

**RESERVATION FORM (GOVERNMENT RATE) FOR
UNIVERSITY MALAYSIA SABAH – INTERNATIONAL CONFERENCE ON ECONOMICS 2017
(ICE 2017) ON THE 27TH – 28TH NOVEMBER 2017**

A: Personal Information

Name of Guest : _____

Company's Name : _____

Address : _____

Contact Number (Office/Residence): _____ Mobile No. : _____

Email address : _____

NRIC / PASSPORT NO: _____

B: Reservation Information

Day/Date of Arrival (Check-in date) : _____ Flight Details / ETA :

Day/Date of Departure (Check-out date): _____ Flight Details / ETD :

Room Reservation details:

Room type	Room rate (per room/night) Inclusive of breakfast	No. of room/s	Remarks (Kindly indicate your preference)*
Superior Room (Single/Twin)	RM185.00nett		
Deluxe Room (Single/Twin)	RM205.00nett		
Executive Suite	RM500.00nett		
Extra Bed	RM120.00nett		

No. of Persons: Adult { } Children { }

Remarks : (E.g –Single or twin bed, Food Allergy, Higher Floor, Near Lift etc)

RESERVATION/ROOM BOOKING PROCEDURE

- All reservation must be pre-booked directly with **The Klagan Regency**, Kota Kinabalu, Sabah at:-
Tel: 088 529 888 by Fax: 088 529 889 or via email at reservations@theklaganregency.com, **on or before (Cut-off date), after which, any room reservation will be subject to best available rate (BAR) and room availability basis.**
- For **Guaranteed Reservations** an amount equivalent to a one (1) night's room charge (based on the agreed rate shall be levied on reservation cancelled within 72 hours or in the event there is a " NO Show ".
-A 50% charge on one (1) night's charge (based on agreed rate) shall be imposed on shortened stay or early departure in less than 24 hours' notice.
-**Non-Guaranteed** reservation shall automatically be considered as **Waiting List** reservations.
-A collection of one (01) night room rate based on room category's rates as compulsory deposit upon check-in (i.e. either by cash, company cheque or Credit Card verification) unless otherwise stated.
- Hotel's official check-in time is at 1500 hour (3:00pm) & check-out time is at 1200 hour (12:00nn).

C: Payment Details/Confirmation Details

1. Reservation guaranteed with { } CASH RM (Ringgit Malaysia): _____

Official Receipt No. (For Office Purposes): _____

2. Credit Card:

CREDIT CARD NO:	CCV NO :
CARD HOLDER NAME :	EXPIRY DATE :
CARD TYPE : VISA / MASTER (delete where appropriate)	AMOUNT :

Signature : _____ **Date** : _____
(Same signature as on your credit card) (dd/mm/yyyy)

Name : _____ **Designation** : _____

*I _____ hereby authorized **The Klagan Regency (Rick Klagan Sdn Bhd)** to charge all amount due from me to the credit card stated above, I also authorise to take all necessary action to obtain payment from the relevant credit card company. I warrant as of the date below that the details of the credit card set out above are correct and that the credit card is valid and has not been withdrawn and cancelled. I warrant that I will ensure to notify any changes to the credit card information forthwith.*

Reservation taken by: _____ Date : _____

Email: reservations@theklaganregency.com Tel: +60 88 528 999 Fax: +60 88 529 889

TERMS OF PAYMENT

To confirm a booking, reservation must be guaranteed by:-

1) Advance Payment either Cash, Cheque or Credit Card. (For direct bank-in, kindly email or fax copy of your transaction slip together with this Reservation Form)

2) Credit Card Payment – We would require detail such as Type of Card, Card Number, Security Code, Expiry Date and Name Printed on Card. Any deposit has been made or payment is not refundable. Payment by Cash / Cheque must be made payable to:

Cash or Cheque payment to be made to:-

Company Name : THE KLAGAN REGENCY
Bank : RHB BANK BERHAD
Account Number : 2 - 10112 - 0000939 - 6
Swift Code : RHBBMYKL

For payment by LPO/LO, payment to be made to:-

Company Name : THE KLAGAN
Bank : RHB BANK BERHAD
Account Number : 2 - 10028 - 0015945 - 4