



Contact Person:
Email:
Telephone: Fax:
Date Submission:

RESERVATION FORM
Please return attention to M.I.C.E Dept before :
15 July 2010

Title:	Mr / Mrs / Ms / Dr (please circle the correct one)	
Given/First name:		
Family/Last name:		
Address:		
Passport Number:	Date of Birth:	
Nationality:	Date of Issue:	Date of Expiry:
Telephone No:	Fax No:	Email:

FLIGHT DETAILS in (SGD) Please tick the following options:

MI 630	10 SEP 10	SIN / DAD	0755 / 0940
MI 633	13 SEP 10	DAD / SIN	1830 / 2215
AIR-TICKET – SILKAIR	TYPE OF AIRFARES	AIRFARE & TAXES (Per Ticket in SGD)	
Subject to availability at time of booking	<input type="checkbox"/> GV 1 “B” Class (Max 6 months)	S\$500 + taxes S\$114 + service fee S\$50	
	“E” Class (Max 60days)	S\$420 + taxes S\$114 + service fee S\$40	
	“M” Class (Max 30 days)	S\$380 + taxes S\$114 + service fee S\$40	
Preblocked **	<input type="checkbox"/> Group – “G” Class ** (Group travelling together)	S\$350 + taxes S\$114 + service fee S\$40	

* Above is the default itinerary for Vietnam Triathlon from Singapore. Let us know if you need a different schedule.
 ** Preblocked **GROUP : NO amendments & non refundable**, on a 1st-come-1st-serve basis. GROUP means **minimum of 10 pax** required to fly off together, otherwise fare difference applies with corresponding GV1 fares & bookings class & subject to seat availability with new ticketing deadline as the next alternative.
 (1) The airfare & taxes quoted above are current & subject to change by airline without prior notice. Actual taxes will be based on at the time of ticket issuance.
 (2) **GV 1 Fares ONLY** allows Flight / Date **change** after ticket issuance with admin fees of \$S 25 per transaction per ticket, subject to seat availability. GV1 fares tickets has no minimum stay and Mileage Accural is permitted
 (3) **All fares DO NOT allow NAME CHANGE**

HOTEL in (USD) : SWISS BELHOTEL GOLDEN SAND RESORT Please tick the following options:

PER NIGHT Incl Bfst SINGLE Or TWIN	ROOM CATERGORY	BEDDING TYPE REQUEST
US\$125	<input type="checkbox"/> Superior (39 sqm) No Extra Bed allowed	<input type="checkbox"/> Single
US\$160	<input type="checkbox"/> Deluxe Garden View (45 sqm)	<input type="checkbox"/> Twin (2 Single Beds)
US\$180	<input type="checkbox"/> Deluxe Partial Ocean View (45 sqm)	<input type="checkbox"/> Double (1 Big Bed)
US\$290	<input type="checkbox"/> Beach Front Suite (90 sqm)	<input type="checkbox"/> Extra Bed
<input type="checkbox"/> Non-smoking Room Req		<input type="checkbox"/> Smoking Room Req

- Above rates includes up to 2 breakfast per room per paying night only.
- Rates quoted are in **US Dollars and inclusive of 10% VAT & 5% Services charge**

AIRPORT TRANSFERS in (USD) Please tick the following options:

TYPE OF VEHICLE	PER VEHICLE PER WAY	PER VEHICLE PER WAY
<input type="checkbox"/> Car (4-seaters; good for 2 persons with small luggage)	USD 30	<input type="checkbox"/> 1 Way <input type="checkbox"/> 2 Ways
<input type="checkbox"/> Van (16-seaters; recommended if traveling with big luggage)	USD 40	<input type="checkbox"/> 1 Way <input type="checkbox"/> 2 Ways

VISA APPLICATION Please tick the following options:

TYPE OF VISA (SINGLE ENTRY)	VISA FEE / PER APPLICATION	
<input type="checkbox"/> Normal (5 working Days)	S\$85	
<input type="checkbox"/> Urgent (3 – 4 working Days)	S\$115	
<input type="checkbox"/> Express (2 working Days)	S\$145	
<p>1. A S\$35 handling fees per application on top of embassy's visa application costs applies for those based here in Singapore. NOTE: Singapore passport do not require a visa entry.</p> <p>2. We can only assist in Visa application for passengers with valid permit of residence in Singapore. For more information on visa information, please refer to the following for reference and visa application is subject to embassy's approval. http://www.vietnam-embassy.org/</p>		

MODE OF PAYMENT

(A) CREDIT CARD (For payment by credit card there is a 3% administrative fee of the total cost)		
<input type="checkbox"/> American Express	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
Card No:	Expiry Date: (mm-yyyy)	3 Digit Security Code:
Cardholder's Name on Credit Card:		
Signature:		
(B) BANK TRANSFER : (For payment by Telegraphic Transfer, please ADD in a bank charge of S\$30 per transaction)		
Name of Account	BCD Travel	
Name of Bank	United Overseas Bank Limited (Main Branch)	
Bank / Branch / Swift Code	7375 / 001 / UOVBSGSG	
Account Number	301-306-519-3	
Bank Address	80 Raffles Place, UOB Plaza 1, Singapore 048624	
(C) SINGAPORE CHEQUE : Payable to "BCD Travel and need 3 working days to clear		

Payment Terms

- Payment must be made in FULL and in Singapore Dollars (USD will be converted to SGD at our prevailing office exchange rate) to **BCD Travel** before **15 July 2010, 1700hrs Singapore time.**
- Reservation will only be confirmed upon receipt of FULL payment and will be allocated on a first-come-first-served basis based on room / flight availability at the time of booking.

Cancellation & No Shows

- For Flight (except GROUP fare), any cancellation for totally unused ticket will subject to admin fee imposed by the airline and travel agent. NON-refundable for partially-used ticket. Air refund takes from 3-6 months period.
- For Hotel cancellation received less than 5 working days prior to arrival OR No-Show, FULL cancellation apply to full duration of stay confirmed per room booked.

Please e-mail or fax this form directly to **BCD Travel / M.I.C.E. Dept**
 200 Jalan Sultan #08-11, Textile Centre (S) 199018
 Tel: 65-6215 6050 Fax: 65-6396 5485 E-mail: mice@bcdtravel.sg