

Guest Rooms Booking Form

Purpose of visit: (please select)

Meetings Research Transit Housing
Family/Friends

Trainings & Events (please indicate name of training or event)

APNMR2019



Nanyang Executive Centre (NEC)
60 Nanyang View, Singapore 639673
Phone.: (65) 6790 6697 / 6790 6699
Fax.: (65) 6794 7860
Email: nec-rsvn@ntu.edu.sg

GUEST 1			
Title: Prof Dr Mr. Mrs. Ms. (please select)			
Guest Given/First name:		Guest Family/Last name:	
Check in:		Flight No. / ETD:	
Check out:		Flight No. / ETD:	
NEC PROVIDES AIRPORT TRANSFERS AT S\$70++ PER WAY		To NEC	To Airport 2 ways (please select if require)
GUEST 2			
Title: Prof Dr Mr. Mrs. Ms. (please select)			
Guest Given/First name:		Guest Family/Last name:	
Check in:		Flight No. / ETD:	
Check out:		Flight No. / ETD:	
NEC PROVIDES AIRPORT TRANSFERS AT S\$70++ PER WAY		To NEC	To Airport 2 ways (please select if require)
GUEST 3			
Title: Prof Dr Mr. Mrs. Ms. (please select)			
Guest Given/First name:		Guest Family/Last name:	
Check in:		Flight No. / ETD:	
Check out:		Flight No. / ETD:	
NEC PROVIDES AIRPORT TRANSFERS AT S\$70++ PER WAY		To NEC	To Airport 2 ways (please select if require)
GUEST 4			
Title: Prof Dr Mr. Mrs. Ms. (please select)			
Guest Given/First name:		Guest Family/Last name:	
Check in:		Flight No. / ETD:	
Check out:		Flight No. / ETD:	
NEC PROVIDES AIRPORT TRANSFERS AT S\$70++ PER WAY		To NEC	To Airport 2 ways (please select if require)
ROOM CATEGORY/ RATE PER ROOM PER NIGHT (COMPLIMENTARY BREAKFAST AND INTERNET ACCESS)			
SGD160++ (-10% discount) Deluxe Single (1 guest)	SGD180++ (-10% discount) Deluxe Queen (2 guests) Deluxe Twin (2 guests)	SGD240++ (-10% discount) Junior Suite (up to 3* guests)	SGD290++ (-10% discount) Executive Suite (up to 4* guests)
Number of Rooms:	Number of Rooms:	Number of Rooms:	Number of Rooms:
Additional Buffet Breakfast can be arranged at SGD12.00++ per person		Yes	No
Extra roll-away bed is available at SGD30.00++ per night		Yes	No
*3 rd and 4 th guests are charge for the additional breakfast and roll-away bed			

Notes

- Room booking is subject to availability.
- Rates quoted are subject to 10% Service Charge and prevailing Goods and Services Tax (excluding payment via NTU Cost Centre).
- Check-in time : After 1400hrs, Check-out time : Before 1200hrs
- Early check-in and late check-out are subject to availability and charges apply.
- Pre-block for early check-in or late check-out are subject to availability and one-night charge apply.
- All booking must be guaranteed by NTU Cost Center or Credit Card Authorisation Form.
- For non-NTU cost centre payment, full pre-payment is required upon check-in and is non-refundable and cannot be amended or modified.
- A valid photo ID is require upon check-in.

Cancellation Policy

- Notified in writing 7 days prior to the check-in date for non-group booking and 2 months prior to the check-in date for group booking.
- Cancellation fees will be imposed for less than 7 days' notice for non-group booking and less than 2 months' notice for group booking.
- Failure to check-in at NEC will be treated as a No-Show, your room(s) will be released and full payment will apply and no refund will be given.

For more details on booking and cancellation policy, please visit ntu.edu.sg/nec

Personal Data Protection and Privacy Statement (PDPA)

- By completing and returning this booking form: I consent to and hereby authorise Nanyang Technological University Singapore (NEC) to process the booking using the information provided in the form. From time to time, including disclosure of my personal data and the personal data of the Account Holders to relevant banks for the processing of the above transaction and such other purposes ancillary or related to the administering of the booking of Rooms, Facilities and/or managing my/our relationship with NTU.
- I/We also consent to NTU (and NTU related group of companies) transferring my/our personal data to NTU related group of companies and/or third party service providers, whether located in Singapore or elsewhere, for the above purposes.
- For full details of the purposes of collection, use and disclouse of your personal data, please visit ntu.edu.sg/pdpa

Please note that without a booking confirmation from NEC, this booking is invalid. Incomplete form will not be processed.

CONTACT DETAILS			
Contact Person:		Designation: (Please select)	Visitors to NTU / Faculty / Staff / Student / NTU Affiliates NTU Alumni number _
NTU College or Department Name / Company Name :			
Contact No: (DID)		(Mobile)	Email:
BILLING DETAILS			
Contact Person:		Designation:	
NTU College or Department Name / Company Name :			
Billing Address:			
Contact No: (DID)		(Mobile)	Email:
MODE OF GUARANTEE AND PAYMENT			
By NTU Cost Centre Guarantee Payment Both Guarantee and Payment (Please select)		By Credit Card Authorisation Form Guarantee Payment Both Guarantee and Payment (Please select)	
Cost Centre No: _____		Please complete authorization form below.	
GL Code: 70402200		Payment by Guest upon check-in (As part of NTU's campus-wide cash-free initiative, NEC accepts payment by AMEX / MASTERCARD / VISA / UNIONPAY.) Company as per above billing details	
Acknowledge: By submitting this form, I have read, understood and accept the booking terms and conditions and Personal Data Protection and Privacy Statement.			
Signature		Date	

Credit Card Authorization Form

Type of Card: Visa MasterCard Amex Unionpay

Payment Type: Guarantee Payment Both Guarantee and Payment

Amount Payable: SGD\$ _____

Name of Applicant: _____

Name of card holder (as in NRIC): _____
(If different from Applicant)

Contact Number(s): O/H _____ Mobile _____

Email: _____

Credit Card Number: _____ - _____ - _____ - _____

Card Expiry Date (MM/YYYY): _____ / _____

By signing this authorisation form: I consent to and hereby authorise Nanyang Technological University Singapore (NEC) to charge my Credit Card Account mentioned above with the amount stated above, from time to time, including disclosure of my personal data and the personal data of the Account Holders to relevant banks for the processing of the above transaction and such other purposes ancillary or related to the administering of the reservation of Rooms, Facilities, Season Parking account(s) and/or managing my/our relationship with NTU.

I/We also consent to NTU (and NTU related group of companies) transferring my/our personal data to NTU related group of companies and/or third party service providers, whether located in Singapore or elsewhere, for the above purposes.

For full details of the purposes of collection, use and disclosure of your personal data, please visit <http://www.ntu.edu.sg/pdpa>

Cardholder's Signature / Date
Company stamp is required for Corporate Card