



HOTEL RESERVATION FORM MALAYSIAN PALM OIL COUNCIL

**MPOC'S INTERNATIONAL PALM OIL SUSTAINABILITY CONFERENCE (IPOSC 2012)
10 - 11 SEPTEMBER 2012**

Hotel accommodation at reduced rates is available at the Putrajaya Marriott Hotel 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 per day	Please Tick	Check-in / Check-out	Total rooms required (please state below)
DELUXE SINGLE WITH ONE BUFFET BREAKFAST	RM 240.00++			
DELUXE TWIN SHARING WITH TWO BUFFET BREAKFASTS	RM 275.00++			
EXECUTIVE DELUXE WITH BENEFITS ON THE EXECUTIVE FLOOR	RM 440.00++			

- Rates are quoted in Ringgit Malaysia is SUBJECT TO 10% Service Charge & 6% Government Tax

Guest's name : _____

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

(City/Town)

(State)

Telephone # : _____ Facsimile # : _____

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:	Limousine pick-up at RM 90.00nett per car (KLIA) RM100.00nett per car (LCCT) (Y / N)	Flight # Time
Departure date :	Limousine transfer at RM80.00nett per car (KLIA) RM90.00nett per car (LCCT) (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 : _____

Credit Card ID : _____ Signature : _____

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:

MR NELSON LI-YU - RESERVATION MANAGER
PUTRAJAYA MARRIOTT HOTEL

IOI RESORT, 62502 PUTRAJAYA, MALAYSIA

TEL NO. : 60-3-8949 8888 FAX NO. : 60-3-8949 8999

E-MAIL : reservation1.hotel@marriottputrajaya.com / reservation2.hotel@marriottputrajaya.com