

ACCOMMODATION RESERVATION FORM
THE 13TH ANNUAL ROUNDTABLE CONFERENCE ON SUSTAINABLE PALM OIL
16-19 NOVEMBER 2015
SHANGRI-LA HOTEL KUALA LUMPUR
 New Reservation

 Amendment

 Cancellation

COMPLETE DETAILS IN FULL

Title:	Mr / Mrs / Ms / Dr (please circle one)	
Given/First name:		
Family/Last name:		
Company:		
Job title:		
Address:		
Passport Number:	Date of Birth:	
Tel No.:	Fax No.:	Email:
Check In Date:	Flight No.:	Arrival Time:
Check Out Date:	Flight No.:	Departure Time:
No of Room (s):	No of Guest(s):	

ROOM CATEGORY	ROOM RATE	ROOM TYPE			SPECIAL REQUEST	
		Double	Twin	Extra bed	Smoking	Non-smoking
Superior	RM258.00++ (RM300.85nett)					
Deluxe	RM325.00++ (RM378.95nett)					
*Premier Room	RM420.00++ (RM489.72nett)					
*Premier Executive	RM450.00++(RM524.70nett)					

- Rates quoted are subject to 10% service charge and 6% GST
- All room rates above are inclusive of breakfast to a maximum of 2 persons per room and complimentary WiFi access
- Extra bed is chargeable at RM100.00++ (RM116.00nett) per night inclusive of breakfast for Deluxe room only
- Rooms are subject to availability upon confirmation

* The Premier Privileges are as follow:

- Minimum 2-nights stay : a complimentary one-way limousine transfer from KLIA to Concorde Hotel KL per stay
- Minimum 3-nights stay : a complimentary one-way limousine transfer from KLIA to Concorde Hotel KL per stay and one of the following (1 person only per stay):
 - i) International Buffet Dinner at Melting Pot Café
 - ii) In-house massage therapy
 - iii) Hair wash & blow or manicure or pedicure at our in-house hair salon
- Private check-in and check-out at Premier Lounge
- Private breakfast venue at Spices Restaurant & Wine Bar
- Two (2) pieces of complimentary laundry daily

AIRPORT TRANSFER			
Arrival	RM169.60nett per car from KLIA to Concorde KL (max 3 person in a car)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	RM180.20nett per car from KLIA2 to Concorde KL (max 3 person in a car)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Departure	RM169.60nett per car from Concorde KL to KLIA (max 3 person in a car)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	RM180.20nett per car from Concorde KL to KLIA2 (max 3 person in a car)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

- A surcharge of 50% will be levied for transfer between 0000hrs to 0600hrs

GUARANTEE	
<input type="checkbox"/> Visa	<input type="checkbox"/> Master
<input type="checkbox"/> Amex	<input type="checkbox"/> JCB
<input type="checkbox"/> Diners	
Issue Bank:	
Credit Card no:	Expiry Date: (mm/yy)
Full name of Card Holder:	
I hereby authorize Concorde Hotel Kuala Lumpur to debit my credit card for the amount of _____	
Please attach a copy of front and back of the credit card.	
Signature of Card Holder:	_____
Date:	_____

- Cancellation within 7 days prior to arrival subject to 1 night room charge
- Cancellation within 48 hours or no show, full length of stay will be levied
- A full day charge will apply if you require the hotel to pre-block the room one day in advance in order to guarantee early check in
- Check in time is from 1500hrs and check out is 1200hrs. Early check in or late checkout requests are subject to room availability. A nominal charge applies for late checkout request
- All special requests will place on top priority and subject to availability on arrival
- Please be informed that the cut of date for all booking is **3 November 2015**

PLEASE PRINT OUT THIS FORM AND RETURN A SIGNED COPY VIA FAX ONLY

TO MR CHARLES TEONG AT:

PHONE: +603 7727 8458

FAX: +603 7727 9458