



HOTEL RESERVATION FORM DEPARTMENT OF CIVIL AVIATION

31 MAY - 4/5 JUNE 2015

Hotel accommodation at reduced rates is available at the Putrajaya Marriott Hotel & Spa for the above event. Room reservation request is to be sent directly to the hotel by participant and is subject to room availability. Please fax or mail this reservation form to the Putrajaya Marriott Hotel to secure your room.

Room category	Room rate	Please Tick	Total rooms required (please state below)
DELUXE SINGLE WITH ONE BUFFET BREAKFAST	RM310.00		
DELUXE TWIN SHARING WITH TWO BUFFET BREAKFASTS	RM350.00		

- All Prices quoted in Ringgit Malaysia & inclusive of 6% GST
- Rates are based on ROOM ONLY

Guest's name : _____

Business address : _____
(street address or P.O.Box number)

Telephone # : _____ (City/Town) Facsimile # : _____ (State)

Remarks: Advance booking is required in order to secure rooms. Rooms are subject to availability at the time of booking.

Check-in time after 2pm and check-out time at 12noon. Early check-in is strictly subjected to availability of rooms. Surcharge applies for early check-in / late check-out request.

Arrival date:	<i>Limousine pick-up at</i> RM 160.00nett per car (KLIA) RM160.00nett per car (KLIA 2) (Y / N)	Flight # Time
Departure date :	<i>Limousine transfer to</i> RM130.00nett per car (KLIA) RM130.00nett per car (KLIA 2) (Y / N)	Flight # Time

Credit Card Type: Visa Master *Amex JCB Diners
(please tick) Local Order

* For AMEX card, please provide the 4 digit ID Number displayed at the front card _____

Credit Card no : _____ Expiry date : _____ Signature : _____

Credit Card ID : _____

IMPORTANT !

Bookings without credit card details or a one-night deposit paid by crossed cheque in Ringgit Malaysia in favour of "RESORT VILLA DEVELOPMENT SDN BHD" are considered as non-guaranteed and will be released by 3:00 p.m. unless is guaranteed. In the event of cancellation or no show on the day of arrival, a one-night accommodation plus the applicable tax and service charges will be levied upon. The Management reserves the rights to release rooms that are without proper method of guarantee and without prior notification. 3 days notice are required for cancellation of room booking and the Hotel will not refund any deposit if not within the grace of the cancellation policy.

MAIL OR FAX HOTEL RESERVATION FORM TO:

MS DALILA WAZIR - RESERVATION MANAGER
PUTRAJAYA MARRIOTT HOTEL
IOI RESORT CITY, 62502 SEPANG UTARA, MALAYSIA
TEL NO. : 60-3-8949 8888 FAX NO. : 60-3-8949 8999
E-MAIL : reservation.hotel@marriottputrajaya.com