

11th Annual PASLA/RMA Conference on Asian Securities Lending



FAX / EMAIL RESERVATION FORM

(When your reservation is confirmed, it will be sent by Conrad Tokyo)

- New Booking
 Amendment
 Cancellation
 Repeat Guest

To	Rooms Reservations (conf group code GRMAA) Conrad Tokyo	From :	_____
E-mail:	reservations.conradtokyo@conradhotels.com	Company:	_____
Fax :	+81-3-6388-8001	Fax :	_____
Tel :	+81-3-6388-8000	Tel :	_____
		E-mail:	_____

Guest's Information

Mr/Ms	_____	_____	_____
	Last Name	Company Name	Given Name
Designation	_____	_____	_____
Company Address	_____		
Zip/City Code	_____	Country	_____
Passport Number	_____	Nationality	_____
Place & Date of Issue	_____	Date of Birth	_____
Email address	_____		

Reservation Requirements

Room Type	<input type="checkbox"/> City Room Single with Breakfast (48sqm) - JPY34,000		
	<input type="checkbox"/> City Room Twin / Double with Breakfast (48sqm) - JPY38,000		
*Inclusive of 10% service charge and 5% consumption tax.			
Arrival	_____	_____	_____
	Date	Flight Number	ETA
Departure	_____	_____	_____
	Date	Flight Number	ETD

Guest's Preference

Preferred Room	<input type="checkbox"/> Smoking	<input type="checkbox"/> Non Smoking	<input type="checkbox"/> No Preference
Preferred Location	<input type="checkbox"/> Near the lift	<input type="checkbox"/> Away from lift	<input type="checkbox"/> No Preference
Preferred Bed	<input type="checkbox"/> King	<input type="checkbox"/> Twin	<input type="checkbox"/> No Preference
Special Dietary	_____		

Payment Instructions

<input type="checkbox"/> All charges on guest's own account		
All reservations are held until 4:00pm on the day of arrival unless guaranteed with a credit card or deposit. Notice of cancellation must be received no later than 3:00pm the day before arrival date to avoid a cancellation penalty equivalent to one room night's charge. Only registered attendees are eligible to stay at Conrad Tokyo at the conference group rate. Registrations will be crosschecked against hotel reservations. Anyone holding a reservation at the group rate must be registered by January 31, 2014 . RMA reserves the right to request that you cancel your hotel reservation if you are not a registered		
Credit Card	_____	_____
	Credit Card Type/Number	Expiry Date
Card Holder's Name	_____	

Remarks

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Hotel Confirmation

Room Rate	Confirmation Number	Confirmed by	Date
JPY <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Kindly send your reservation form by **10th of February, 2014**. After this date rooms are subject to availability.

RESTRICTIONS
 -Reservations are subject to rooms availability
 - Check-in Time : **15:00**, Check-out Time : **12:00(Noon)**