



KUALA LUMPUR

**INSTITUT BANK-BANK MALAYSIA GRADUATION & AWARDS CEREMONY 2007
(19 MAY 2007)**

**PLEASE SEND THIS FORM BY FAX OR MAIL DIRECTLY TO THE HOTEL BEFORE 20th April 2007
HOTEL RESERVATION CONFIRMATION**

Registrant's Name _____
Surname _____ First Name _____

Company _____

Business Address _____
Street address or PO Box No _____

City/ State _____ Country _____

Tel No _____ Fax No _____ Email _____

Arrival Date _____ Flight No _____

Departure Date _____ Flight No _____

No of Room (s) _____ No of Guest (s) _____

Delegates Room Type/Rate Daily :	Room Category	Single Room Rates	Double Room Rates
Per room per night and inclusive of breakfast	Executive Room	RM350.00++ ()	RM390.00++ ()
Special Request (Subject to availability)	King size bed ()	Twin Bed ()	Non-Smoking ()

Billing Instruction I hereby authorized Shangri-La Hotel, Kuala Lumpur to Charge _____
to my credit card details as follows

Credit card type VISA () MASTER () DINERS ()
JCB () AMEX ()
For AMEX please provide the I/D No: _____

Credit Card No _____ Expiry Date _____

Airport Pick-Up : Yes No RM 260 nett per car per way (from airport to hotel)
 Yes No RM 260 nett per car per way (from hotel to airport)

Note : A surcharge of 50% will be levied for transfers between 11.00pm to 7.00am and the rate transfer is subject to change.

Remarks

- In the Event of No-Show and last minute cancellation 14 days prior to arrival (**3rd May 2007**), late cancellation charges equivalent to full length of stay including the applicable tax and service charges will be imposed.
- All room reservation must be made through the Events Department and subject to room availability.
- 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 50% surcharge will be applicable, while a full-day surcharge will be applicable for a guaranteed check-in before 0900hrs
- 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 charge a full day rate.
- Room rates are NOT inclusive of 10% service charge and 5% government tax. Reservations not guaranteed by a credit card will be released by 6pm of schedule arrival.
- Any flight changes must be advised at least 24 hours prior to arrival.
- A special room rate has been arranged for all guests; in order to receive this rate, please do not make your reservation through a travel agent.

**FAX / EMAIL HOTEL RESERVATION FORM TO
EVENTS MANAGEMENT DEPARTMENT**

SHANGRI-LA HOTEL (KL) SDN. BHD. (9159-V)

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