Guest Rooms Booking Form

Purpose of visit: (please select)	HANYANG		
□Meetings □Research □Transit Housing □ Family/Friends	UNIVERSITY SINGAPORE		
□Trainings & Events (please indicate name of training or event)	Nanyang Executive Centre (NEC) 60 Nanyang View, Singapore 639673 Phone.: (65) 6790 6697 / 6790 6699 Fax.: (65) 6794 7860 Email: <u>nec-rsvn@ntu.edu.sg</u>		

GUEST 1							
Title:	Prof Dr Mr. Mrs. Ms.	(please seled	ct)				
Guest Given/First name:		Guest Famil	y/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 wa	ys (please select if require)		
GUEST 2							
Title:	Prof Dr Mr. Mrs. Ms.	(please seled	ct)				
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	□ T o Airport	🗅 2 wa	iys (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	- FRANSFERS AT S\$70++ PER WAY	□To NEC	□To Airport	🗅 2 wa	iys (please select if require)		
GUEST 4							
Title: Drof 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	□ T o Airport	🗅 2 wa	ys (please select if require)		
ROOM CATEGORY/ RATE PER ROOM PER NIGHT (COMPLIMENTARY BREAKFAST AND INTERNET ACCESS)							
SGD160++	SGD180++	SGD240++			SGD290++		
Deluxe Single (1 guest)	Deluxe Queen (2 guests)	□unior Suite (up to 3* guests) □Executive Suite (up to 4* gu			Executive Suite (up to 4* guests)		
	Deluxe Twin (2 guests)						
Number of Rooms:	Number of Rooms:	Number of F	Rooms:		Number of Rooms:		
Number of Rooms: Number of Rooms: Number of Rooms:							
Additional Buffet Breakfast can be arranged at SGD12.00++ per person							
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 releated 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 releated 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:	□Visitors to NTU / □Faculty / □Staff /			
			(Please select)	□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 By (By Cr	Credit Card Authorisation Form				
□Guarantee □Payment □Both Guarantee and Payment □			□Gu	□Guarantee □Payment □Both Guarantee and Payment				
(Please select) (Pl			(Plea	(Please select)				
Cost Centre No: Plea		Plea	ease complete authorization form below.					
	Раул			Paym	ayment by			
GE CODE: 70407700				Guest upon check-in (As part of NTU's campus-wide cash-free initiative, NEC accepts payment by AMEX /MASTERCARD /VISA /UNIONPAY.)				
				□Co	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.

Credit Card Authorization Form

Type of Card:	Visa	MasterCard	Amex		Unionpay
Payment Type: 🗌	Guarantee	Payment	Both Guarantee and Payme		d Payment
Amount Payable:		SGD\$			
Name of Applicant:			 		
Name of card holder (If different from App	-		 		
Contact Number(s):		0/Н	 _Mobile		
Email:			 		
Credit Card Number:			 		
Card Expiry Date (MN	Л/ҮҮҮҮ):	/			

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