



**INTERNATIONAL ORGANISATION OF EMPLOYERS (IOE)
GLOBAL FORUM ON MIGRATION AND DEVELOPMENT (GFMD) BUSINESS MECHANISM WORKSHOP
23 OCTOBER 2018**

TO SUBMIT RESERVATION FORM BY MONDAY, 24 September 2018, rooms are subject to availability

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

To :	Reservation Department	From :	_____
	Mandarin Oriental, Kuala Lumpur	Company:	_____
E-mail:	Group-MOKUL-Booking@mohg.com		
Fax :	6 03 2179 8659	Fax :	_____
Tel :	6 03 2179 8818	Tel :	_____

Guest's Information

Mr/Ms/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 City View Single Room at RM585.00++ (RM 678.60 nett) per room per night inclusive (01) buffet breakfast + wireless internet		
Arrival	Date _____	Flight Number _____	ETA _____
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Airport Transfer at RM375.00nett/car/way
Departure	Date _____	Flight Number _____	ETD _____
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Airport Transfer at RM375.00nett/car/way

Guest's Preference (subject to availability upon check-in)

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: Please call to hotel to provide your credit card details.

<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 _____	CVC Nos _____
Card Holder's Name	_____		

Cancellation Policy:

- Room rates quoted above are applicable two (2) day pre & two (2) post after the official conference date for the given room categories only
- Cancellation less than fourteen (14) days , hotel will will automatically charge the entire duration of stay to the individual guest's credit card
- Any no show on the scheduled date of arrival, Hotel will automatically charge the entire duration of stay and the room(s) will be released for general sale.
- 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.

Guest Rooms - Terms & Conditions

- Hotel Check-in and check-out time are 1400Hrs and 1200Hrs respectively.
- 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 guest's arrival with 1 full night charge
- Requests for late check-out is subject to room availability. The rate chargeable shall be at 50% off group rate accorded & full rate is chargeable for check-out after 1800Hrs.

Airport transfers is available upon request. A 50% surcharge if payable for hire during the hours of 12 midnight to 6.00am
 Extra bed is chargeable at RM90.00++ (RM104.94nett) per unit per day (not inclusive breakfast)
 Price shown are in Malaysian Ringgit ,subject to 10% service charge and 6% government tax
 Price Shown in Bracket are inclusive of service charge and tax.
 Malaysia collects a new Tourism Tax from 1 September 2017 onwards. Please be advised that MYR 10.00 nett per room, per night will be added after the inclusion of 10% service charge and 6% government tax to room bill.