



**HOTEL RESERVATION FORM FOR  
"Glasstech Asia 2018 Accommodation on 14-16 November 2018"  
Sheraton Imperial Kuala Lumpur Hotel**

**Guest's Information**

Name	:			
		(First Name)		(Last Name)
Salutation	:	Mr / Ms / Mrs / Dr		
Identity card / Passport number	:			
Telephone number	:			
		(Mobile)		(Office)
Email address	:			
Company name	:			
Billing address	:			

**Reservation Requirements**

Room Type	<input type="checkbox"/>	Deluxe Room – <b>MYR 440.00nett</b> (room inclusive of one breakfast and internet access)		
	<input type="checkbox"/>	Deluxe Room – <b>MYR 484.00nett</b> (room inclusive of two breakfasts and internet access)		
Preferred Room	<input type="checkbox"/>	Smoking	<input type="checkbox"/>	Non Smoking
Check in		Check out		
Arrival				
	<b>Date</b>	<b>Flight Number</b>	<b>ETA</b>	
Hotel Limousine – Arrival	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Departure				
	<b>Date</b>	<b>Flight Number</b>	<b>ETA</b>	
Hotel Limousine – Departure	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No



	<b>KLIA &amp; KLIA2</b>
Toyota Camry (max 3 persons with 2 luggage)	MYR 254.40nett
Mercedes Benz E Class (max 3 persons with 2 luggage)	MYR 360.40nett
Toyota Hi-Ace (max 6 persons with 6 luggage)	MYR 323.30nett
Toyota Innova (max 4 persons with 4 luggage)	MYR 206.70nett

**Remarks for Airport transfer:**

- A surcharge of 50% will be levied for transfers between 12.00 midnight and 6.00 am.
- Rates stated above is inclusive of 10% service charge and 6% service tax
- Cancellation less than 6 hours prior to pick up time will be charged in full. The cancellation must be notified in within written form and acknowledge by the Hotel.
- Kindly provide us flight details and credit card in order to arrange and guarantee the limousine arrangement. Please advise which type of car you would like to arrange.
- Taxes, levies or charges are subject to change in accordance with Malaysian Government legislation.

**Remarks for Room Accommodation:**

- Cancellation less than 2 weeks prior to check in date will be charged in full. The cancellation must be notified in within written form and acknowledge by the Hotel.
- Taxes, levies or charges are subject to change in accordance with Malaysian Government legislation
- Room bookings and special requests are subject to availability.
- Due to the implementation of The Tourism Tax Act 2017, all foreigners & tourists (to the exception of Malaysians or MYPr holder) are subject to a Government tax of RM10 per room/per night commencing 1st September 2017. Fee is collected upon departure

**Payment Instructions**

All charges on guest's own account

**Payment by Cheque**

All payments by cheque should be addressed to "INTER HERITAGE (M) SDN BHD".

**Payment by Telegraphic Money Transfer**

**Bank Account Details**

Beneficiary Name : INTER HERITAGE (M) SDN BHD  
Account No. : 305 – 435 604 – 101  
Bank Name : HSBC Bank (M) Berhad  
Bank Address : No 2, Leboh Ampang  
50100 Kuala Lumpur  
Swift Code : HBMBMYKL  
Bank Code No. : 305

***Please send a copy of the bank draft or TT by fax +603 2721 2997 for our file records.***

***Please note that you are responsible for all bank transaction charges and currency conversion losses.***



**Payment by Credit Card**

Please provide credit card authorization for room booking. Please forward the complete Hotel Booking Form to Reservation Department at [SIKL.Res@starwoodhotels.com](mailto:SIKL.Res@starwoodhotels.com) /or by fax to +603 2717 9955

## CREDIT CARD CHARGE – AUTHORIZATION FORM

I, Mr. / Ms. \_\_\_\_\_ Room No. \_\_\_\_\_ or  
(Non In-house) Passport No. / MyKad No. \_\_\_\_\_ hereby  
authorize Sheraton Imperial Kuala Lumpur Hotel to charge my Credit Card being payment  
for Mr. / Ms. \_\_\_\_\_ of room no. \_\_\_\_\_

All Charges (Amount RM) \_\_\_\_\_

Room Only (Amount RM) \_\_\_\_\_

Incidentals Only (Amount RM) \_\_\_\_\_

Others – please specify (Amount RM) \_\_\_\_\_

**Credit Card Details:**

AMEX       MASTERCARD       VISA       DINERS       JCB

Card No.: \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_

Please provide the ID number : \_\_\_\_\_

\_\_\_\_\_  
Credit Card Holder Signature

\_\_\_\_\_  
Date

Note: Since we value the security of your credit card data, please DO NOT email us your credit details but sent this form along with ID card or passport to our secured fax number +603 2721 2997.