

ACCOMMODATION REQUEST FORM

**INFOCOMM DEVELOPMENT AGENCY (IDA)
9th TELECOM REGULATORY COURSE 2015
(28 September 2015 – 2 October 2015)**

(Rates valid between 27 September – 3 October 2015)

Email form to: asimah.chelon@concorde.net / (T) +65 6739 8364

Note: For urgent matters (after office hours and weekends), please direct email to:

Othman.yahya@concorde.net / (T) +65 6739 8303/8304 / 8305 / Contact: Othman Yahya, Mr

New Reservation

Amendment

Cancellation

COMPLETE DETAILS IN FULL

Title: Mr / Mrs / Ms/ DR (please circle the correct one)

Given/First name:

Family/Last name:

Company:

Job title:

Address:

Passport Number:

Date of Birth:

Tel. No.:

Fax No.:


Email:

FLIGHT DETAILS

Arrival Date: Flight No: Arrival Time: ()

Departure Date: Flight No: Departure Time: ()

Airport transfer can be arranged at S\$85nett per way. Please tick in brackets above if you would like us to arrange

ROOM CATEGORY (SUBJECT TO AVAILABILITY)	RATE (Single) all inclusive of breakfast & WiFi connectivity for multiple devices (Please tick in the box below)	RATE (Twin/Double) all inclusive of breakfast & WiFi connectivity for multiple devices (Please tick in the box below)	NO. OF NIGHTS	SMOKING / NON-SMOKING SUBJECT TO AVAILABILITY(✓)
Deluxe Room 	S\$240.00++ per room per night	S\$255.00++ per room per night		

CREDIT CARD GUARANTEE

American Express

MasterCard

Visa

Card no.: Expiry Date: (mm-yy)

Cardholder's name on credit card:

Signature as in credit card:

Our hotel check-in hour is at 1400hrs & check-out time is at 1200hrs.

Rooms booked will need to be guaranteed with a valid credit card. All rates quoted are subject to 10% service charge and prevailing taxes, per room per night. One night room charge will be applicable for any cancellation made less than 7 days prior to arrival date or no-show. All bookings are only confirmed when a reservation confirmation has been advised in writing by the Hotel reservations department. Please assist to ensure that contact details are legible for more efficient handling.

Special Request / Remarks:

Internal use - Rsvn Confirmation Number: