



Appendix 1B

Prepared by :  
ASM

WEEKLY PLANNER  
23.11.98 - 28.11.98

LIGHT HOTELS  
Sales & Marketing Dept.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11.30AM	9.30AM				
Bahagian XX	Mr. P				
Jabatan XXX	Kementerian MNO				
Jln XYZ	Menara FGH				
KL	KL				
Tel XXXXXXXX	Tel XXXXXXXX				
2.00PM	11.00AM				
HR Dept	Universiti CDE				
ABC Corporation	Jalan VX				
ABC Building	KL				
KL XXXXXXXX	Tel XXXXXXXX				
2.30PM					
Ms. H					
STU Sdn. Bhd					
Wisma QRS					
Jln FGH					
Damansara					

Appendix 1C

Date	Organization/Address	Contact Person	Tel/Fax	Remark
17.8.98 Monday	XXX Organization 9, Jln TUZ, KL.	Ms. T Human Resource Exec	T 1234567 F 7890123	They organized a mass seminar (1000 pax) in June 98 in KL. To consider LHK T for a suitable program and suggest we contact their Terengganu branch for local activities.
	MP XX 10, Jln WER, PJ	1) En. Y Public Relations Officer 2) Pn. S	T 3456789 F 4567890	They organized a seminar in Johor last month. He recommend us to contact all MPs since they are a profit making body, they have the allocation. MP XX also sends their officers for field works in T'ganu they always stay at BCD Hotel which is very far from KT. Proposed LHK T for their next visit.
18.8.98	Jabatan ABC	En. H Pen. Pengarah	T 2345678 F 3456789	Due to budget constraint, they have cut down most seminar allocations. However they will consider SMK T for their future program. To quote sgl/lw/trp package.
	Pusat WXY	En. R Bhg. A	T 5678910	Due to budget constraint, they have cut down their seminar programs.
		2) Tn. Z Bhg. B	T 7891011 F 8910111	They do have seminar programs around October 98. Will fax our quotations to him.
	Kem. HIJ Bhg. C Damansara	Pn. Z Pembantu Pen. Pengarah	T 0123456	Last year they had a big budget. But this year it has been cut down. It has to be divided among 14 states. This leaves them with very little budget and she has decided to go to T'ganu for a 'team building' program. Will consider LHK T for future program.

**Appendix 2A (I)**

17 October 1998

Miss XX  
XX Corporation  
Company's Address

Tel.   xxx xxxx  
Fax.   xxx xxxx

Dear Miss XX,

*REF: MANAGEMENT RETREAT – LIGHT HOTEL PORT DICKSON*

Thank you for your enquiry on the above and it is our pleasure to quote you the package below.

*PACKAGE*               :     *RMXX.00 nett per person per night  
inclusive of accommodation, breakfast, lunch,  
dinner and 2 tea breaks.*

*DATE*                 :     *11-13 Dec 1998 or 18-20 Dec 1998*

*PAX*                  :     *20-25*

*MEETING ROOM*       :     *Complimentary with Overhead projector,  
flipchart, whiteboard, screen, writing  
materials, plain cold water and mints.*

*CONFIRMATION*       :     *Kindly confirm your reservation in writing not  
later than 25 November 1998.*

*We look forward to hearing from you.*

*Best regards,  
LIGHT HOTEL*

*ASM'S NAME  
Asst. Sales Manager*



Appendix 2A (II)

INTERNAL BREAKDOWN  
XX CORPORATION  
LCH PD11-13 DEC OR 18-20 DEC 1998

RMXX.00 NETT PER PERSON PER NIGHT

ROOM	RMXX.00
B'FAST	RM X.00
LUNCH	RMXX.00
DINNER	RMXX.00
2 TEA BREAKS	RMXX.00

**Appendix 2B**

20 October 1998

Miss XX  
XX Corporation Sdn Bhd  
Company's Address

Dear Miss XX,

REF: MANAGEMENT RETREAT – LIGHT HOTEL PORT DICKSON

**With reference to our quotation dated 17 October and our discussion thereafter, we are please to re-quote the package as below.**

A. PACKAGE

RMXX.00 nett per person per night

Inclusive of accommodation (twin-sharing, Standard)  
breakfast, lunch, dinner and 2 tea breaks per day

B. RESERVATION

12 Standard Twin

Check-in 11 Dec 1998      Check-out 13 Dec 1998

C. MEETING ROOM

Complimentary with overhead projector flipchart, whyteboard, screen  
Writing materials, plain cold water and mints

D. CONFIRMATION AND PAYMENT

We require a 50% deposit of the total cost in order for us to secure your booking. The hotel reserves the right to release any reservation which is not guaranteed by a deposit. Kindly arrange payment under Total Management Sdn Bhd, XXBank Account No. XXXXXXXXX not later than 25 November 1998. The balance of total payment must be settled by 2 December 1998.

