

REGIONAL ARBITRATION CONFERENCE HOTEL RESERVATIONS FORM

Company : _____ Attn : _____
 Email : _____
 Telephone : _____ Fax : _____ Date : _____

(To avoid any miscommunication, please ensure that the above information is completed and printed clearly)

Return to : **Star Route Pte Ltd**
 100 Jalan Sultan,
 #03-30 Sultan Plaza
 Singapore 199001

Attention : **Ms Lyn Chan**
 Telephone : (65) 6391 0960
 Telefax : (65) 6299 1863
 E-mail : lyn@starroute.com.sg

Special discounted rates have been secured by the organiser. As the room situation is expected to be extremely critical during this period, reservations received after the cut off date area subject to availability and higher room rates may apply.

A. OFFICIAL HOTELS - Please list 3 hotels in order of your preference (1-3)

Preference	Hotels	Category	Estimated Time to Event Venue	Cut Off Dates	Room Only	Breakfast Rate (per person)
	Pan Pacific Singapore	5-star	Directly opposite	10 June 07	S\$ 370.00+++	S\$ 39.00+++
	Marina Mandarin	5-star	Conference Venue	21 May 07	S\$ 370.00+++	S\$ 30.00+++
	River View Hotel	4-star	5 mins drive	10 June 07	S\$ 195.00+++	S\$ 20.00+++
	Allson Hotel	3-star	5 mins drive	21 June 07	S\$ 165.00+++	S\$ 15.00 +++

- ✓ The above room rates are exclusive of 10% service charge and prevailing tax.
- ✓ As the above room rates are specially negotiated with the hotel, all payments have to be made to Official Travel Agent prior to guests' arrival. For direct payment to hotel, a higher rate may apply.
- ✓ Special rates can also be arranged at the hotel of your choice. Please email your request to the Official Travel Agent at lyn@starroute.com.sg. The Official Travel Agent will try to arrange it for you.

HOTEL RESERVATION DETAILS

Name of Guest (Please Underline Family Name)	Room Type (please tick)	Breakfast	Check-in Date/Time	Check-out Date/Time
	<input type="checkbox"/> Single <input type="checkbox"/> Twin	<input type="checkbox"/> 1 pax <input type="checkbox"/> 2 pax		
	<input type="checkbox"/> Single <input type="checkbox"/> Twin	<input type="checkbox"/> 1 pax <input type="checkbox"/> 2 pax		
	<input type="checkbox"/> Single <input type="checkbox"/> Twin	<input type="checkbox"/> 1 pax <input type="checkbox"/> 2 pax		
	<input type="checkbox"/> Single <input type="checkbox"/> Twin	<input type="checkbox"/> 1 pax <input type="checkbox"/> 2 pax		

HOTEL RESERVATIONS FORM

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B. AIRPORT TRANSFER REGISTRATION (Please provide flight details if service is required)

☐ Limousine (Merz E200) : S\$ 50.00 per way (surcharge of S\$10.50 applicable between (2300-0700) hrs

Please provide arrival and departure flight details as follows:

Arrival Flight Number : _____ Arrival Time in Singapore : _____

Departure Flight Number : _____ Departure Time from Singapore : _____

C. OTHER SERVICES

The Official travel agent provides a whole range of travel-related services and customer care program.

For more information on the services, please select the required service for more information. Additional services available include:

Please tick (✓)	Services	Please Specify Details
	Booking of Function Rooms	
	Private Pre & Post Event Tours (Group)	
	Coach/ Limousine Charter	
	Plant Visit	
	Dinner Arrangements/ Social Functions	
	Others	

Alternatively, you may wish to email the Official travel agent at lyn@starroute.com.sg for further details.

D. PAYMENT DETAILS

To secure room reservation, payment should be made immediate to secure the reservations before arrival.

Any cancellation made after confirmation, is subject to cancellation charge/no show/amendment imposed by individual hotels.

☐ CREDIT CARD

Credit Card : Mastercard/Visa Number _____ Card Expiry Date : _____ (MM/YY)

Cardholder's Name : _____ Signature : _____

☐ TELEGRAPHIC TRANSFER

Account Name : Star Route Pte Ltd Account Number : 432 – 300 – 088 – 8

Bank Details : United Overseas Bank Limited, Jalan Sultan Branch, 200 Jalan Sultan #01-06 Textile Center Singapore 199018

To avoid any inconvenience, please check with the Official Travel Agent on the payment amount before arranging for telegraphic transfer.

A confirmation letter, with the accompanying payment and cancellation policies, will be sent to your office within 3 working days upon receipt of this booking form.

All bookings are subject to an administration charge of 3%.