



MELIA HANOI, VIETNAM

### HOTEL & AIRPORT TRANSFER BOOKING FORM

**Please return completed form to FAX +65 6236 6530**

#### DELEGATE'S INFORMATION (PLEASE TYPE OR WRITE IN BLOCK LETTERS)

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Country: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ \*Alternative Email: \_\_\_\_\_

**NOTE: Hotel Confirmation & Airport Transfer Confirmation will be sent to the \*email address/s given.**

#### HOTEL RESERVATION

- Rates quoted are on a per room per night basis and subject service charge and government tax.
- Rates have been specially negotiated for participation at the **Asian Banker Summit 2008 from 15-20 March 2008.**
- All category reservations are first come first serve basis and subject to room availability.
- Reservation confirmation can only be made with valid credit card information as a guarantee. Please note that non-guarantee booking will be released **by 1 February 2008. After 1 February 2008, request for rooms at the negotiated rates will be subject to availability.**
- Any cancellation or change of dates result in reduction of stay will be subject to a **cancellation charge of full duration of the original stay.** Same cancellation charge applies in the event of **no show.**
- Check out time is 12.00 pm NOON /Check in is 2.00 pm. Half room charge for early check in and late check out till 6.00pm. Full room charge for late check out after 6.00pm based on availability
- Melia Hanoi will COMFIRM your reservation directly. After receipt of your hotel confirmation, all changes in arrival, departure, type of room, or cancellation must be made DIRECTLY with Melia Hanoi.

Official Hotel	Room Rate (Please indicate your selection)			Check-in Date	Check-out Date
	Room Type	Single	Double		
<b>MELIA HANOI</b> 44B Ly Thuong Kiet Street Hanoi, Vietnam Tel: +84 4 9 343 343 Fax: +84 4 9 343 344	Royal Service Deluxe Room*	[ ] USD225 +15.5%	[ ] USD255 +15.5%		
	Royal Service Executive Suite*	[ ] USD290 +15.5%	[ ] USD320 +15.5%		
	<i>*Royal Service Floor Benefits:            - Full buffet breakfast, afternoon tea, evening snacks and Open Bar from 1730 – 1930 in the Executive Lounge on 20<sup>th</sup> Floor.            - Complimentary shoeshine service and daily newspaper and WiFi Internet            - Late check out till 1600 (subject to availability)</i>				

#### FLIGHT DETAILS

Arrival Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Flight No.: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Flight No.: \_\_\_\_\_

#### AIRPORT TRANSFERS

**We have appointed Exotissimo as the Official Local Ground Handler/Travel Agent for The Asian Banker Summit 2008. Below are the preferential rates for airport transfers.**

- [ ] Yes, I would like to book airport transfer provided by Exotissimo. Exotissimo staff will receive you at the arrival hall.  
 Please select your choice of transfer.
- [ ] Normal Sedan Car Transfer at USD30nett / car / one way (maximum of 2pax)
- [ ] VIP Car Transfer (Mercedes or BMW) at USD160nett / car / one way (maximum of 2pax)
- [ ] No, I do not require airport transfer.

#### CREDIT CARD DETAILS

(INFORMATION IS REQUIRED IN ORDER TO GUARANTEE YOUR HOTEL BOOKING AND/OR AIRPORT TRANSFER)

Credit Card [ ] Mastercard [ ] Visa [ ] Diners [ ] AMEX

Cardholder's name: \_\_\_\_\_ Card no.: \_\_\_\_\_

Expiry Date: (MM/YY) \_\_\_\_\_ Issued by Bank: \_\_\_\_\_

Authorised Signature: \_\_\_\_\_  
 (as in credit card if applicable)

*Note: I agree to pay the above total amount according to the card issuer agreement*

*Note: For airport transfer rates, there will be a bank fee charge as follows: 4% - American Express card; 2.2% - Visa or Master card; 2.75% - JCB Card*

For Enquiries and Assistance on Hotel Reservation, please contact THE ASIAN BANKER,  
 Jodine Phua at Tel: + 65 - 9681 5724 or Email: jphua@theasianbanker.com