

RTCSA Conference 2015
19-21 August, 2015
Regal Oriental Hotel Reservation Form

To: Regal Oriental Hotel
 Address: 30-38 Sa Po Kong, Kowloon City, Hong Kong
 Reservation Contact: Ms. Jo Chiu Tel: (852) 2837 1656 Fax: (852) 2882 8237
 E-mail: Jo.chiu@regalhotel.com

Booking Deadline: Subject to availability
For Official use only

Personal Particulars

Name as shown on passport (Mr. / Mrs. / Ms.)		Surname	First Name
Mobile Number	Office Number	Fax Number	E-mail
			Country
Company Name		Company Address	
Arrival Date	Arrival Flight No. / Time	Departure Date	Departure Flight No. / Time

Hotel Accommodation * All special request is subject to hotel room availability.

Room Category & Room Rate on per room per night basis	Check In Date	Check Out Date	Total Room Nights	TT Bank Charges (HKD) (For TT client only)	Grand Total (HKD)
<u>Superior Room:</u>					
<input type="checkbox"/> HK\$980 (Single Occupancy) (Included Daily Breakfast for ONE person and in-room internet for max. 2 devices)					
<input type="checkbox"/> HK\$1,080 (Double Occupancy) (Included Daily Breakfast for TWO persons and in-room internet for max. 2 devices)					
Room Type <input type="checkbox"/> Single Room <input type="checkbox"/> Twin Room		<input type="checkbox"/> Smoking* <input type="checkbox"/> Non Smoking*		Share room with (if applicable)	

Credit Card Guarantee (MUST COMPLETE UPON SUBMISSION)

VISA MASTER DINERS

(Please attach copies of **FRONT and BACK sides of the credit card** upon reservation for our further process)

I AGREE TO PROCEED THIS RESERVATION FOR ONE NIGHT NON-REFUNDABLE ACCOMMODATION CHARGE AS GUARANTEE VIA THE CREDIT CARD INFORMATION LISTED BELOW:

Name of cardholder: _____ Valid Till: _____

Credit Card No.: _____ Holder's Signature: _____

Telegraphic Transfer (TT) Payment

For **TT**, please arrange the "**Grand Total Amount**" to the below bank details

Name of Bank : THE HONG KONG AND SHANGHAI BANKING CORPORATION LIMITED
 Bank Account Name : FAVOUR LINK INTERNATIONAL LTD – REGAL ORIENTAL HOTEL
 Bank Address : 1 QUEEN'S ROAD CENTRAL , HONG KONG
 S.W.I.F.T. Code : HSBCHKHCHKH
 Bank Account No. : 004-808-271035-001 (Hong Kong dollars)
 (Please fax us a copy of your **bank remittance advice** with **hotel quest name** written **on or before 29 July, 2015**)

Remarks

- **Hotel room rates are subject to 10% service charge and prevailing government tax on per room per night basis.**
- Hotel rates are valid for 1 day pre & post stay event date **19-21 August, 2015.**
- Rooms are offered on a **first-come-first-served basis**. If hotel room blocked is full, hotel will advise the availability of other room type / rates or arrange refund. The refund amount might be deducted the bank charges before returning to customer.
- All reservations will only be processed if the required payment is settled by the deadline, otherwise, the application will automatically be cancelled and rooms will be released without prior notice.
- Once the room reservations are confirmed, no cancellation or refund can be made. Should there be any amendment made after **29 July, 2015**, shorten of stay, early departure or no-show on arrival date, FULL PERIOD of room charges will be imposed as penalty charges without prior notice.