



KUALA LUMPUR

IFN Awards Dinner KL

PLEASE SEND THIS FORM BY FAX OR MAIL DIRECTLY TO THE HOTEL BEFORE 10th February 2011
HOTEL RESERVATION CONFIRMATION

Registrant's Name _____
 Surname _____ First Name _____

Company _____

Business Address _____
 Street address or PO Box No _____

City/ State/Country _____ Email _____

Tel No _____ Fax No _____

Arrival Date _____ Flight No/Arrival Time _____

Departure Date _____ Flight No/Dept Time _____

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

Room Type/ Rate Daily	Room Category	Single Room Rates	Double Room Rates
Room Rates	Executive Room With breakfast	RM 400.00++ ()	RM 440.00++ ()
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 350nett per car per way (from airport to hotel)
___ Yes ___ No RM 350nett 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 of transfer is subject to change.

Terms & Conditions

- Room rates are subject to 10% service charge and 6% government tax.
- 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. All room reservation must be made through the Events Management Department and are subject to availability.
- In the Event of No-Show and last minute cancellation less than 7 days prior to arrival, late cancellation charges equivalent to full length of stay including the applicable tax and service charges will be imposed.
- Please be informed that the official check-in time is 1400hrs and check out time is 1200hrs
- A full-day surcharge will be applicable for a guaranteed check-in before 1400hrs
- 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 night rate.
- Early departure will be charged for the duration as originally reserved.
- Any flight changes must be advised at least 24 hours prior to arrival.

**FAX / EMAIL HOTEL RESERVATION FORM TO
EVENTS MANAGEMENT DEPARTMENT
EMAIL: lynn.lim@shangri-la.com
FAX: 60 3 2070 8616**