




	<b>Deadline</b> <b>16 Mar 2012</b>
					
<b>HOTEL ROOM RESERVATIONS</b>					
Attn: Lim Chee Yi, Burnaby Solutions Pte Ltd			Email: <a href="mailto:limcheeyi@burnaby-solutions.com">limcheeyi@burnaby-solutions.com</a> or Fax no: (65) 6684 8417		

**BOOKING TERMS & CONDITIONS**

- Hotel reservations and arrangements are the sole responsibility of delegates / exhibitors / visitors.
- Room reservations are confirmed with a ONE room night non-refundable deposit make payable to Burnaby Solutions Pte Ltd followed by balance payment on and before 16 March 2012.
- In the event that your travel dates change after submitting this form, please notify Burnaby Solutions immediately.
- **Rates are valid only from 22-28 April 2012.**

**CANCELLATION /NO SHOW POLICY**

- A cancellation charge equivalent to one night room charge is levied in the event of cancellation for each confirmed reservation.
- Any cancellation made on/after 16 March and early departure or no show is subject to FULL CANCELLATION CHARGE based on FULL LENGTH OF STAY / FULL TOUR PRICE as per original room reservation request.

For further information, please contact:

Burnaby Solutions Pte Ltd  
7030 Ang Mo Kio Avenue 5, #08-24 Northstar @ AMK, Singapore 569880  
Tel: 6848 1345 Fax: 6684 8417  
Website: [www.burnaby-solutions.com](http://www.burnaby-solutions.com)  
Email: [limcheeyi@burnaby-solutions.com](mailto:limcheeyi@burnaby-solutions.com)

Hotel	Category	Room Rate (Single + 1 Breakfast) (SGD)	Room Rate (Twin + 2 Breakfasts) (SGD)	In Room WIFI	No Room (s) Required
Marina Mandarin Singapore	★★★★★	\$330.00++	\$365.00++	√	
Carlton Hotel	★★★★	\$300.00++	\$335.00++	√	
Peninsula.Excelsior Hotel	★★★★	\$220.00++	\$240.00++	√	

\* room rates are subject to 10% service charge and 7% goods & service tax

<b>COMPLETE DETAILS IN FULL</b>					
Name of Guest:			Sharer's Name (if any):		
Organisation:					
Address:					
Tel. No:		Fax No.:		Email:	
<b>ACCOMMODATION :</b>					
Hotel:	1 <sup>st</sup> choice	2 <sup>nd</sup> choice	3 <sup>rd</sup> choice		
Arrival Date:	Flight No:		Arrival Time:		
Departure Date:	Flight No:		Departure Time:		
Room Type:	<input type="checkbox"/> Single	<input type="checkbox"/> Double	<input type="checkbox"/> Twin	<input type="checkbox"/> Non-Smoking	<input type="checkbox"/> Smoking

<b>PAYMENT &amp; CREDIT CARD DETAILS</b> (note: payment by telegraphic transfer or credit card is subject to 3% admin fee)			
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	Card No.	CVV Code:
Cardholder's Name:		Expiry Date: (dd-mm-yy)	
Signature:		Amount (SGD):	
<p>For payment by telegraphic transfer, please quote the following bank account:            Bank Account No: 0-854312-006 Swift Code: CITISGSG            Citibank N A, Singapore Branch            8 Marina View, #17-01 Asia Square Tower 1, Singapore 018960            Attn: Burnaby Solutions Pte Ltd</p>			