



ROYAL PLAZA ON SCOTTS
 25 Scotts Road, Singapore 228220
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 Website: www.royalplaza.com.sg
 Attention: Group Reservation

**2nd Annual Risk Management Conference
 National University of Singapore
 (29 June - 2 July 2008)**

Please fax this form directly to Royal Plaza on Scotts @ (65) 6737 9420

- Room(s) confirmed shall be made available for occupancy after 1400hrs on the day of check-in & the check-out time is at 1200hrs. If you are arriving between midnight and the official check-in time, please make the reservation for the day before.
- Reservation should be accompanied with a one-night deposit by credit card. In the event of “no-show” or cancellation with less than 48 hours notice, the hotel will levy a one-night charge.
- Room and rate is subject room availability.

COMPLETE DETAILS IN FULL		
Event Name	: National University of Singapore / 2 nd Annual Risk Management Conference	
Title	:	
Given Name/First Name	:	
Family Name/Last Name	:	
Company	:	
Job Title	:	
Address	:	
Tel No :	Fax No :	Email :

FLIGHT DETAILS		
Arrival Date:	Flight No:	Arrival Time:
Departure Date:	Flight No:	Departure Time:

Room type	Room rate (please tick your preferred room type/rate)				Value Adds
	Single	(✓)	Double/Twin	(✓)	
*Deluxe	S\$325.00++		S\$345.00++		Room rate comes along with mini-bar with daily replenishment and internet broadband Breakfast can be arranged at S\$25.00++ per person <input type="checkbox"/> Yes <input type="checkbox"/> No
*Club Deluxe	S\$405.00++		S\$425.00++		Room rate inclusive club benefits

Note:

- Room rate is subject to 10% service charge, prevailing goods and services tax and Hotel availability.

CREDIT CARD GUARANTEE		
<input type="checkbox"/> American Express	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa <input type="checkbox"/> Diner Club <input type="checkbox"/> JCB
Card no.:	Expiry Date:	(dd-mm-yy)
Cardholder's name on credit card:		
I hereby guarantee my reservation with the above-mentioned credit card and all costs to be charged to it. I understand that should there be a no-show or cancellation, I will be charged with one night room rate, inclusive of taxes.		
Signature:		