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**Event Name** : **OTC ASIA 2014**  
at Kuala Lumpur Convention Centre  
**Date** : **25 – 28 March 2014**

**ROOM RESERVATION FORM**

Attn to : **Hazerah Jamil**, Reservation Manager Email : [resvn2impianaklcc@impiana.com](mailto:resvn2impianaklcc@impiana.com) & [resvn1impianaklcc@impiana.com](mailto:resvn1impianaklcc@impiana.com)  
**Linda Yassin**, Senior Sales Manager Email : [linda.yassin@impiana.com](mailto:linda.yassin@impiana.com)  
**Chloe Pang**, Sales Coordinator Email : [chloe.pang@impiana.com](mailto:chloe.pang@impiana.com)  
Fax : +603 2147 1028/ +603 2147 1100

**GUEST'S PARTICULARS**

**Title** **First Name** **Last Name / Surname**

Room Sharing with

Tel No: Fax No: Email:

**OTC ASIA 2014 CONFERENCE RATE**

Room Type	Rates Single occupancy	Rates Double occupancy	No. of room(s) Required	Check-in Date	Check-out Date	No. of Night(s)
<b>Deluxe</b> (King/Twin Bed)	RM480.00++	RM520.00++				
<b>Club Deluxe</b> (King/Twin Bed)	RM630.00++	RM730.00++				
<b>Club Premier</b> (King Bed)	RM760.00++	RM860.00++				
<b>Executive Suite</b> (King Bed)	RM1,000.00++	RM1,100.00++				
<b>Deluxe Suite</b> (King Bed)	RM2,500.00++	RM2,500.00++				
<b>Grand Suite</b> (King Bed)	RM4,000.00++	RM4,000.00++				

**TERMS & CONDITIONS**

- Additional person for Deluxe room will be charged at RM 40.00++ (per person per day) and inclusive of buffet breakfast at Tonka Bean Café.
- Additional person for Club access & Club Lounge will be charged at RM100.00++ (per person per night).
- Confirmation on room reservation will be given upon receiving deposit of one (1) night room rate. The payment of outstanding balance shall be made in full before the cut-off date (14 February 2014).
- Any cancellation before 14 February 2014, one (1) night deposit will be forfeited (non refundable policy apply).
- Any cancellation, amendment and/or no show after 14 February 2014, the full payment will be forfeited (non-refundable policy).
- Room reservation without full payment after the cut-off date (14 February 2014) will be released for general sales and thereafter rooms are subject to availability.
- Payment can be made by cash, company cheque or Telegraphic Money Transfer. Should payment be made via cheque, please make payable to **Heritage Lane Sdn Bhd** or if via telegraphic transfer to our bank account:
- **Account Holder** : **Heritage Lane Sdn Bhd**
- **Account No** : **1417-001906-3052**
- **Swift Code** : **CIBBMYKL**
- **Name of bank** : **CIMB**
- **Bank Address** : **Ground Floor, Wisma Genting  
28, Jalan Sultan Ismail  
50250 Kuala Lumpur**

**Check- in time:** 1400 hours **Check- out time:** 1200 hours

Special Request:  Non-Smoking Floor .....

FLIGHT DETAILS	Arrival Date	Flight / ETA	Departure Date	Flight/ ETD

**LIMOUSINE**

Transfer service available from KLIA to Hotel and from Hotel to KLIA at:  
RM240.00nett (Camry), one way KLIA - Impiana KLCC Hotel  Please tick  
RM240.00nett (Camry), one way Impiana KLCC Hotel - KLIA  Please tick  
**\* A surcharge of 50% will be levied for service rendered from 0001 hours – 0600 hours.**

**Letter of Authorization  
OTC ASIA 2014**

**Impiana KLCC Hotel**

13 Jalan Pinang,  
50450 Kuala Lumpur,  
Malaysia.  
Tel : 03 2147 1111  
Fax : 03 2147 1028

Date: \_\_\_\_\_

Dear Sir / Madam,

I **Mr. / Mrs. / Ms.** \_\_\_\_\_ **ID or Passport No** \_\_\_\_\_ hereby authorize Impiana KLCC Hotel Kuala Lumpur to charge 1 night rate for deposit upon confirmation & **full duration of stay before the cutoff date (14 February 2014) as a guarantee upon confirmation for the room booking** to my credit card, being payment for room accommodation for Check in \_\_\_\_\_ Check out \_\_\_\_\_ .

Terms and Conditions of Charges Details as follow:

1 night deposit are required for reservation confirmation

1) Cancellation before 14 February 2014, a 1 night rate deposit will be forfeited

Full payment of stay will be charged on 14 February 2014

2) Cancellation, no-show or amendment after 14 February 2014, a full length of stay will be charged

- **Signature must correspond with the specimen signature of the credit card.**
- **Kindly attach a photocopy of Credit Card (front and back) together with photocopy of Identification card/passport.**

**Credit Card Detail are as follow:**

Credit Card No :

Expiry Date :

Credit Card Type :  VISA  MASTER  AMEX  JCB  DINERS

- \* For AMEX, please provide the 4 Digits Security Code No: \_\_\_\_\_
- \* For other credit card, please provide the 3 Digits Code No: \_\_\_\_\_
- \* Credit card receipt will be sent once the credit card is charged.

Thanks and regards.

Sincerely Yours,

\_\_\_\_\_  
Name :  
Date :

**Cut-off date: 14 February 2014**

*Any bookings after the cut-off date will be subject to availability.*

***For Hotel Use Only***

**Confirmation No : .....**

Should there be any changes on the above room reservation or further inquiry, please do not hesitate to contact the hotel direct at the above contact number or email to [linda.yassin@impiana.com](mailto:linda.yassin@impiana.com) OR [resvn2impianaklcc@impiana.com](mailto:resvn2impianaklcc@impiana.com) OR fax to 603 2147 1028