

ACCA Malaysia Sdn Bhd
ACCA Regional Shared Services Conference 2012
14th - 16th May 2012
HOTEL RESERVATION FORM



One World Hotel
 Tel: 603-7681 1111/603-7681 1118

PLEASE COMPLETE THIS FORM AND FAX TO
Salela Daud / Suria Juliana / Jason Ting AT +603-7681 1112 / +60 3 7712 2226

OR

EMAIL TO salela_d@oneworldhotel.com.my / suria_j@oneworldhotel.com.my / jason_t@oneworldhotel.com.my

HOTEL RESERVATION DEADLINE: 13th April 2012, Friday

**Please be informed the hotel is not holding any accommodation as outlined below.*

** Any reservation received will be subject to availability at hotel prevailing rate*

Guest Name (First/ Middle/ Last) : _____ Date of Birth : _____ Title : _____ Company : _____ Address : _____ Passport/ IC : _____ Expiry : _____ Date of Issue : _____ Telephone : _____ Facsimile : _____ E-mail : _____	
Arrival Date : _____ Flight # : _____ ETA Time : _____ Airport Transfer : Yes / No Departure Date : _____ Flight # : _____ ETA Time : _____ Airport Transfer : Yes / No	
Airport Transfer (please select if required) <input type="checkbox"/> 1 x Limo – Mercedes Benz – E Class (maximum 3 persons) is chargeable at RM 300.00 nett per unit per way <input type="checkbox"/> 1 x MPV – Toyota Innova (maximum 3 persons) is chargeable at RM 180.00 nett per unit per way <input type="checkbox"/> 1 x Van – Toyota Hiace (maximum 7 persons) is chargeable at RM 300.00 nett per unit per way <i>* 50% surcharge is applicable after midnight till 0600 hrs</i> <i>* CANCELLATION POLICY: 100% cancellation charges will be applicable for “No-Show” or cancellation made 48hours prior to arrival</i>	
Room Rate for Delegates (please select) <input type="checkbox"/> Deluxe Room : RM 385.00++ inclusive of one (1) breakfast & internet access <input type="checkbox"/> Executive Deluxe Room : RM 420.00++ inclusive of one (1) breakfast & internet access <input type="checkbox"/> Junior Suite: RM 570.00++ inclusive of Peridot Club Floor benefits <input type="checkbox"/> Premier Suite: RM 720.00++ inclusive of Peridot Club Floor benefits <i>* Complimentary 24 hours in-room internet access up to maximum two accesses only</i> <i>* Additional breakfast is chargeable at RM38.00++ for in house guest</i>	Bed Type of each Room Category (please select) <input type="checkbox"/> King <input type="checkbox"/> Twin <input type="checkbox"/> King <input type="checkbox"/> Twin <input type="checkbox"/> King <input type="checkbox"/> King
Preference : (<input type="checkbox"/>) Smoking (<input type="checkbox"/>) Non-smoking (<input type="checkbox"/>) Away from Lift (<input type="checkbox"/>) Low/ High floor Dietary Preferences : _____ Allergies : _____	
Credit Card Number : _____ Name of Cardholder : _____ Card Type : _____ Expiry Date : _____ 3 digit code : _____ Signature of Cardholder : _____ <i>*Reservation must be guaranteed with credit card otherwise is deemed not confirm and will be released 7 days prior to arrival</i> <i>*CANCELLATION POLICY: 100% cancellation charge throughout the stay will be applicable for “No-Show” or cancellation after room has been confirmed</i>	
I agree to the following Terms & Conditions <ul style="list-style-type: none"> • Additional breakfast is chargeable at RM38.00++ for in house guest and RM48.00++ for non in house guest • Extra bed is chargeable at RM60.00++ per unit per day – subject to availability • Confirmation of room types is subject to availability at time of booking as number of rooms available per category is limited, therefore the next category will be offered if the selected room category is sold out • Selected bedding preference will be noted by hotel however subject to availability upon check in • Hotel official check in time is from 3.00PM onwards and check out time is at 12.00PM • Rate quoted for Junior Suite onwards is inclusive of Peridot Club Benefits. • In the event of early check-in before 12.00PM, a 50% surcharge will be applicable • A full day surcharge will apply to guaranteed early check in before 9.00AM as 1 night pre-block is required • Late check out is subject to availability upon request. Half day charge applies for late check out until 6.00PM; and full day charge applies for late check out beyond 6.00PM • Credit card details provided will authorize hotel to charge the necessary payment related to this reservation • Airport transfer rate is for Limousine to/from KLIA and subject to 50% surcharge for usage between 12:00AM to 6:00AM • All rates quoted above are subject to 10% service charge & 6% government tax 	
<u>GUEST'S SIGNATURE</u> Name : _____ Date : _____	<u>FOR HOTEL USE</u> Confirmation Number : _____ Date Confirmed : _____



One World Hotel
First Avenue
Bandar Utama City Centre
Bandar Utama
47800 Petaling Jaya
Selangor Darul Ehsan, Malaysia
Fax : 60 3 7712 2226

RE : LETTER OF CREDIT CARD AUTHORIZATION

I, _____ (Passport / I.C No. _____) hereby authorize One World Hotel to perform a credit card charge or authorization on my credit card for the payment of an advance deposit for / settlement of / as a guarantor for the account stated below.

I agree to be held personally liable for the payment in the event the organizer / room guest / company or association of the account stated below fails to settle any part or full amount of the charges incurred.

Account:

Name of Event / Guest(s) : _____

Address of Company / Guest (s) : _____

Contact No. of Company / Guest (s) : _____

Date of Event : _____

Date of Check In : _____ Date of Check Out : _____

Billing Instruction All Charges Room Only Room & Breakfast
 Others: _____

My Credit Card Details:

Amex Visa MasterCard Diners JCB

Credit Card No. : _____

Cardholder's Name : _____
(as appear on your credit card)

Expiry Date : _____

Bank of Issuing : _____

CVV2 /CVC2 No. : _____
(last 3 digits at the back of Visa or MasterCard / 4 digits security code for Amex card)

Cardholder's Signature : _____
(as appear on your credit card)

Cardholder's Tel No. (Office) : _____

(Mobile) : _____

Cardholder's Address : _____

Important Note: Please attach a photocopy of the front and back of your credit card.