



**INSOL INTERNATIONAL SEMINAR GROUP  
5 - 6 DECEMBER 2023  
HOTEL RESERVATION FORM**

Please complete the below and send your reservation request to the Hotel directly by email.

**New Booking**

**Amendment**

**GUEST'S INFORMATION**

Guest Name \_\_\_\_\_ (Mr, Mrs, Ms, Dr, Prof.)  
 \_\_\_\_\_ (Last Name / Surname) \_\_\_\_\_ (First Name)

Company Name \_\_\_\_\_

**ROOM REQUIREMENTS**

Room Type	Room Rates		Arrival Date	Arrival Flight / ETA	Departure Date	Departure Flight / ETD
	Single	Double				
Deluxe Room (Inclusive of breakfast and internet access)	MYR 750.00 +	MYR 800.00 +				

- Rates are on per room per night basis and subject to 6% SST and prevailing taxes.
- MYR 10.00 per room per night Tourism Tax will be applied to non-Malaysian citizens
- Rooms are subject to availability upon confirmation

**AIRPORT TRANSFER (Please select)**

Yes Toyota Alphard/Vellfire KLIA Airport to The St. Regis Kuala Lumpur at MYR 310.00 + 6% SST and prevailing taxes per limousine per way

Yes Toyota Alphard/Vellfire The St. Regis Kuala Lumpur to KLIA Airport at MYR 310.00 + 6% SST and prevailing taxes per limousine per way

\*50% surcharge will be levied for service rendered between 12:00am to 06:00am

\*The hotel requires at least 24 hours prior notification for any amendment or cancellation for limousine arrangement. Failing this, the full limousine charges will be levied

\*Flight details are required for limousine booking

**SPECIAL REQUEST (Subject to availability)**

Smoking  Non-Smoking Others: \_\_\_\_\_

**PAYMENT DETAILS**

Type of Credit Card  VISA  MASTER  Others Please State \_\_\_\_\_

Credit Card No. \_\_\_\_\_ Expiry Date \_\_\_\_\_

Name of Cardholder \_\_\_\_\_ Signature of Cardholder \_\_\_\_\_

**Remarks:**

\* Please complete and forward this form to the hotel latest by 6 October 2023

\* Official check in time is 1500hrs and check out time is 1200hrs

\* All confirmed reservations must be guaranteed with a valid credit card. No bookings will be accepted without credit card guaranteed

\* Any cancellation notice given less than 3 days prior to arrival date or no-show on arrival date will be subjected to a cancellation penalty.

**Bookers Information**

Booker Name	Company Name	Contact Details
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Please send your room booking request to the hotel directly:-

Reservation Department  
The St Regis Kuala Lumpur  
6 Jalan Stesen Sentral 2  
50470 Kuala Lumpur, Malaysia

Email: [reservations.kualalumpur@stregis.com](mailto:reservations.kualalumpur@stregis.com)  
Tel No.: +6 03-2727 1045/1042/1043(Direct Line for Reservation Department)  
Tel No.: +6 03-2727 1111 (General Line)  
Fax No.: +6 03-2727 1122 (Direct fax for Reservation Department)