____
	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	22 to 31 Mar 2014	22 to 31 Mar 2014
	Single	Double
<input type="checkbox"/> Deluxe City View	750.00++	805.00++
<input type="checkbox"/> Deluxe Premium City View	785.00++	840.00++
<input type="checkbox"/> Deluxe Park View	820.00++	875.00++
<input type="checkbox"/> Club Deluxe City View	1,140.00++	1,140.00++
<input type="checkbox"/> Park Suite	2,900.00++	2,900.00++

** All rooms include one/ two Buffet Breakfasts at Mosaic Restaurant and High Speed Internet Access.*

Arrival	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Date	Flight Number	ETA	Airport Transfer at RM350.00nett/car/way
Departure	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Date	Flight Number	ETD	Airport Transfer at RM350.00nett/car/way

Guest's Preference (subject to availability)

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

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	_____	CVC code _____
Issuing Bank Name	_____	

Cancellation Policy:

- 1. Cancellation less than thirty (30) days, two (02) nights deposit will be forfeited**
- 2. No show on scheduled arrival date, whole duration of room night room charge will be applicable and the room will be released for general sale**
- 3. Any early departure or shorten stay less than fourteen (14) days notice, whole duration of room night room charge will be applicable and the room will be released for general sale**

Guest Rooms - 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. Pre-block a night prior will be chargeable at 1 full night rate.
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.

Airport transfers is available upon request. A 50% surcharge if payable for hire during the hours of 12 midnight to 6.00am
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 6% government tax, unless specified otherwise.