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Please complete this form in CAPITAL letters and send it by fax or email to the Reservation Department  
**HOTEL MAYA KUALA LUMPUR CITY CENTRE, 138 Jalan Ampang 50450 Kuala Lumpur, Malaysia**

Please use one form per conference participant  
Organize: **International Publisher Congress (IPC) ON 01<sup>st</sup> - 13<sup>th</sup> July 2026**

### HOTEL ROOM BOOKING FORM:

|                                                                 |             |                   |
|-----------------------------------------------------------------|-------------|-------------------|
| FAMILY NAME:                                                    | FIRST NAME: | PASSPORT / ID NO: |
| <b>Please indicate the name of the person sharing the room:</b> |             |                   |
| NO. OF ADULT/S (INCLUDING YOURSELF):                            |             | CHILDREN:         |
| COMPANY NAME:                                                   |             |                   |
| ADDRESS:                                                        |             |                   |
| CITY:                                                           | POST CODE:  |                   |
| COUNTRY:                                                        | E-MAIL:     |                   |
| PHONE:                                                          | FAX:        |                   |

#### BOOKING INFORMATION

|                                                          |                                                          |
|----------------------------------------------------------|----------------------------------------------------------|
| Check-in Date:                                           | Check-out Date:                                          |
| No. of night/s:                                          |                                                          |
| Flight Number / ETA:                                     | Flight Number / ETD:                                     |
| <b>SINGLE @ 1 BREAKFAST</b>                              | <b>SHARING @ 2 BREAKFAST</b>                             |
| Heritage Room at <b>MYR275.00nett</b> per room per night | Heritage Room at <b>MYR315.00nett</b> per room per night |
| Premier Room at <b>MYR415.00nett</b> per room per night  | Premier Room at <b>MYR450.00nett</b> per room per night  |

**\*\* All room rates as above are inclusive of 8% SST \*\***

#### Airport Transfer Charges as below:

| Destination            | ALZA<br>4 people<br>4 luggage 27" | Toyota Camry<br>3 people<br>3 Luggage 27" | Toyota Hiace<br>7 people<br>7 Luggage 27" | Toyota Alphard<br>3 people<br>4 Luggage 27" |
|------------------------|-----------------------------------|-------------------------------------------|-------------------------------------------|---------------------------------------------|
| KLIA > Hotel           | RM 195.00+                        | RM 265.00+                                | RM 280.00+                                | RM 450.00+                                  |
| Hotel > KLIA           | RM 195.00+                        | RM 265.00+                                | RM 280.00+                                | RM 450.00+                                  |
| Subang Airport > Hotel | RM 150.00+                        | RM 220.00+                                | RM 200.00+                                | RM 400.00+                                  |
| Hotel > Subang Airport | RM 150.00+                        | RM 220.00+                                | RM 200.00+                                | RM 400.00+                                  |

\* All airport transfer rates are subject to 8% Service Tax. Any changes of tax act by the local authorities will be levied too the client directly.  
 \* 50% surcharged from 11.30pm to 6am  
 \* Child/baby/booster seat available upon request and chargeable at RM58.00 nett per unit, subject to availability  
 \* WIFI is provided at all the transport

- Additional breakfast at RM 58.00nett Adult / RM 29.00nett Child (5 -12 years old) per person per day
- Laundry, dry-cleaning and pressing services exclude from the contract rates
- Extra bed only at RM 97.20nett daily (**Not applicable for Heritage Rooms**)
- Extra bed with breakfast at RM 118.80nett daily (**Not applicable for Heritage Rooms**)

**PAYMENT TERM:**

To secure your reservation, a deposit equivalent to one (1) night's stay is required upon booking.

**☑ Payment Options:**

- Online Transfer to HMKLCC (bank details will be provided upon confirmation)
- Credit Card (number and expiry date) – a secure online payment link will be sent via email upon request. The one-night deposit must be completed within 30 days from the date of receipt.

**TERM & CONDITIONS**

Please read carefully before submitting your booking to ensure all details are correct and the terms and conditions are fully understood.

- Cancellation must be made at least **7 days prior to check-in** to avoid penalty charges.
- Cancellations made less than **7 days before arrival, or no-shows**, will incur a charge of **one (1) room night**.
- A one-night deposit is required via payment link and must be completed within **30 days** from the date of receipt.
- This deposit is **refundable if cancellation is made within the allowed timeframe**; otherwise, it will be forfeited.
- **Pre- and post-event stays** (up to 3 days before and after the event) are available at the same rate, subject to availability.
- Accommodation cut-off date: **08<sup>th</sup> June 2026**
- **Check-in time:** After 3:00 PM | **Check-out time:** By 12:00 PM
- **Late check-out charges:** -  
From 12:00 PM to 6:00 PM: **50% of room rate**, subject to availability. -  
After 6:00 PM: **Full room rate applies.**
- All rates are quoted in **Malaysian Ringgit (RM)** and are inclusive of: -  
- **10% service charge**  
- **8% SST**
- **Tourism Tax:** RM10.00 per room per night applies to **non-Malaysian guests** (as per Malaysian Government regulations effective 1 Sept 2017).
- Rates include **daily buffet breakfast** for **single** or **double occupancy**.
- The hotel reserves the right to revise rates in the event of changes to government-imposed taxes or service charges.

**By signing, you confirm that you have read and accepted the Terms and Conditions'**

|                          |                      |
|--------------------------|----------------------|
| Booking Signature:       | Date:                |
| Confirm By (Office Use): | Confirmation Number: |