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**COMPANY : OPEN UNIVERSITY MALAYSIA (OUM)**  
**EVENT : PAN-COMMONWEALTH FORUM 8 (PCF8)**  
**VENUE : KUALA LUMPUR CONVENTION CENTRE (CONVEX)**  
**DATE : 26<sup>TH</sup> NOVEMBER – 1<sup>ST</sup> DECEMBER 2016**

**ROOM RESERVATION FORM**

Attn to : Mr Syafiq Ridha, Sales Manager; Ms Wan Raihana, Sales Coordinator; Reservation Supervisor; Reservation Department  
 Email : [syafiq.ridha@impiana.com](mailto:syafiq.ridha@impiana.com) ; [corporatesales.iklcc@impiana.com](mailto:corporatesales.iklcc@impiana.com) ; [reservationsupervisor.iklcc@impiana.com](mailto:reservationsupervisor.iklcc@impiana.com)  
 Direct Fax: +603 2147 1028

**GUEST'S PARTICULARS**

.....  
 Title First Name Last Name / Surname  
 Room Sharing with .....  
 Tel No: ..... Fax No: ..... Email: .....

Room Type / Rates	No. of room required	Check-in Date	Check-out Date	No. of Night(s)
Deluxe Room (Single) - RM 420.00nett				
Deluxe Room (Double) - RM 455.00nett				
Club Deluxe Room (Single) - RM 515.00 nett				
Club Deluxe Room (Double) - RM 550.00 nett				

**Notes:** The above rates are inclusive of Buffet Breakfast – 01 x breakfast for Single & 02 x breakfasts for Double.  
 The above rates are based on per room per night basis.  
 The above rate is applicable three (3) days prior & later the above stipulated date.  
 All rates are inclusive of service charge 10% and GST 6% per room per night.  
 Club Room's reserved will be entitled for Club Floor Benefits.

**Extra Person**

A charge of RM105.00nett per extra person or per extra rollaway bed per night is applicable and is inclusive of 01 x breakfast; with a maximum of one rollaway per room. This arrangement is only applicable for our **Deluxe Room** category.

**Check-in time:** After 1400 hours **Check-out time:** Before 1200 hours

- Early Check In - to pre-block the room one (1) night before the arrival date
- Late Check Out - before 1800 hours chargeable at a half day's charge from room rate
- Late Check Out - after 1800 hours full night's room rate charge will be made chargeable accordingly
- Pleased be informed that any special request is subject to availability
- Special Request:  Non-Smoking Floor  King / Twin Bedded .....

FLIGHT DETAILS	Arrival Date	Flight /ETA	Departure Date	Flight/ ETD

**LIMOUSINE ARRANGEMENT**

Transfer service available from KLIA to Hotel and from Hotel to KLIA at:  
 RM 265.00nett (Camry), one way KLIA - Impiana KLCC Hotel  Please tick  
 RM 265.00nett (Camry), one way Impiana KLCC Hotel – KLIA  Please tick  
 RM 265.00nett (Camry), one way KLIA2 - Impiana KLCC Hotel  Please tick  
 RM 265.00nett (Camry), one way Impiana KLCC Hotel – KLIA2  Please tick  
 \*A Surcharge of 50% will be levied for service rendered from 0001 hours to 0600 hours.

**THIS RESERVATION IS GUARANTEED WITH THE FOLLOWING CREDIT CARD**

(For any cancellation made within 72 hours prior to arrival date **OR** a non-arrival, one (1) night charge will be made unto the card holder as a non-arrival penalty)

Type of **Credit Card & Credit Card No** ..... Expiry date .....

**Card Holder's Name** ..... Security Code .....

**Reservation made by** ..... Telephone .....

Email ..... Fax .....

**All booking will be subject to room availability**

**For Hotel Use Only**  
**Confirmation Number:.....**

**Should there be any amendment required or further assistance, please do not hesitate to contact the hotel directly as indicated above.**