



# INTERNATIONAL TROPICAL TIMBER COUNCIL

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GENERAL

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FIFTY-FIRST SESSION  
16 - 21 November 2015  
Kuala Lumpur, Malaysia,

## GENERAL INFORMATION NOTES

### GENERAL

1. At the cordial invitation of the Government of Malaysia, the Fifty-first Session of the International Tropical Timber Council (ITTC) and the associated Sessions of the four Committees are scheduled to be held at Royale Chulan Kuala Lumpur Hotel, Malaysia from 16 to 21 November 2015. Brief information about Malaysia can be found in Annex I to this document.

2. The Opening Session will commence at 10:00 hours on Monday, 16 November 2015 at the Royale Chulan Hotel. Several Ministers from ITTO member countries as well as local dignitaries will also be attending the Opening Session. Delegates will have to be seated in the hall by 09:30 hours for this Session.

### CREDENTIALS

3. In conformity with the decision of the Council, credentials of all delegations should be issued by the competent authorities, specifically the Ministry of Foreign Affairs or the accredited diplomatic mission in the country of the headquarters of the Organization (Japan) or in the country hosting the Session (Malaysia). These Credentials should be submitted, in original form, to the Executive Director of ITTO at least one week before the beginning of the Session. Please note that credentials sent by fax or e-mail will not be accepted.

4. Persons who wish to attend the Sessions of the Council and its Committees as Observers should submit, together with the "Application Form for Participation", a letter addressed to the Executive Director of ITTO, and issued by the Executive Head of the Organization/Agency/Institution which they represent, authorizing their representation at the Sessions. As stipulated in Rule 4 of the Council's Rules of Procedures, admission to attend Sessions of the Council and/or of its Committees as an Observer is subject to approval by the Council.

### REGISTRATION

5. All participants attending the Sessions are required to register. Registration facilities will be opened at the Royale Chulan Kuala Lumpur Hotel in accordance with the following schedule:

15 November 2015 (Sun.)	14:30 – 17:00 hours
16 November 2015 (Mon.)	08:30 – 12:30 hours 15:30 – 17:00 hours
17 November 2015 (Tue.)	08:30 – 12:30 hours 15:30 – 17:00 hours

For late registration, after 17 November 2015, please contact the ITTO Secretariat office located inside the Hotel.

6. For purposes of identification and security, all participants are requested to display the identification badges issued to them during all meetings of the Council and its Committees as well as at all official functions. Badges will be issued at the time of registration in five colours:

- |       |               |   |                       |
|-------|---------------|---|-----------------------|
| (i)   | White badges  | - | Members;              |
| (ii)  | Yellow badges | - | Permanent Observers;  |
| (iii) | Pink badges   | - | Observers;            |
| (iv)  | Green badges  | - | ITTO Secretariat; and |
| (v)   | Blue badges   | - | Authorized invitees.  |

## VENUES OF MEETINGS

7. All meetings of the Council and Committees will be held at the Royale Chulan Kuala Lumpur Hotel. Detailed room allocation will be announced in due course.

8. Schedules and venues of meetings will be posted on the notice board in front of the Plenary Hall. All participants are advised to consult the notice board for the most up-to-date schedules of meetings which may be amended or revised by the Chairperson of the Council at short notice to suit the changing circumstances. Please check regularly the pigeon boxes (one for each delegation) which are placed in front of the Plenary Hall for individual messages and the latest documents which are issued during the Session.

(a) Meeting Rooms:

Plenary Hall */	Taming Sari I & II (Ground Floor) <i>(also used for Producer Group meetings)</i>
Committee Meeting Room */	Taming Sari III (Ground Floor) <i>(also used for Consumer Group meetings)</i>
Informal Meeting Room	Executive Boardroom (1 <sup>st</sup> Floor)
Chairperson's Bureau Meeting Room	Sri Panglima I (1 <sup>st</sup> Floor)

*\*/ Interpretation facilities available.*

(b) Secretariat Offices:

Chairperson of the Council	Sri Mahkota II (1 <sup>st</sup> Floor)
Executive Director of ITTO	Sri Mahkota I (1 <sup>st</sup> Floor)
Document Room	Bendahara I (1 <sup>st</sup> Floor)
ITTO Secretariat	Bendahara II (1 <sup>st</sup> Floor)
Computer Room for Delegates And Small Group Meeting Room	Lanang 3 (Ground Floor)

## IMMIGRATION, HEALTH AND ENTRY REQUIREMENTS

9. Delegates are advised to contact the nearest Embassy/Consulate of Malaysia for information and/or confirmation on visa requirements. Delegates are required to obtain the appropriate entry visa prior to entering Malaysia. Participants to the 51<sup>st</sup> Session of the ITTC are to ensure that their passports have a period of validity in excess of six months after the date of entry into Malaysia, and a return ticket for their exit of the Malaysian territory.

10. Certificates of vaccination against yellow fever are required for all persons from countries listed in Annex II entering into Malaysia. This certificate is a prerequisite for application for an entry visa to Malaysia and should be produced upon arrival in Malaysia to immigration authorities at the port of entry. Travelers to Malaysia may also wish to take precautions against malaria with prophylaxis such as “mefloquine” or similar medicines.

#### **ACCESS TO KUALA LUMPUR, MALAYSIA**

11. Most international airlines fly to Kuala Lumpur. Air traffic is always busy and thus participants are advised to secure confirmed return air passages prior to their departure for Malaysia. Delegates without prior confirmation are strongly advised to confirm as soon as they arrive in Malaysia. There will be no travel services available at the site of the Council Session, however, assistance will be provided, if needed.

12. It is advised that upon arrival at the Kuala Lumpur International Airport (KLIA) or Kuala Lumpur International Airport 2 (KLIA2), participants may use the following mode of transport to the reserved hotel:

- (i) Kuala Lumpur International Airport Ekspres (KLIA Ekspres), a non-stop train service between the airports to Kuala Lumpur Sentral (KL Sentral). The station is located in the lower ground of the terminal building. The one-way fare from KLIA or KLIA2 to KL Sentral is RM35, and the train ride takes about 33 minutes.

After arriving at KL Sentral Station, please proceed to the taxi counter for a fixed price taxi or premier taxi service to your reserved hotel. The taxi fare will be around RM20 to RM 30 depending on the distance to the hotel around Kuala Lumpur city centre.

- (ii) Airport Limo (ALM) is also available at KLIA as the favourite provider of taxi and limousine services from KLIA to Kuala Lumpur city centre. From Kuala Lumpur Airport (KLIA) to the KL city centre costs RM 74 to RM 199 (depending on the services). The service can be obtained at ALM counter located inside the arrival terminal building or available online booking on the ALM website <http://www.airportlimo.my>

#### **COMMUNICATIONS**

13. All correspondences concerning the Sessions and completed Attendance Forms (of Members) or Application Forms for Participation (of Observers) should be marked "**ITTC 51st SESSION**" and forwarded latest by 2 November 2015 to the following address:

The Executive Director  
International Tropical Timber Organization (ITTO)  
International Organizations Center, 5th Floor,  
Pacifico-Yokohama, 1-1-1, Minato-Mirai, Nishi-ku  
Yokohama 220-0012, Japan

Facsimile No.: (81-45) 223-1111  
Telephone No.: (81-45) 223-1110  
E-mail: [itto@itto.int](mailto:itto@itto.int)

14. All mail intended to be forwarded to participants may also be sent to the same address with the envelope bearing the name of the participant and the Country or Organization he/she represents.

#### **DOCUMENTS**

15. During the Sessions, only limited number of documents will be available at the document distribution desks at the conference site. Therefore, all participants are requested **to bring complete sets of the documents** distributed prior to the Sessions. Documents for the Session will also be available on the ITTO website <http://www.itto.int>

16. Documents which participants wish to circulate should be handed to the ITTO Secretariat at least 24 hours before the scheduled time of distribution. A minimum of 150 copies is required to ensure distribution to all delegations and representatives.

#### **AUDIO-VISUAL PRESENTATIONS**

17. Participants who wish to make audio-visual presentations at the Sessions (lectures or presentations using PowerPoint or video projectors, video tapes, slides, overhead projectors, etc.) are requested to inform the ITTO Assistant Director, Operations Division not later than 2 November 2015 of their requirements. Participants will be advised on the availability of equipment as well as on the feasibility of its use during the Sessions.

#### **HOTEL ACCOMMODATION**

18. A list of hotels is contained in Annex III of this document. Requests for hotel accommodation should be made directly to the hotels by each participant not later than 26 October 2015. ITTO assumes no responsibility in case of sudden change of room rates by the hotel or unavailability of rooms.

#### **OTHER EVENTS**

19. The Government of Malaysia has planned field trips for delegates. Tentatively, field trips will be organized on 22 November 2015 (Sunday). Information on the details and arrangements of the field trips will be made available at the conference venue in Kuala Lumpur.

In the event that field trip programs are ready prior to the conference, they will be made available on the ITTO website <http://www.itto.int>

Annex I

**GENERAL INFORMATION ON MALAYSIA**

**Geography**

Malaysia is situated in central South-East Asia, between latitudes 2° and 7° north of the equator, bordering Thailand in the north, Singapore to the south and Indonesia, to the south and west. It has a land area of 329,758 square kilometres comprising Peninsular Malaysia, on the Asian mainland, and the states of Sabah and Sarawak on the northern coast of the Island of Borneo. Peninsular Malaysia consists of eleven states, which together with Sabah and Sarawak and three Federal Territories, Putrajaya (the Federal Capital), Kuala Lumpur and the Island of Labuan, constitute the Federation of Malaysia.

**Political Scene**

Malaysia has a unique federal constitutional elective monarchy closely modelled on the Westminster parliamentary system. State governments also have legislative powers and have, amongst others, jurisdiction and control over natural resources, including forests. At the federal level the forestry sector comes under the purview of the Ministry of Natural Resources and the Environment whilst timber and related trade issues, is under the Ministry of Plantation Industries and Commodities.

**Demographics**

Malaysia's population of 29.95 million is multi-ethnic, multi-religious and multi-cultural. Malays, Chinese and Indians are the main ethnic groups whilst there are many ethnic and indigenous groups such as the Dayak, Dusun, Iban, Kadazan, Melanau etc. in Sabah and Sarawak. The rich and diverse cultures of Malaysia's numerous ethnic groups have influenced each other to create a truly Malaysian Culture.

**Climate**

Due to its close proximity to the equator, Malaysia enjoys tropical weather all year round with temperatures ranging from 21°C - 32°C. Annual rainfall ranges between 2,000 - 2,500 mm almost throughout the year with higher rainfall during the Southwest Monsoon months from late May to September and the Northeast Monsoon from November to March.

**Flora and Fauna**

About two-thirds of Malaysia is covered in forests which are the habitats of countless species of flora and fauna with high levels of endemism, especially in the forests of Sabah and Sarawak. Among the iconic species is the "orang utan" or "man of the forest", a primate found only in Borneo. These forests also host many members of the Rafflesia genus which have the largest flowers in the world with a maximum diameter of 1 meter. Some 240 different species of trees may be found in just one hectare of forest. Indeed, Malaysia is one of the twelve countries in the world with mega-diversity status and estimated to contain 20 percent of the world's animal species.

**Conservation and Sustainable Forest Management**

Forest conservation and management started in Malaysia more than a hundred years ago with the appointment of the first forest officer in 1901, under the British colonial administration. There is now an extensive network of Permanent Reserved Forests totalling more than 12.7 million hectares, the first of which was gazetted in 1906. Such forest areas are being sustainably managed for timber production. In addition more than 3.5 million hectares of forest have been gazetted as National Parks and Wildlife Sanctuaries which are totally protected for biodiversity conservation. In Sarawak, more biodiversity conservation areas are in the process of being gazetted.

The growing awareness on environmental and forestry-related issues in Malaysia, coupled with the need to address concerns raised by stakeholders on forest sustainability, led to the establishment of the Malaysian Timber Certification Council (MTCC) in 1999, to plan and implement timber certification. Initially, MTCC used the ITTO criteria and indicators as a framework to formulate its standards. This standard was subsequently reviewed and revised. MTCC currently uses the FSC Principles and Criteria to develop its standards to assess sustainable forest management. The Malaysian Timber Certification System (MTCS) was endorsed by PEFC in 2009 and is now internationally recognized and accepted.

To date about one-third of Malaysia's Permanent Reserved Forests, totalling 5 million hectares have been certified. Forest managers are now doing their utmost to strengthen forest management so that all Permanent Reserved Forest in Malaysia can be certified for sustainability in accordance with international norms and principles under the PEFC-endorsed, MTCS.

With ITTO's assistance, Malaysia was the first country to establish transboundary conservation areas which now totalled more than 10 million hectares in ITTO producer member countries in Africa, Asia and Latin America. The two such conservation areas, Lanjak Entimau and Pulong Tau were established in Sarawak along the Malaysian/Indonesian border in conjunction with Bintuang Karihun and Kayan Mentarang in Indonesian Kalimantan. The Pulong Tau project is still on-going focusing on issues related to buffer zone management and community development to ensure effective protection.