With best regards,  
LIGHT HOTEL  
(Sales Office)

ASM's Name  
Asst. Sales Manager

## Appendix 2C

ATTN: En. XX  
Light Hotel PD

FROM : ASM's name  
Assistant Sales Manager TM KL

REF : TENTATIVE BOOKING FOR XX CORPORATION  
MANAGEMENT RETREAT FOR 23 PAX.  
C/IN 11/12/98 C/OUT 13/12/98

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Dear En. XX,

Warmest greetings from TM KL !!!!!

Pleased to make a tentative booking for the above mentioned group 12 x Twin sharing rooms and a seminar room for 23 persons for 3 days/2 nights seminar package for every arrival.

Confirmation of booking will be fax to you after TM KL receive a 50% deposit from the above mentioned group. Do not hesitate to call me for further details.

The event order and programme itinerary will be send to you ASAP

Yours sincerely,

ASM's Name  
Assistant Sales Manager TM KL

## Appendix 2D

18 November 99

Miss XX  
XX Corporation  
Company's Address

Dear Miss XX,

REF: MANAGEMENT RETREAT – LIGHT HOTEL, PORT DICKSON

It was a pleasure meeting you and Ms. YYY yesterday. We appreciate very much your time spent with us there.

We are pleased to offer the rate below:

A. PACKAGE

RMXX.00 nett per person per night  
inclusive of accomodation (twin-sharing, Standard)  
breakfast, lunch, dinner and tea

B. RESERVATION

12 Standard Twin  
Check In 11 Dec 1998                      Check Out 13 Dec 1998

C. MEETING ROOM

Complimentary with overhead projector, flipchart, whiteboard, screen,  
writing materials, plain cold water and mints.

D. CONFIRMATION AND PAYMENT

We require a 50% deposit of the total cost in order for us to secure your booking. The hotel reserves the right to release any reservation which is not guaranteed by a deposit. Kindly arrange payment under Total Management Sdn Bhd, XXBank Account No. XXXXXXXX not later than 25 November 1998. The balance of total payment must be settled by 2 December 1998.

We trust all the above are in order and kindly contact us by phone or fax if you need any clarification.

With best regards,  
LIGHT HOTEL (Sales Office)

ASM's Name  
Asst. Sales Manager

**Appendix 2E (I)**

ATTN: En. XX  
Light Hotel PD

FROM : ASM's name  
Assistant Sales Manager TM KL

REF : CONFIRMED BOOKING FOR XX CORPORATION  
MANAGEMENT RETREAT FOR 23 PAX.  
C/IN 11/12/98 C/OUT 13/12/98

---

Dear En. XX,

Warmest greetings from TM KL !!!!!!!

Pleased to confirm the above mentioned booking for :

C/in – 11/12/98 C/out – 13/12/98 - 12 x ST rooms

Please reserve a seminar room for 23 persons with overhead projector, flipchart, whyteboard, screen, writing materials, plain cold water and mints for 23 persons.

Appended below are the breakdown charges and the event order:

The breakdown :

Accomodation - RM XXXX.XX nett (RM XX SP. Rate x 12 ST x 2 nights)

Buffet Breakfast - RM XXX.XX nett (RM X per pax x 23 pax x 2 times)

Buffet Lunch - RM XXX.XX nett (RM XX x 23 pax x 2 times)

Buffet Dinner - RM XXX.XX nett (RM XX x 23 pax x 2 times)

Tea Break - RM XXX.XX nett (RM X x 23 x 4 times)

**GRAND TOTAL - RM XXXX.XX nett.**

## Appendix 2E (II)

### TM KL EVENT ORDER

Account	: XX Corporation	Event No	: 0015
Contact	: Ms. XX	Hotel	: LHPD
Address	: Client's Address	Func. Type	: Seminar

Event	Time	Attendees	Post As
XX Corporation	To be advised	23 pax	SeminarManagement Retreat Room

Seminar room – style to be advised by client.

