



**ASSOCIATION OF AUTHORISED LAND SURVEYORS MALAYSIA - FIG CONFERENCE 2014**  
**16 JUNE – 21 JUNE 2014**

**TO SUBMIT RESERVATION FORM BY 16 MAY 2014, thereafter rooms are subject to availability**

**New Booking**       **Amendment**       **Cancellation**

To :	Sophia Fong / Evonne Loi	From :	_____
	Mandarin Oriental, Kuala Lumpur	Company:	_____
E-mail:	<a href="mailto:sophiaf@mohg.com">sophiaf@mohg.com</a> / <a href="mailto:evonnel@mohg.com">evonnel@mohg.com</a>		
Fax :	6 03 2179 8699	Fax :	_____
Tel :	6 03 2179 8657/8636	Tel :	_____

**Guest's Information**

Mr/Mrs/Dr	_____	_____	_____
	Last Name		Given Name
Designation	_____	Company Name	_____
Company Address	_____		
Zip/City Code	_____	Country	_____
Passport Number	_____	Nationality	_____
Place & Date of Issue	_____	Date of Birth	_____

**Reservation Requirements**

Room Type	<input type="checkbox"/> Deluxe Single City View Room at RM680.00++ per room per night with one (01) buffet breakfast at Mosaic			
	<input type="checkbox"/> Deluxe Double City View Room at RM730.00++ per room per night with two (02) buffet breakfasts at Mosaic			
Arrival	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Date	Flight Number	ETA	Airport Transfer at RM350.00nett/car/way
Departure	_____	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Date	Flight Number	ETD	Airport Transfer at RM350.00nett/car/way

**Guest's Preference**

Preferred Room	<input type="checkbox"/> Smoking	<input type="checkbox"/> Non Smoking	<input type="checkbox"/> No Preference
Preferred Location	<input type="checkbox"/> Near the lift	<input type="checkbox"/> Away from lift	<input type="checkbox"/> No Preference
Preferred Bed	<input type="checkbox"/> King	<input type="checkbox"/> Twin	<input type="checkbox"/> No Preference

**Payment Instructions**

<input type="checkbox"/> All charges on guest's own account. Credit card details are required to confirm the booking		
Credit Card	_____	_____
	Credit Card Type/Number	Expiry Date
Card Holder's Name	_____	

**Cancellation Policy:**

1. Room rates quoted above are applicable ONE (1) day pre & ONE (1) post after the official date for the given room categories only
2. Cancellation less than thirty (30) days, two (02) nights deposit will be forfeited and room will be released for general sale
3. No show on scheduled arrival date, entire duration of room night room charge will be applicable and the room will be released for general sale. No refund.
4. Any early departure or shorten stay must be informed fourteen (14) days prior to arrival date, failing which entire duration of room night charges will be forfeited and room will be released for general sales. No refund.

**Guest Rooms - Terms & Conditions**

1. Hotel Check-in and check-out time are 1400Hrs and 1200Hrs respectively.
2. Requests for early check-in will be subject to space availability. However, to guarantee early check-in, the room must be reserved for the night prior to the guests arrival. Room will be chargeable at one (01) night full rate.
3. Requests for late check-out is subject to room availability. The rate chargeable shall be at 50% off group rate accorded for check-out between 1200-1800hrs & full rate is chargeable for check-out after 1800Hrs.

Additional breakfast in our all day dining restaurant, Mosaic is chargeable at RM72.00++ per person per day. (Buffet breakfast rate is subject to be change in Year 2014)  
Extra bed is chargeable at RM90.00++ per unit per day