### **The Timber Industry and Trade**

Malaysia's rich timber resources has contributed to the establishment of a well-developed and diversified timber industry, which provides employment to about 300, 000 workers. Export earnings amount to about RM20 billion annually. Malaysia's National Timber Industry Policy (NATIP) is focused on enhancing value addition through timber processing beyond primary and secondary processing. Apart from logs harvested from natural forests, logs from forest plantations and agricultural plantations of rubber trees and oil palm, also provide substantial supplies of raw materials for the timber industry.

### **Other Useful Information**

- The monetary unit is the Ringgit (RM) of 100 sen. Notes are available in RM1, RM5, RM10, RM20, RM50 and RM100 denominations whilst coins are issued in 5, 10, 20 and 50 sen denominations.
- Malay is the national language but English is widely spoken.
- Malaysian time is eight hours ahead of GMT and 16 hours ahead of US Standard Time.
- Electricity is 220-240 volts AC at 50 cycles per second and uses standard 3-pin plugs and sockets.
- Immigration and health requirements are as stated in the main text of the General Information Notes.



### **YELLOW FEVER CERTIFICATION REQUIRED COUNTRIES**

Yellow fever certificate is a prerequisite for application for an entry visa to Malaysia from countries listed below and should be produced upon landing in Malaysia at the port of entry:

- Angola
- Benin
- Bolivia
- Brazil
- Burkina Faso
- Burundi
- Cameroon
- Central African Republic
- Chad
- Djibouti
- Ecuador
- Guinea
- Eritrea
- Ethiopia
- Gabon
- Gambia
- Ghana
- Guinea-Bissau
- Kenya
- Mali
- Niger
- Nigeria
- Panama
- Peru
- Rwanda
- Sao Tome & Principe
- Senegal
- Sierra Leone
- South Africa
- Sri Lanka
- St Kitts & Nevis
- Suriname
- Tanzania
- Togo
- Uganda
- Venezuela
- Zaire
- Zambia