#### Set-up

To be advised by client.

#### Backdrop

None.

#### Food And Beverage Department

All the meals are Buffet style. Please make sure the menu are not the same every day.

#### Revenue Billing

Strictly do not collect any payment from the organizer. All payments are to be collected by TM KL. Please bill us for the above total package charges RMXXXXXX nett. Please collect other charges i.e. – Telephone calls/Beverages and etc. on pax account as soon as the function is over

Yours sincerely,

ASM's Name  
Assistant Sales Manager TM KL

Appendix 2F

8 Dec 1998

Cik XXX

Light Hotel, PD.

Dear Cik XXX

I spoke to you on the telephone this morning regarding our seminar package booking made by Puan ASM from Kuala Lumpur on our behalf.

I would like to confirm with you the following:

1. Guests List is enclosed for your attention. Please confirm the availability of the family & the charge. (List A)
2. Please arrange for lunch for 11 Dec 1998 as in our time table as attached. (List B)  
We shall confirm the lunch on 13 Dec 1998. Please indicate the cost of the lunch
3. Please arrange for night cap on the 12 Dec 1998 night @ midnight.
4. Please make available to us a seminar room from 2.00 pm, 11 Dec 1998 onwards and according to our time table given to you.
5. Please provide the items for seminar room as per (list C), which is hereby enclosed.

I would appreciate that someone reply and confirm whether all our requirements can be met or not, in writing, so that there can be no more miscommunications and mix-up in the arrangements.

Thank you.

XX Corporation (M) Sdn. Bhd.

c.c. S & M Manager Kuala Lumpur Sales Office. Fax: 03- XXXXXXXX  
ASM Kuala Lumpur Sales Office.

P.S. b. Pl. provide us a map to your hotel!

## Appendix 2G

### List A

#### Participants List for the Development Programme: 11-13 Dec 98

##### Name

Mr. XX & Mr. YY	1 Room
Ms. XX & Ms. YY	1 Room
Mr. XX & Mr. YY	1 Room
Mr. XX & Mr. YY	1 Room
Ms. XX & Ms. YY	1 Room
Ms. XX & Ms. YY	1 Room
Mr. XX & Mr. YY	1 Room
Mr. & Mrs. Y	1 Room
Ms. XX & Ms. YY	1 Room
Ms. XX & Assistant	1 Room
Mr. XX & Mr. YY	1 Room
Mr. Y	1 Family Room



# Appendix 2H

CONFIDENTIAL

10-10-03

P.03

UP :

FROM HQ :

ATTN :  
FROM :

(B)

## MANAGEMENT RETREAT SCHEDULE

TIME	Day 1	Day 2	Day 3
7.30 am		MORNING EXERCISE	MORNING EXERCISE
8.00		BREAKFAST	BREAKFAST
8.30		BREAKFAST	BREAKFAST
9.00		RECAP	SEMINAR
9.30		SEMINAR	SEMINAR
10.00		SEMINAR	MORNING TEA BREAK
10.30		MORNING TEA BREAK	RECAP
11.00	CHECK IN	SEMINAR	RECAP
11.30	CHECK IN	SEMINAR	CLOSING
12.00 pm	LUNCH	SEMINAR	CHECK OUT
12.30	LUNCH	LUNCH	LUNCH
1.00	LUNCH	LUNCH	LUNCH
1.30	TRAINING BEGINS	SEMINAR	SEE YOU AT FOLLOW UP!
2.00	SEMINAR	SEMINAR	
2.30	SEMINAR	SEMINAR	
3.00	SEMINAR	SEMINAR	
3.30	TEA BREAK	TEA BREAK	
4.00	SEMINAR	SEMINAR	
4.30	SEMINAR	SEMINAR	
5.00	SEMINAR	SEMINAR	
5.30	BREAK	FREE TIME	
6.00	BREAK	FREE TIME	
6.30	BREAK	FREE TIME	
7.00	DINNER	DINNER	
7.30	DINNER	DINNER	
8.00	DINNER	DINNER	
8.30	VIDEO TRAINING	FUN TIME	
9.00	VIDEO TRAINING	FUN TIME	
9.30	TEAMBUILDING	TEAM BUILDING	
10.00	TEAMBUILDING	TEAM BUILDING	
10.30	BEDTIME	TEAM BUILDING	
11.00		TEAM BUILDING	
11.30		TEAM BUILDING	
12.00 am		MIDNITE TEA	
12.30			
1.00			
1.30			

