



大華旅遊策劃私人有限公司
UOB TRAVEL PLANNERS PTE LTD

480 Lorong 6 Toa Payoh, #20-01 HDB Hub East Wing, Singapore 310480
Tel : 62526822 Fax : 62517688

BOOKING FORM

Name (Please state DR / MR / MDM / MISS / MSTR / CHILD AGE) as in Passport					
No	Full Name	Passport No	Date of Birth	Expiry Date	Nationality
01					
02					
03					
04					
05					

Tour Name:				Departure Date:			
Flight Details				Requested Hotel		Check-in	Check-out
From	To	Date	Flight No	Choice 1			
				Choice 2			
				No. of Room:			
				Room Type:			

Terms & Conditions :

1. A deposit amount is collected at the time of booking. However, the deposit amount does not constitute the confirmation of the tour.
2. Balance or full payment is required 14 days prior to departure or upon hotel confirmation, whichever is earlier. If for any reason your balance payment is not received by the due date, UOB Travel Planners Pte Ltd reserves the right to treat your booking as cancelled and to apply the appropriate cancellation charges. Bookings made within 14 days of departure will only be accepted if full payment is received at the time of reservation. A fee of S\$30 per amendment prior to issuance, in addition to any charges imposed by airlines, hotels, tour operators, etc....
3. Notification of cancellation must be made in writing to UOB Travel Planners Pte Ltd.
4. Following scale of charges (PER PERSON BASIS) shall apply for cancellation notified

TABLE 1	TOUR PRICE			
	BELOW \$500	BELOW \$500 - \$1000	BELOW \$1000 - \$2000	ABOVE \$2000
Deposit	\$100	\$200	\$300	\$500
Cancellation made 31 days and above deposit shall be forfeited	\$100	\$200	\$300	\$500
15-30 DAYS	\$100	\$200	\$300	\$500
7 - 14 DAYS	50%	50%	50%	50%
1 - 6 DAYS	75%	75%	75%	75%
On Departure Day	100%	100%	100%	100%

Note : Percentage figure refers to that of the total tour fare.

Full cancellation fees applies for cancellation of Banyan Tree Bintan Resort & Angsana Spa Resort Bintan.

5. All flights/rooms/tours are subject to availability upon booking.
6. UOB Travel Planners Pte Ltd reserves the rights to alter, cancel, withdraw or decline to accept the booking requested.
7. Please allow at least **7 working days** for booking confirmation.
8. **Please ensure that your passport has at least 6 months validity.** It is the responsibility of each passenger to have a passport valid for the entire duration of the trip, including appropriate visas.

CUSTOMER'S ACKNOWLEDGEMENT

By sending this form back by email or fax, I agree to be bound by the UOB Travel Planners Pte Ltd Booking Terms & Conditions. I authorize UOB Travel Planners Pte Ltd to charge my credit card. I confirm that all information given in this application is true and accurate.

Card Type: VISA/MASTERCARD Bank: _____

Cardholder's Name: _____ Cardholder's Signature: _____

Credit Card No: _____ Expire Date: _____ Security No: _____
(the last 3 digit on the back of the credit card)

Contact Person: _____ Office No: _____ HP No: _____

Home No: _____ Fax No: _____ Email: _____

Address (Hm/Off): _____

-----Official Use Only-----

Booking Handle by : _____ Direct No : _____