

**4TH ABU INTELLECTUAL PROPERTY & LEGAL COMMITTEE (IPLC)
HOTEL RESERVATION FORM**

Participant Rate

In conjunction with this prestigious event, Hotel Istana is offering special room rates as below:

Room Type	Single	Double
	With One Breakfast	With Two Breakfasts
Deluxe Room	RM300.00+ (RM318.00nett)	RM345.00+ (RM365.70nett)
Club Room	RM430.00+ (RM455.80nett)	RM465.00+ (RM492.90nett)
Club Suite	RM530.00+ (RM561.80nett)	RM565.00+ (RM598.90nett)

- * Exchange rate is subject to change based on a daily exchange rate without prior notice.
- * Rates offered are exclusive of 6% service tax. Taxes are subject to change.
- * Extra bed request is chargeable at RM100.00+ (subject to 6% service tax) per unit inclusive of one breakfast and is subject to availability.

Cancellation Policy Applies:

- A valid credit card is required to guarantee the reservation. Credit card maybe pre-authorized prior to arrival.
- Cancellation or changes made within 3 days (or less) before arrival is subject to one night penalty.
- In the event of 'no-show', one night penalty charge will be imposed.

Important Notice :

- o Kindly be informed that the mandatory Tourism Tax of RM10 per room per night will take effect from 1 September 2017.
- o The Tourism Tax will be paid by the guest directly to the hotel upon check out. (Not included in the room rates).
- o Malaysians citizens, permanent residents and valid work permit holders are exempted from the Tourism tax.

Important Note: Kindly forward the completed booking form latest by **7th February 2020**. Any booking form received after the date will be based on room availability. **Email : rsvn@hotelistana.com.my and db@abu.org.my**

GUEST PARTICULARS

Name : _____ Designation : _____

Arrival / Check - In : _____ Flight No : _____ ETA : _____

Departure / Check - Out : _____ Flight No : _____ ETD : _____

Total of Night(s) Stay : _____ Email : _____ Tel / Fax No : _____

RESERVATIONS DETAIL

ROOM CATEGORY (Please indicate and tick below)

ROOM TYPE : _____ Single : Double :

Remarks : _____ Smoking : Non – Smoking :

BILLING INSTRUCTIONS

We accept cash (Ringgit Malaysia) or the following credit card : **AMEX, VISA, MASTERCARD, JCB** Payment via cheque should be made payable to **THR Hotel (KL) Sdn Bhd – Hotel Istana**
Telegraphic transfer to **Maybank Account No. 014084-325742**

Do you wish to guarantee this reservation? YES : _____ NO : _____

I hereby authorize Hotel Istana Kuala Lumpur to charge _____ to my credit card details as follows:

*Please provide Credit Card No: _____ CVV : _____ Expiry Date : _____

NOTE: Bookings without guarantee will be automatically released **7 working days** prior to arrival date

LIMOUSINE ARRANGEMENT

Mercedes Please Tick:
Airport (KLIA) to Hotel Istana at RM250.00nett per way: YES / NO Flight ETA : _____

Hotel Istana to Airport (KLIA) at RM250.00nett per way: YES / NO Flight ETD : _____