Appendix 21

1-90 12-93

CORP. (M) S/B

ID-003

P.04

4 :

PHONE NO. : 603

Dec. 04 1990 01:58 PM

FACSIMILE COVER SHEET

TO : Ms. XXX , Administration Dept  
ORGANISATION : XX CORPORATION (M) SDN BHD  
FAX NO. : 03. XXXXXX  
FROM :  
RE : SEMINAR IN PD  
DATE : 4/12/98  
NO. OF PAGES : 2 (incl. this page)



*(If this fax did not reach you in its entirety, please call us at 03-*

*immediately)*

Dear Ms. XX

Sorry for the bit of delay in getting this to you!

Here are some of the things that we will need from the hotel :

1. A large room ( 5 round table setting with 5 chairs per table), pencils, papers, sweets, warm water
2. Marker pens (at least 2 of each: green, red, black, blue), White board, 1 flip chart.
3. TV and Video player (please ensure it's a multi-player) and elevated enough to be easily seen from different points of the room.
4. A head table for 2 consultants in the seminar room with 2 BAR STOOLS (high chairs)
5. CD and cassette player through the PA System.
6. A room for Ms YYY and Assistant
7. Overhead Projector and Screen.

Following is the schedule for all 3 days. Hope the info suffices for now. If you need to clarify anything, you can discuss with us on Monday evening as we will be at your office to meet with

Thanks so much for your assistance.

Best regards

XXXXX & XXXXXX

A77N  
From

Appendix 2J

08-98 15:42

CORP. (M) S/B

ID=803

P.01

8 Dec 1998

3.00 PM

Cik XXX

Dear Cik XXX

After my telephone call to you @ 3.00 PM, this is the status of the following:

1. As the bookings were made through Puan ASM of Kuala Lumpur Sales Office, the charges for extra meal, nightcap and family room will be finalised by her.
2. Lunch for 11 Dec 1998 will be at 11.30 AM as you have suggested.
3. All items requested by the trainier will be available.
4. Semiar Room will be available from 2.00 PM on 11 Dec 1998 onwards.
5. You will fax me a copy of the map straightaway.

Thank you for your prompt answers and assistance.

As for those matters which have to await Puan ASM's attention, I shall wait for her response tomorrow when she will be back from leave.

Thank you.

Ms. XX

XX Corporation (M) Sdn. Bhd.

c.c. S & M Manager Kuala Lumpur Sales Office. Fax: 03- XXXXXXXX  
ASM, Kuala Lumpur Sales Office.

Map Received & Return 15/12/98

Appendix 2K  
9 December 98

Miss XX  
XX Corporation  
Company's Address

Tel. XXXXXX  
Fax. XXXXXX

Dear Ms. XX,

**REF: MANAGEMENT RETREAT – LIGHT HOTEL PORT DICKSON**

Further to our letter to you dated 18 November 1998 and our discussion today, we are pleased to confirm your arrangements as per your faxes to us.

Please take note of the additional items :

**A. FAMILY ROOM PACKAGE**

Room charge for Mr. Y (1 Family Room) @ 3 Days 2 Nights

Mr. Y's Package	@	RM210.00 nett
Meals package for spouse	@	RM132.00 nett
Children meals (6-12 years)	@	RM 62.00 nett

B. Extra lunch on 13.12.98 @ RM 16.00 nett per pax

C. Supper on 12.12.98 @ RM 8.00 nett per pax

**D. PAYMENT**

As for the balance of total payment, we would require the balance of total payment be made to us by 10 December 1998.

Should there be any extra items required by you at SMPD other than those agreed upon earlier in our package, it can be settled directly at SMPD.

Please call me if you need any information.

**We trust all the above are in order and kindly contact us by phone or fax if you need any clarification.**

**With best regards,  
LIGHT HOTEL  
(Sales Office)**

**ASM's Name  
Asst. Sales Manager**

## Appendix 2L

ATTN : En. XX  
Light Hotel PD

FROM : ASM's name  
Assistant Sales Manager TM KL

REF : CONFIRMED BOOKING FOR XX CORPORATION  
MANAGEMENT RETREAT FOR 23 PAX.  
C/IN 11/12/98 C/OUT 13/12/98

---

Dear En. XX,

Warmest greetings from TM KL !!!!!!!

