



Shangri-La hotel

KUALA LUMPUR

ROOM RESERVATION FORM

New Amendment Cancellation

Offshore Technology Conference Asia OTCA 22-25 March 2016

To Reserve Your Room, Mail or Fax to:
SHANGRI-LA HOTEL KUALA LUMPUR, MALAYSIA
Attn: Reservation Department, Shangri-La Hotel, Kuala Lumpur
Tel: 603 20268488 Fax: 603 20321245
Email: reservations.slkl@shangri-la.com

PLEASE SEND THIS FORM BY FAX OR E-MAIL DIRECTLY TO THE HOTEL ON OR BEFORE **19 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 Category	Single Occupancy Room Rates	Double Occupancy Room Rates	
Executive Room	RM 535.00 ++ ()	RM 575.00 ++ ()	
Horizon Executive Room*	RM 750.00 ++ ()	RM 790.00 ++ ()	
Executive Suite*	RM 1,100.00 ++ ()	RM 1,100.00 ++ ()	
Special Request (Subject to availability)	Non-Smoking ()	King Bed ()	Twin Bed ()

- Above room rates are subject to 10% service charge plus 6% GST (Goods & Services Tax) thereon
- Inclusive of daily breakfast and Hotel WIFI (100Mbps) internet access
- Applicable for stays three (3) days prior to event and three (3) days after the event dates
- Horizon Executive Room & Executive Suite Rates are inclusive of Horizon Club Privileges

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 (RM350.00nett per car per way)	() KLIA Airport - Hotel	() Hotel - KLIA Airport	() 2-Way Airport Transfer
MPV Alphard / Vellfire (RM435.00nett per car per way)	() KLIA Airport - Hotel	() Hotel - KLIA Airport	() 2-Way Airport Transfer

Room Cancellation Info Cancellation of individual reservations must be received **before 72 hours prior to the arrival day** to avoid a penalty of the full reserved stay. 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.

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

For AMEX please provide the I/D No: _____

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 1600hrs. Room occupied beyond 1600hrs 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.