

ACCOMMODATION REQUEST FORM
MARITIME & PORT AUTHORITY OF SINGAPORE (MPA)
5th WENDWG MEETING
(3rd till 5th March 2015)
Note: Rate is applicable for stays between 2nd – 6th March 2015
Rooms are subject to availability upon confirmation

 Email form to: asimah.chelon@concorde.net / (T) +65 6739 8327 / Contact: Portia Low, Ms

 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

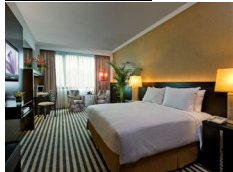
 New Reservation Amendment Cancellation

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:

ROOM CATEGORY (SUBJECT TO AVAILABILITY)	RATE (Single) inclusive of breakfast & WiFi connectivity for multiple devices (Please tick in the box below)	RATE (Twin/Double) 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 	<input type="checkbox"/> S\$240.00++ per room per night	<input type="checkbox"/> S\$255.00++ per room per night		

CREDIT CARD GUARANTEE

<input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> 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:

 100 ORCHARD ROAD
 SINGAPORE 238840
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SINGAPORE.CONCORDEHOTELSRESORTS.COM

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