Appended below are the ammended breakdown charges:

The breakdown :

Accommodation - RM XXXX.XX nett (RM XX SP. Rate x 11 ST x 2 nights)  
RM XXX.XX nett (RM XX SP. Rate x 1 FR x 2 nights)

Buffet Breakfast - RM XXX.XX nett (RM X per pax x 24 pax x 2 times)  
RM XX.XX nett (RM X per pax x 1 child x 2 times)

Buffet Lunch - RM XXX.XX nett (RM XX x 24 pax x 3 times)  
RM XX.XX (RM X per pax x 1 child x 3 times)

Buffet Dinner - RM XXX.XX nett (RM XX x 23 pax x 2 times)

Tea Break - RM XXX.XX nett (RM X x 22 x 4 times)

Supper - RM XXX.XX nett (RM X x 22 x 1 time)

**GRAND TOTAL - RM XXXX.XX nett.**

Yours sincerely,

ASM's Name  
Assistant Sales Manager TM KL

## Appendix 2M

ATTN : En. XX  
Light Hotel PD

FROM : ASM's name  
Assistant Sales Manager TM KL

REF : CONFIRMED BOOKING FOR XX CORPORATION  
MANAGEMENT RETREAT FOR 23 PAX.  
C/IN 11/12/98 C/OUT 13/12/98

---

Dear En. XX,

Warmest greetings from TM KL !!!!!

Appended below are the ammended breakdown charges:

The breakdown :

Accommodation - RM XXXX.XX nett (RM XX SP. Rate x 10 ST x 2 nights)  
RM XXX.XX nett (RM XX SP. Rate x 2 FR x 2 nights)  
RM XX.XX nett (RM XX SP. Rate x 1 ST x 1 night)

Buffet Breakfast - RM XXX.XX nett (RM X per pax x 24 pax x 2 times)  
RM XX.XX nett (RM X per pax x 1 child x 2 times)

Buffet Lunch - RM XXX.XX nett (RM XX x 24 pax x 3 times)  
RM XX.XX (RM X per pax x 1 child x 3 times)

Buffet Dinner - RM XXX.XX nett (RM XX x 23 pax x 1 time)

BBQ Dinner - RM XXX.XX nett (RM XX x 21 pax x 1 time)

Tea Break - RM XXX.XX nett (RM X x 22 x 4 times)

Supper - RM XXX.XX nett (RM X x 22 x 1 time)

GRAND TOTAL - RM XXXX.XX nett.

Yours sincerely,

ASM's Name  
Assistant Sales Manager TM KL

Appendix 2N

15 Dec 1998

Kuala Lumpur Sales Office

Fax: XXXXXXXX

Attn: Puan ASM

Dear Puan ASM

We have gone and returned from PD

Thank you for making all the arrangements for us.

There was a great deal of food to eat. The rooms were clean.

The seminar room was a little small for us. Check in was delayed because some guests did not check out on time.

This is to let you know that we arranged for BBQ on 12 Dec night for which we had to pay additional RM10-00 per head and P. D. said that we have to pay through you instead directly to the hotel there.

Number of persons who were at the BBQ dinner were 21pax.

We also took a triple sharing room instead of twin sharing for the first night, as one of the participants had to return to K.L. the second night.

All in all, we enjoyed the time there.

Thank you.

Ms. XX

XX Corporation (M) Sdn. Bhd.

c.c. Cik. XXX, Light Hotel, PD 0X-XXXXXX

### **Appendix 3A**

Tuan Pengurus,  
Light Hotels  
TM's Address  
(U/p: GM's Name)

Tarikh : 2/12/98

Tuan,

#### **PER : KAD POTONGAN HARGA XX DISCOUNT CARD**

Merujuk kepada perkara tersebut diatas melalui surat tuan yang bertarikh **2 hb. Januari, 1998** dirujuk semula.

Dengan sukacitanya kami memohon kepada pihak tuan agar dilanjutkan lagi tarikh penggunaan Kad Potongan Harga (XX Discount Card) bagi tahun 1999. Kami juga memohon jasa baik pihak tuan agar dapat menyatakan tarikh akhir kad ini boleh digunakan di tempat tuan.

