



SUNWAY PUTRA HOTEL
KUALA LUMPUR

Method of Payment

Payment can be made by Company Cheque, Credit Card or Telegraphic Transfer.
For credit card payment we require your card number, the expiry date and the cardholder's name.

I hereby authorise Sunway Putra Hotel to charge the deposit/event to my credit card details as shown below: -

Card Holder's Name: _____

Expiry Date: _____

Credit Card No: . . .

Credit Card Type: Visa Master Amex JCB Diners

(For Amex, please provide the I/D No:)

(Last 3 digits at the back of the card)

Cardholder's Signature: _____

(NOTE: Please attach a photocopy of both sides of the credit card)

Payment can be made via cheque or telegraphic transfer with the following bank details:-

Payee Name	:	Sunway Putra Hotel Sdn Bhd
Bank's Name	:	HSBC Bank Malaysia Berhad
Bank's Address	:	No.17-23 Jalan Sultan. 46200 Petaling Jaya
Bank's Account	:	202-024063-102
Swift Code	:	HBMBMYKL
GST Number	:	00152 6464 512

I agree to the following terms & conditions:

- Rates are inclusive of 10% service charge & 6% GST.
- Limited numbers of rooms are available per category. Once a category has been sold, the next available category will be offered. Confirmation is subject to room availability.
- Cancellation received within 7 days prior to arrival, cancellation fee equivalent to the value of entire stay will be levied upon.
- In the event of 'no-show' a cancellation fee equivalent to the value of the entire stay will be levied upon.
- This form is based on the individual room booking and is not applicable for group booking more than 10 rooms. For group booking, please contact our Sales & Marketing Department.
- Check-In time is after 3PM and Check-Out time is at 12PM. Early check-in or late check-out arrangements can be made at applicable charges.
- Requests for early Check – In will be subject to room availability. However, to guarantee the early Check – In, the room must be reserved from at least the previous night with an additional one night charge.
- Request for late departure will be subject to room availability and the full rate is chargeable for any Check – Out after 6.00pm

(For any cancellation made within 72 hours prior to arrival date **OR** a non-arrival, one (1) night charge will be made unto the card holder as a non-arrival penalty)

FOR GROUP BOOKING, KINDLY CONTACT MOHD FOUZI MD SAAD, Assistant Director of Catering Sales at 603 4040 9888 (Ext 8101), mfauzims@sunwayhotels.com

FAX/EMAIL HOTEL RESERVATION FORM TO: FAX NO: 603 4041 1030
SUNWAY PUTRA HOTEL Kuala Lumpur
E-MAIL: bookroomsph@sunwayhotels.com