

**SINGAPORE CONVENTION ON MEDIATION  
MINISTRY OF LAW**

Attention to: Ms. Aida Kamdi  
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**PARTICULARS**

<b>Surname:</b>		<b>First Name(s):</b>	
<b>Title/Company:</b>		<b>Telephone:</b>	
<b>Address Line 1:</b>			
<b>City and Postal Code:</b>		<b>Country:</b>	
<b>Email Address:</b>		<b>Tel Number:</b>	
<b>Passport Number:</b>		<b>Expiry Date:</b>	
<b>Arrival Date / Estimated Arrival Time / Flight Number:</b>		<b>Arrival Date / Estimated Departure Time / Flight Number</b>	

Tower Wing Deluxe Rooms S\$340++ / S\$370++ (Single / Twin-Share) daily buffet breakfast included

Horizon Club Deluxe Rooms S\$400++ / S\$440++ (Single / Twin-Share) daily buffet breakfast included

Garden Wing Deluxe Room: S\$390++ / \$420++ (Single / Twin-Share) daily buffet breakfast included

Valley Wing Deluxe Room S\$505++ / \$555++ (Single / Twin-Share) daily buffet breakfast included

Room rates are:

- based on per room per night
- based on room only and inclusive of complimentary in-room broadband & Wi-Fi Internet
- subject to 10% service charge and prevailing government taxes, currently at 7% goods and services tax
- non-smoking

**TRANSFER ARRANGEMENT:**

Please mark [ X ] if airport transfer is required:

[  ] Arrival Transfer

[  ] Departure Transfer

Transfer to and from the airport is at S\$150.00 nett per trip (Mercedes E Class). For any amendments or cancellation, the Hotel requires a minimum 4-hour prior notification. Please note that full transfer charges will be imposed in the event of cancellations or amendments made within 4 hours prior to scheduled arrival or in the event of no-show.

**CHECK IN TIME IS 3.00 PM** To guarantee early check-in, please book one night before.

**CHECK OUT TIME IS 12 NOON** Extended use of room till 4.00 PM on day of departure is subject to half day's rate and room availability. Thereafter, a full day's room rate will be applicable.

**IMPORTANT NOTE:**

Rooms are subject to availability upon Hotel receiving the submission of booking form. The hotel cannot guarantee availability in case all the allotted rooms reserved for this event have been booked. In this case reservations will be made on rooms' availability basis.

**NO SHOW / CANCELLATION POLICY:**

All cancellations should be submitted in writing. **Any room cancellations within 48 hours is subject to a 1 night cancellation penalty.**

All reservations must be accompanied by credit card guarantee is required prior to arrival to guarantee the booking. Full prepayment is non-refundable in the event of cancellation, amendment and short stay or non-arrival on day.

American Express     Visa     Diners Club     JCB     Others

\_\_\_\_\_

Credit Card Number

\_\_\_\_\_

Expiry Date

\_\_\_\_\_

Cardholder's Name

\_\_\_\_\_

Cardholder's Signature

Thank you for using the Shangri-La Hotel, Singapore.  
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**FOR HOTEL USE ONLY:** Confirmed / Unable to Confirm

Confirmation No. \_\_\_\_\_