Sehubungan dengan itu pihak tuan diminta menyatakan potongan harga (peratus) bagi memudahkan pemegang-pemegang kad ini berurusan di tempat tuan.

Sekian dimaklumkan, kerjasama dan kelulusan dari pihak tuan di dalam hal ini amat dialu-alukan.

Terima kasih.

(CHE YY)  
PENGARAH PEMASARAN MALAYSIA  
XX DISCOUNT CARD



### **Appendix 3B (I)**

RE : XXXXXX

Date : 09.12.1998

En. XX

Director of Sales

Company's Name

Company's Address

Tel : 12345678

Dear En. XX,

**RE : DISCOUNTED RATES FOR XX DISCOUNT CARD**

Greetings from Light Hotels.

With reference to your letter dated 2 December 1998 on the above matter, we are pleased to offer our special discounted rate for XX Discount Card members. The rates offered are for all the Light Hotels as stated in the Discounted Rate Form.

The rates quoted are nett inclusive of 10% service charge and 5 % government tax.

Please be informed that some of our hotels offer a promotional rate from time to time and this promotion rate will be applicable whenever it is lower.

The rates will be valid from 1 January 1999 until 31 December 1999 and will be reviewed annually depending on the volume of business generated by your organization to our hotels.

Please be advised that the rates will not be applicable to bookings channeled through travel agents or our appointed hotel representatives.

For reservations, please call us at :

**Light Hotels**  
**Central Reservation Office**  
**Company's Address**  
**Tel : 03-XXXXXX (Direct line)**  
**Tel : 03-XXXXXX**

### **Appendix 3B (II)**

For mutual convenience, the presentation of the XX Discount Card is required when checking in at our Light Hotels.

We would appreciate if you could provide us with 17 samples discount card for onward distribution to our Light Hotels.

For your information, we also cater for conventions, seminar and workshop. Please call our Sales Department for more information.

We thank you again and look forward to the privilege of your support and patronage.

**..... Light Hotels – Amazingly affordable .....**

Yours faithfully,

**Light Hotels**

**Central Reservation Office**

**GM's Name**

**GENERAL MANAGER**

**c.c. Light Hotels**

## Appendix 3B (III)

PRIVATE & CONFIDENTIAL

### HOTEL DISCOUNTED RATE

This contract is drawn up between Total Management Sdn. Bhd.  
Lot XX, X Floor, XX Plaza, Jalan XXX, 12345 Kuala Lumpur, Malaysia  
Tel: 03-XXXXXXX, Fax 03-XXXXXXX  
AND

COMPANY: XXXXX DISCOUNT CARD

ADDRESS: XX, Jalan XX, 12345 Kuala Lumpur

TEL: 03-XXXXXXX FAX: 03-XXXXXXX TELEX: \_\_\_\_\_

CONTACT PERSON: Mr. XX – Director of Sales

VALIDITY: 1 January 1999 until 31 December 1999

Light Hotel	Standard		Family
	Single	Double	
KT	XX	XX	XXX
KUA	XX	XX	XXX
AS	XX	XX	XXX
SER	XX	XX	XXX
PD	XX	XX	XXX
PP	XX	XX	XXX
IP	XX	XX	XXX
JB	XX	XX	XXX
MAR	XX	XX	XXX
KR	XX	XX	XXX
TML	XX	XX	XXX
SP	XX	XX	XXX
BL	XX	XX	XXX
TP	XX	XX	XXX
GH	XX	XX	XXX

MEAL RATES	
Breakfast (Local)	X
Breakfast (Continental)	X
Breakfast (American)	XX
Lunch (Local)	XX
Lunch (Western)	XX
Dinner (Local)	XX
Dinner (Western)	XX

Note: Each member is entitled to a maximum of 2 rooms per booking.

Period: Subject to RMXX.XX surcharge on Fridays, Saturdays, Eve & on Public Holidays for Light Hotel and GH.

Remark: Room rates quoted are inclusive of local breakfast for 2 persons per room only.

\* No charge for child below 12 years old sharing room with parents

\*\* Room and meal rates above are nett, inclusive of 10% service charge and 5% government tax and non-commissionable.

Kindly acknowledge acceptance of our rates, terms and conditions by signing and returning the duplicate of this contract.  
Contract rates and allotment will not be extended by the Hotel unless a signed agreement is returned to the hotel

Accepted by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

Total Management Sdn. Bhd.

Confirmed by: XXX XXXX

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_