

**HOTEL RESERVATION FORM**  
(Group Name: Centre for Management Technology)

**Contact:**  
Reservations Department  
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**Global Biofuels Summit**

**21 October 2019 - 23 October 2019**

All bookings are subject to room availability and after 01 October 2019, best available rate will apply.

<b>PARTICULARS</b>	<b>Salutation:</b>	
	<b>Family Name:</b>	<b>Given Name:</b>
	<b>Designation:</b>	<b>Company:</b>
	<b>Country:</b>	<b>Telephone:</b>
	<b>Email:</b>	

<b>TRAVEL DETAILS</b>	<b>Passport No:</b>	<b>Passport Expiry:</b>
	<b>Date of Birth:</b>	<b>Nationality:</b>
	<b>Additional Guest Name:</b>	
	<b>Passport No:</b>	<b>Passport Expiry:</b>
	<b>Date of Birth:</b>	<b>Nationality:</b>
	<b>Arrival Date:</b>	<b>Departure Date:</b>
	<b>Arrival Flight:</b>	<b>Departure Flight:</b>

<b>ROOM CATEGORY</b>	Room Type	Rate*	Special Requests**	Check-In Date	Check-Out Date
	<input type="checkbox"/>	Standard Room (King Bed)	S\$230++ per day with 1 daily breakfast & internet		
<b>Other special requests:</b>					

\* Rates are subjected to 10% service charge & prevailing Goods & Services Tax (GST).

\*\* Subject to availability & additional fees may apply.

**Please Note:**

- Check-in time is at 2:00pm and check-out time is 12:00pm
- All reservations must be guaranteed with a credit card, failing which the booking will not be processed.
- Please provide flight details whenever possible
- A confirmation email will be sent to you once the booking has been made.
- Non-cancellation
- Bookings are on First Come First Served, subject to room availability
- Subsequent Rooms required after which will apply subjected to Hotel's Availability and Room Rates
- Upon Confirmation of Room Reservations, any cancellation subject to full charges

**To guarantee your reservation, kindly provide your credit card details in the space below:**

Name on Credit Card:

Card Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Card Type:

Visa
  Mastercard
  American Express
  Diners
  JCB

Expiry Date:

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(mm/yyyy)
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By providing my credit card details, I hereby authorise Novotel Singapore Clarke Quay to charge my credit card to guarantee my reservation.

<b>Credit Card Signature</b>
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<b>Date</b>
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All information are kept confidential and used only for purposes as noted above.

**Thank You for choosing the Novotel Singapore Clarke Quay, we look forward to welcoming you.**