



**Regalia**

Suites & Residences

**OPEN UNIVERSITY MALAYSIA GRADUATION 2018**

**22nd - 23rd SEPTEMBER, 2018**

**ROOM RESERVATION FORM**

Attn to : Reservation Manager / Reservation Team  
E-Mail : resvn@regalia-residence.com

**GUEST PARTICULARS**

Title \_\_\_\_\_ First Name \_\_\_\_\_ Last Name / Surname \_\_\_\_\_  
Tel No : \_\_\_\_\_ Fax No : \_\_\_\_\_ E-Mail : \_\_\_\_\_

Remarks : This Reservation Form is valid for one (1) room only

Room Types (Room Only) / Rates	Room Type Please Tick ( )	Check-in Date	Check-out Date	No. of Night(s)	Remarks
2-BEDROOM FOR 3 DAYS 2 NIGHTS - RM660.00 ++					
2-BEDROOM FOR 2 DAYS 1 NIGHT - RM350.00 ++					
1-BEDROOM FOR 3 DAYS 2 NIGHTS - RM380.00 ++					
1-BEDROOM FOR 2 DAYS 1 NIGHT - RM210.00 ++					
Set Breakfast per person - RM12.00 NETT		Breakfast X _____ sets			

**NOTES :** The above rates are based on packages provided  
**The above rates are only applicable during the above dates only, 3 days prior and 3 days after the event.**  
The above rates are subject to 10% Service Charge and 6% Goods and Services Tax per room per night.  
Tourism Tax (Ttx) of RM10.00 per room per nights is also applicable (*Foreign Guests / Tourist only*).  
A refundable deposit of RM200.00 NETT (1-Bedroom) or RM400.00 NETT (2-Bedroom) will be collected upon check in.

**EXTRA PERSON**

A charge of RM100.00 NETT per extra person or per extra rollaway bed per night is applicable, with a maximum of one rollaway per room.

**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

**BANKING INSTRUCTIONS**

1) Payment to be made upon confirmation via direct transfer to :

**NAME OF BANK** : Alliance Bank  
**Account Name** : View Esteem Sdn Bhd  
**Branch of Bank** : Menara Multi Purpose  
**Account No** : 6408 7001 0020 374  
**Swift Code** : MFBBMYKL

- If payment made via direct transfer, please e-mail a copy of the transfer receipt to [resvn@regalia-residence.com](mailto:resvn@regalia-residence.com) or to [ssm@regalia-residence.com](mailto:ssm@regalia-residence.com)

**or**

2) Payment to be made by Credit Card

Type of Credit Card & Credit Card No _____	Expiry Date _____
Card Holder's Name _____	Security Code _____
Signature of Card Holder _____	

- In order to guarantee the reservation, kindly fill up the credit card details and send it back to us along with the front and back credit copy

**RESERVATION MADE BY :** \_\_\_\_\_ **TELEPHONE :** \_\_\_\_\_

**E-MAIL :** \_\_\_\_\_ **FAX :** \_\_\_\_\_

**For Hotel Use Only**

**Confirmation Number :** \_\_\_\_\_

ROOM RESERVATION DEPARTMENT  
REGALIA SUITES & RESIDENCES, KUALA LUMPUR (713918-H)  
NO 2, JALAN ANJUNG PUTRA OFF JALAN SULTAN ISMAIL  
50480, KUALA LUMPUR  
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[Website : www.regalia-residence.com](http://www.regalia-residence.com)