



Shangri-La hotel

KUALA LUMPUR

ROOM RESERVATION FORM

New Amendment Cancellation

45th MOA AGM/ASM

21-24 May 2015

To Reserve Your Room, Mail or Fax to:
SHANGRI-LA HOTEL KUALA LUMPUR, MALAYSIA
Attn: Reservation Department, Shangri-La Hotel, Kuala Lumpur
Tel: 603 20268488 Fax: 603 20321245
Email: reservations.slkl@shangri-la.com

PLEASE SEND THIS FORM BY FAX OR E-MAIL DIRECTLY TO THE HOTEL ON OR BEFORE **24 April 2015**

Guest Name _____
Surname _____ First Name _____

Company _____

Business Address _____
Street address or PO Box No _____

City/ State _____ Country _____

Tel No _____ Fax No _____ E-Mail: _____

Arrival Date _____ Flight No _____ Time: _____

Departure Date _____ Flight No _____ Time: _____

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

Room Category	Single Occupancy Room Rates	Double Occupancy Room Rates	
Executive Room	RM 500.00++ ()	RM 550.00++ ()	
Premier Room	RM 540.00++ ()	RM 590.00++ ()	
Horizon Executive Room	RM 650.00++ ()	RM 700.00++ ()	
Executive Suite	RM950.00++ ()	RM950.00++ ()	
Premier Selection Suite	RM1,050.00++ ()	RM1,050.00++ ()	
Special Request (Subject to availability)	Non-Smoking ()	King Bed ()	Twin Bed ()

- Above room rates are subject to 10% service charge and the prevailing government tax or GST at 6%
- Horizon Executive / Executive Suite / Premier Selection Suite are inclusive of Horizon Club Benefits

Airport Pick-Up Arrangement (please provide flight details for transfer arrangement)

Airport Representative will be waiting at passenger arrival exit with placard of Shangri-La Hotel Logo. In the event that you do not see our Airport Representative, please contact Information Counter Service for assistance. (A surcharge of 50% - exclusive 6% GST will be levied for transfer between 11.00pm and 6.00am) and the rate transfer are subject to change without prior notice. For no show or cancellation made within 2 hours prior to arrival, full penalty charge will be applied.

Mercedes E-Class (RM330.00 + 6% GST per car per way)	() KLIA Airport - Hotel	() Hotel - KLIA Airport	() 2-Way Airport Transfer
MPV Alphard / Vellfire (RM410.00 + 6% GST per car per way)	() KLIA Airport - Hotel	() Hotel - KLIA Airport	() 2-Way Airport Transfer

Room Cancellation Info Cancellation of individual reservations must be received **before 72 hours prior to the arrival day** to avoid a penalty of the full reserved stay. Shorten stay will subject to the full reserved stay.

No Show Clause No shows will result in a late cancellation charge equivalent to full duration of stay.

Credit Card Guarantee Please provide the credit card details to secure the room reservation.

Credit card type VISA () MASTER () DINERS ()
JCB () AMEX ()

For AMEX please provide the I/D No: _____

Credit Card No _____ Expiry Date _____



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Terms & Conditions

- Delegates who wish to occupy their Guest Room before 1400 hours must reserve the Guest Room for a night prior to the arrival date.
- Delegates who check out after the official Check-out time of 1200 hours shall be charged for additional night under the Daily Room Rate.
- Any flight changes must be advised at least 24 hours prior to arrival.