

**AIJA Seminar  
April 19-22, 2018  
The Pottinger Hong Kong Reservation Form**

**To: The Pottinger Hong Kong**  
**Address: 74 Queen's Road Central, Central, Hong Kong**  
**Hotel Main Entrance : 21 Stanley Street**  
**Contact Person: Simon Cheng**  
**Tel No.: (852) 2308 3132      Fax: (852) 2308 3198**  
**E-mail: [simoncheng@thepottinger.com](mailto:simoncheng@thepottinger.com)**

<b>Booking Deadline: March 19, 2018</b>
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<b>For Official use only</b>
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**Personal Particulars**

Name as shown on passport (Mr./ Mrs./ Ms.)		Surname	First Name
Mobile Number	Office Number	Fax Number	E-mail
Company Name and Address			

**Hotel Accommodation**      \* All special request is subject to hotel room availability.

Number of Room(s)	Number of Person(s)	Check In Date	Check Out Date	Total Room Nights
Room with King Bed at HK\$2,328.00 per room/ per night and subject to 10% service charge. (All room with one daily breakfast, for extra breakfast at HK\$140.00+10% service charge per person daily)				
Arrival Flight No. / Time		Departure Flight No. / Time		
Special Request				

**Guarantee**

***(All reservation must be guaranteed by credit card)***

VISA     MASTER     JCB     AMEX

Name of Cardholder:

Expiry Date:

\_\_\_\_\_

\_\_\_\_\_

Credit Card No.:

Holder's Signature:

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**Remarks**

- Hotel room rates are subject to 10% service charge.
- Hotel rates are valid for **March 19, 2017** on above room category applicable for reservations made through AIJA – International of Young Lawyers. Rooms are offered on a **first-come-first-served basis**. If hotel room blocked is full, hotel will advise the availability of other room type / rates or arrange refund. The refund amount might be deducted the bank charges before returning to customer.
- All reservations will only be processed with credit card guarantee received by hotel for room payment. Otherwise, the application will automatically be cancelled and rooms will be released.
- Please fax back the completed form to hotel. Fax no.: (852) 2308 3198 or by E-mail: [simoncheng@thepottinger.com](mailto:simoncheng@thepottinger.com)
- Hotel will reply to guest at the earliest time once received the reservation form.
- Please note the following hotel cancellation policy:

<b>Any cancellation made on or after <b>April 11, 2018</b> or no show on arrival date, whole period room rental with services charge will be charged.</b>
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**Note: All special offers are limited and subject to the availability at the time of booking. Please reserve your accommodation at your earliest convenience.**