

## HOTEL ACCOMMODATION

Please note that the hotel registration and payment are to be made directly to our agent as indicated in the form below:

HOTELS	Room Rates Per Room Per Night	# of room nights	TOTAL PAYABLE
YWCA Fort Canning Lodge	SGD\$170.00	\$170.00 x	
Rendezvous Singapore	SGD\$230.00	\$230.00 x	
Mandarin Oriental	SGD\$270.00	\$270.00 x	

### PERSONAL DETAILS

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
Address: \_\_\_\_\_ Country: \_\_\_\_\_  
Contact Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Postal Code \_\_\_\_\_  
Email Address: \_\_\_\_\_

### HOTEL ACCOMMODATION

Name: \_\_\_\_\_ Passport # \_\_\_\_\_  
Hotel Preferred: \_\_\_\_\_ Option 2 \_\_\_\_\_  
Room Type: Single / Twin / Double (please circle accordingly) Number of Rooms: \_\_\_\_\_ Number of nights: \_\_\_\_\_  
Check In Date/ Arrival Flight: \_\_\_\_\_ Check Out Date / Departure Flight \_\_\_\_\_  
Special requests/remarks: \_\_\_\_\_

### Payments

I would like to make the payment by:

Bankdraft  Visa  Master  Amex  
Credit Card no: \_\_\_\_\_ Expiry Date(mm/yy): \_\_\_\_\_

Cardholders' Name: \_\_\_\_\_ Signature: \_\_\_\_\_

*Note: Payment by telegraphic transfer or credit card is subjected to 4% administrative fee.  
For bookings, either send to:-*

East West Executive Travellers  
70 Bendemeer Road #05-04 Singapore 339940  
Tel: (65) 6238 8488 Fax: (65) 6238 8878  
Website: [www.eastwestplanners.com](http://www.eastwestplanners.com) Email: [fatsin@eastwestplanners.com](mailto:fatsin@eastwestplanners.com)

Attn: Sabrina Tan

For telegraphic transfer, please remit to:-  
East West Executive Travellers Pte Ltd.  
**The Hong Kong & Shanghai Bank Corporation Ltd.**

Account no: 143-152346-001  
Address: 6 Claymore Hill, #01-00, Claymore Plaza  
Singapore 229571

Reservations can be made via **fax at +65 62388878, email [fatsin@eastwestplanners.com](mailto:fatsin@eastwestplanners.com)**

## TERMS AND CONDITIONS

1. Rates are nett and in Singapore Dollars
2. All rooms include ABF and applicable for single /double
3. Room confirmation are based on first come first served basis
4. All bookings must reach us **3 weeks** before day of arrival to ensure availability of room allotments
5. Bookings after **23 Dec** will be based on request basis
6. Payments should be remitted with the exact amount. All bank charges to be borne by clients
7. Payments by credit cards will be subject to 4% surcharges imposed by banks/ card companies
8. Confirmation of all room bookings will only be made upon receipt of full payment
9. **Full cancellations apply 7 days prior to arrival date**
10. All cancellations must be made in writing to East West Executive Travellers Pte Ltd
11. Check in to rooms at 1400hrs and check out at 1200 noon. Early check in and check out are subject to availability

## VISA REQUIREMENTS

Please visit Singapore's Immigration and Checkpoints Authority website at [www.ica.gov.sg](http://www.ica.gov.sg) for the latest information on entry visa requirements. If you require assistance with the letter of invitation for your visa requirement, please contact the secretariat at [tsao@tsaofoundation.org](mailto:tsao@tsaofoundation.org)