

**TAGLAW/TIAG ASIA PACIFIC REGIONAL CONFERENCE  
SINGAPORE, 12 – 14 MARCH 2010**

**Registration Form**

**Appointed Travel Agent: Citystate Travel Pte Ltd**

Tel: (65) 6372 4966 Fax: (65) 6333 0400

Contact Person/s: Yiwei / Monika Tan

Email Registration Form: [mice@citystate.travel](mailto:mice@citystate.travel)

Operating Hours: 9.30am to 5.30pm (Monday to Friday)

Registration Deadline: 21 January 2010, Wednesday

\* Mandatory field is indicated with an asterisk ( \* ) – Please input details accordingly.

**AGENDA**

12 MARCH 2010, FRIDAY		
TIME	PROGRAM	VENUE
1900 hrs 1930 – 2100 hrs	Cocktail Dinner	St. Regis Hotel

13 MARCH 2010, SATURDAY		
TIME	PROGRAM	VENUE
0830 – 1730 hrs 1900 hrs 2130 hrs	Full-day Meeting Dinner (Optional) Coach transfer to Hotel	St. Regis Hotel Rocks Urban Grill & Bar St. Regis Hotel

14 MARCH 2010, SUNDAY		
TIME	PROGRAM	VENUE
1200 hrs	Hotel check-out	St. Regis Hotel

PARTICULARS OF TRAVELER *					
Passport Name (Pls underline surname)	Passport No.	Date of Expiry	Date of Birth	Nationality	M/F

Preferred Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Telephone: Office \_\_\_\_\_

Home \_\_\_\_\_

Mobile \* \_\_\_\_\_

Fax \* \_\_\_\_\_

Email \* \_\_\_\_\_

**CITYSTATE**TRAVEL

115 Amoy Street, #03-00, Singapore 069935  
Tel: (65) 6372 4966 Fax: (65) 6333 0400

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FLIGHT DETAILS *			
Arrival in Singapore	Date	Flight No.	Arrival Time
Departure from Singapore	Date	Flight No.	Arrival Time

*(To avoid any miscommunication, please ensure that the above information is completed and printed clearly.)*

### A. OFFICIAL HOTEL

#### THE ST. REGIS SINGAPORE

Address: 29 Tanglin Road, Singapore 247911

Tel No.: (65) 6506 6888

HOTEL DETAILS *				
Room Rate (Per room per night with ABF)		Room Type	Check-in Date	Check out Date
<u>Single</u> S\$ 407	<u>Twin</u> S\$ 445	[   ] Single   [   ] Twin		

*International hotel Check-in Time: 2pm*

*International hotel Check out Time: 12 noon*

If you wish to bring accompanying person/s along for the trip, please fill all the mandatory particulars:

PARTICULARS OF ACCOMPANYING PERSON (AP) *					
Passport Name (Please Underline Family Name)	Passport No.	Date of Expiry	Date of Birth	Nationality	M/F
(2)					
**Relationship:					
(3)					
**Relationship:					
(4)					
**Relationship:					

✓ The above room rates are inclusive of 10% service charge, 1% government tax and 7% goods and services tax.

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**B. PAYMENT METHOD**

To secure room reservation, payment should be made immediately.

Any cancellation after 25 February 2010 is subjected to a one (1) night cancellation charge.

**[ ] CREDIT CARD**

☐ Visa ☐ Master ☐ Amex

Amount to be charged: S\$\_\_\_\_\_ Card Number: \_\_\_\_\_

CVV / Security Code: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ (MM/YY)

Cardholder's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

***The above credit card will also be used to charge your registration fee through TAGLAW/TIAG.***

Registration Fee Per Person	US\$ 495
Optional Dinner on 13 March 2010 at Rocks Urban Grill & Bar Per Person	US\$ 78
<b>TOTAL COSTS</b>	US\$

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### **TERMS & CONDITIONS**

Passengers are deemed to have read, understood and agreed with the following booking terms and conditions. The appointed travel agent, Citystate Travel Pte Ltd shall be known as 'The Company' below: -

#### **1. BOOKING REGISTRATION & ACCEPTANCE**

Registration completed will be acknowledged receipt by email within 3 working days from date of registration.

#### **2. PAYMENT & CANCELLATION**

Notification of cancellation must be made in writing, which must be acknowledged by Citystate Travel accordingly. Full payment is required immediately. Failure to comply with this may result in cancellation of your tour booking and in such an event; the following charges will apply accordingly:

<b>CANCELLATION CHARGES</b>	
Between 18 Jan – 28 Feb 2010	1 room night
After 01 Mar 2010	No Refund

#### **3. AMENDMENT TO BOOKINGS (Requested by passengers)**

For any changes in departure date or tour type, cancellation charges apply as spelt out under the section on 'Payment & Cancellation'.

#### **4. REFUND OF UNUSED SERVICES**

There will be no refund for air tickets; accommodations, ground transportations; meals and sightseeing tours not utilized either in part or full.

#### **5. SPECIAL REQUEST**

If there is any request regarding special meal, dietary requirement, adjoining room and etc., please inform The Company when booking, as it is subject to confirmation and availability.

#### **6. INSURANCE**

The Company strongly recommends all passengers to purchase travel insurance coverage on trip cancellation, medical and loss of baggage, etc.

#### **7. TRAVEL DOCUMENTS**

It is the passenger's responsibility to ensure that his/her International Passport has a validity of at least 6 months from the date of departure. Relevant visa and vaccinations may be required.