

**RESERVATION FORM****Deadline: (18 November 2009)**

## ASEM Workshop 30 November to 4 December 2009

**To :** Reservations Department  
**TRADERS HOTEL, KUALA LUMPUR**  
**KLCC, 50088 Kuala Lumpur**  
**General Line: 03-2332 9888 Fax: 03-2332 2677**  
**Email: groupreservations.thkl@shangri-la.com**

**BOOKER INFORMATION**

Booker Name	
Company Name	
Telephone	
Fax	
Email	

**GUEST DETAILS**

Last Name		Airport Transfer From/To KLIA (RM200Nett/car/way)		
First Name		<input type="checkbox"/> Pick Up <input type="checkbox"/> Drop Off <input type="checkbox"/> Roundtrip		
Company Name		Flight Details (24:00hrs)		
Arrival Date		Arrival Flight No		ETA
Departure Date		Departure Flight No		ETD

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

**ROOM CATEGORY**

Room Category	Room Rates		No. of Room	No. of Adult	No. of Child
	Single	Double			
Deluxe City View Twin	MYR370.00++	MYR400.00++			
Deluxe Park View	MYR410.00++	MYR440.00++			
Traders City View	MYR500.00++	MYR530.00++			
Traders Park View	MYR540.00++	MYR570.00++			

- All rates are subject to 10% service charges and 5% government tax per room per night
- Room rates quoted are inclusive of breakfast
- Above rates are only applicable during the above conference only
- Subject to on-day availability

**PREFERENCE**

<input type="checkbox"/> King Size Bed	<input type="checkbox"/> Twin Bed	<input type="checkbox"/> Non Smoking	<input type="checkbox"/> Smoking
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- Subject to on-day availability

**PAYMENT INSTRUCTION**

<input type="checkbox"/> VISA	<input type="checkbox"/> MASTER	<input type="checkbox"/> AMEX	<input type="checkbox"/> DINERS	<input type="checkbox"/> JCB
Credit Card no	Expiry Date	Security Code	Card Holder's name	

- Credit card details is required upon reservation to proceed and guarantee your room booking

**Terms and Conditions**

1. Official check-in time is 1400hrs and check out time is 1200hrs.
2. Full-day surcharge will be applicable for a guaranteed check-in before 12.00noon
3. Late check out shall be chargeable at 50% of room rate and full rate is chargeable after 6pm.
4. Any cancellation of guest room before 7 days of arrival will result in a late cancellation charge equivalent to a full duration of stay. The hotel must be notified in writing for this.
5. Full charge for the entire duration of stay (maximum 3 nights) will be imposed should there be any no show on day of arrival.
6. Any flight changes must be advised at least 24 hours prior to arrival.

**Hotel Confirmation**

Confirmation No		Confirmed by		Date	
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