**Hotel Reservation Form:** *Please complete and send to the highlighted email bellow. A confirmation of delivery will be sent, followed by a hotel confirmation.*



**The 3rd IPPC Global ePhyto Symposium**

**“ePhyto and Trade Facilitation”**

**22 – 26 January 2018**

**(ATTN: Reservation before 31 December 2017)**

**Email to** **ephytoregister@doa.gov.my**

**To entitled for this special rate**

**JABATAN PERTANIAN MALAYSIA**

|  |  |  |  |
| --- | --- | --- | --- |
| **From:** | **Company:** | **Date:**  |  |
| **Tel:** | **Fax:** | Email: |  |
| **Name of Guest(s) :** | (1) (3) |
|  | (2) |
| **Arrival Date :** |  | **Flight Details / ETA** |  |
| **Departure Date :** |  | **Flight Details / ETD** |  |
|  | ***Room Category*** | ***Special Room Rate******per suite per night*** | ***No of room (s)*** | ***No of guest (s)*** |
| Superior Room | *RM370.00nett* *Include of 1 breakfast* *and lunch* |  |  |
| *RM450.00nett**Include of 2 breakfast/s**and lunch* |  |  |
|  | Premier Room | *RM520.00nett* *Include of 1 breakfast* *and lunch* |  |  |
| *RM600.00nett* *Include of 2 breakfast/s* *and lunch* |  |  |
| **Tourism Tax** | The room rate inclusive of Tourism Tax of RM10 per room per night |
| **Billing Instruction** | Pax Account  |
| **Guaranteed By** | [ ] Mastercard [ ] VISA [ ] Amex [ ] Others - Expriy Date :  |  |
|  | *Credit Card No :*  |  |
|  | *For* ***AMEX*** *cardholders, please provide the 4-Digit Security Code No* | : |
|  | [ ] Cash (Full Prepayment) |
| **Special Request*****(subject to availability)*** | [ ] King-bed [ ] Twin-bed [ ] Non-smoking |
| **Remark** | *Guest will be responsible for any claims made by the Hotel for loss on exchange arising from accounts settled by foreign currencies.* |
| **Field Trip** | *Wednesday 24th of January a Field Trip will be taking place (all details in Appendix 2 of local information package) please tick one of the options bellow.** *I will not be attending the field trip*
* *I will be attending Option One –OSCAR and MyPhyto Trip*
* *I will be attending Option Two—Sdn Bhd Trip*
 |

* *Official check-in time is 1500 hours and check-out time is 1200 hours. Late check-out after 1400 hours will be subject to a half day rate and a full day room charge will be imposed for late check-out after 1800 hours.*
* *No-show arrival with a pre-arranged limousine transfer are subject to a full charge unless prior written cancellation has been received by the hotel no later than 72 hours of estimated time of arrival. Any cancellation must be informed 7 days prior to arrival, failing which a one-night penalty charge will be applicable.*
* *All reservations must be guaranteed by a valid credit card / cash / bank draft / cheque. The Hotel reserves the right to release all unguaranteed rooms, seven (7) days prior to arrival date.*

*I hereby agree to guarantee the accommodation and any transportation charges with my credit / charge cards as above.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised Signature

Cardholder’s Name: Confirmed By : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Stamp: Confirmation No : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Berjaya Times Square Hotel Kuala Lumpur***

*No. 1 Jalan Imbi, 55100 Kuala Lumpur, Malaysia.*

*Tel: (603) 2117 8000 Fax: (603) 21178259*