**LIST OF HOTELS**

<p><b>Royale Chulan Kuala Lumpur Hotel</b> (Venue of the Session) ★★★★★</p> <p>Tel: +6 03 2688 9688 Email: <a href="mailto:enquiry@theroyalechulan.com.my">enquiry@theroyalechulan.com.my</a></p> <p>Please refer to Annex IV</p>	<p>Room rate:</p> <table border="1"> <thead> <tr> <th>Room Category</th> <th>Single</th> <th>Double</th> </tr> </thead> <tbody> <tr> <td>Superior</td> <td>RM390.00 nett</td> <td>RM430.00 nett</td> </tr> <tr> <td>Deluxe</td> <td>RM440.00 nett</td> <td>RM480.00 nett</td> </tr> <tr> <td>Premier</td> <td>RM530.00 nett</td> <td>RM570.00 nett</td> </tr> <tr> <td>Royale Club</td> <td>RM720.00 nett</td> <td>RM760.00 nett</td> </tr> <tr> <td>Executive Suites</td> <td>RM1,040.00 nett</td> <td>RM1,080.00 nett</td> </tr> </tbody> </table>	Room Category	Single	Double	Superior	RM390.00 nett	RM430.00 nett	Deluxe	RM440.00 nett	RM480.00 nett	Premier	RM530.00 nett	RM570.00 nett	Royale Club	RM720.00 nett	RM760.00 nett	Executive Suites	RM1,040.00 nett	RM1,080.00 nett
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Executive Suites	RM1,040.00 nett	RM1,080.00 nett																	
<p><b>Hotel Istana Kuala Lumpur City Centre</b> (shuttle bus provided, 16 mins walk from the venue of the session) ★★★★★</p> <p>Tel: +6 03 2141 9988 Email: <a href="mailto:mohd.helmi@hotelistana.com.my">mohd.helmi@hotelistana.com.my</a></p>	<p>Room rate</p> <table border="1"> <thead> <tr> <th>Room Category</th> <th>Single</th> <th>Double</th> </tr> </thead> <tbody> <tr> <td>Deluxe</td> <td>RM360.40 nett</td> <td>RM402.80 nett</td> </tr> <tr> <td>Club</td> <td>RM670.45 nett</td> <td>RM670.45 nett</td> </tr> <tr> <td>Club Suite</td> <td>RM903.65 nett</td> <td>RM903.65 nett</td> </tr> </tbody> </table>	Room Category	Single	Double	Deluxe	RM360.40 nett	RM402.80 nett	Club	RM670.45 nett	RM670.45 nett	Club Suite	RM903.65 nett	RM903.65 nett						
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<p><b>Prince Hotel and Residence Kuala Lumpur</b> (4 mins walk from the venue of the session) ★★★★★</p> <p>Tel: +6 03 2170 8888 Email: <a href="mailto:enquiry@princehotelkl.com.my">enquiry@princehotelkl.com.my</a></p>	<p>Room rate</p> <table border="1"> <thead> <tr> <th>Room Category</th> <th>Single</th> <th>Double</th> </tr> </thead> <tbody> <tr> <td>Deluxe</td> <td>RM392.20 nett</td> <td>RM434.60 nett</td> </tr> <tr> <td>Superior Deluxe</td> <td>RM455.80 nett</td> <td>RM498.20 nett</td> </tr> <tr> <td>Grand Deluxe</td> <td>RM477.00 nett</td> <td>RM519.40 nett</td> </tr> <tr> <td>Premier Executive</td> <td>RM508.80 nett</td> <td>RM561.80 nett</td> </tr> </tbody> </table>	Room Category	Single	Double	Deluxe	RM392.20 nett	RM434.60 nett	Superior Deluxe	RM455.80 nett	RM498.20 nett	Grand Deluxe	RM477.00 nett	RM519.40 nett	Premier Executive	RM508.80 nett	RM561.80 nett			
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<p><b>Dorsett Regency Hotel Kuala Lumpur</b> (10 mins walk from the venue of the session) ★★★★</p> <p>Tel: +6 03 2716 1000 Email: <a href="mailto:info.kualalumpur@dorsetthotels.com">info.kualalumpur@dorsetthotels.com</a></p>	<p>Room rate</p> <table border="1"> <thead> <tr> <th>Room Category</th> <th>Single</th> <th>Double</th> </tr> </thead> <tbody> <tr> <td>Deluxe</td> <td>RM318.00 nett</td> <td>RM318.00 nett</td> </tr> <tr> <td>Deluxe Premier</td> <td>RM378.00 nett</td> <td>RM378.00 nett</td> </tr> <tr> <td>Junior Suite</td> <td>RM498.00 nett</td> <td>RM498.00 nett</td> </tr> </tbody> </table>	Room Category	Single	Double	Deluxe	RM318.00 nett	RM318.00 nett	Deluxe Premier	RM378.00 nett	RM378.00 nett	Junior Suite	RM498.00 nett	RM498.00 nett						
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Junior Suite	RM498.00 nett	RM498.00 nett																	

<p><b>Novotel Kuala Lumpur City Centre</b> (10 mins walk from the venue of the session) ★★★★</p> <p>Tel: +6 03 2147 0888 Email: <a href="mailto:H6324@accor.com">H6324@accor.com</a></p>	<p>Room rate</p> <table border="1"> <thead> <tr> <th>Room Category</th> <th>Single</th> <th>Double</th> </tr> </thead> <tbody> <tr> <td>Superior</td> <td>RM351.92 nett</td> <td>RM374.18 nett</td> </tr> <tr> <td>Executive</td> <td>RM381.60 nett</td> <td>RM381.60 nett</td> </tr> <tr> <td>Executive Premier</td> <td>RM466.40 nett</td> <td>RM466.40 nett</td> </tr> </tbody> </table>	Room Category	Single	Double	Superior	RM351.92 nett	RM374.18 nett	Executive	RM381.60 nett	RM381.60 nett	Executive Premier	RM466.40 nett	RM466.40 nett			
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<p><b>JW Marriott Kuala Lumpur</b> (12 mins walk from the venue of the session) ★★★★★</p> <p>Tel: +6 03 2715 9000 Email: <a href="mailto:jwmresv@ytlhotels.com.my">jwmresv@ytlhotels.com.my</a></p>	<p>Room rate</p> <table border="1"> <thead> <tr> <th>Room Category</th> <th>Single</th> <th>Double</th> </tr> </thead> <tbody> <tr> <td>Deluxe</td> <td>RM420.00 nett</td> <td>RM450.00 nett</td> </tr> <tr> <td>Executive Deluxe</td> <td>RM570.00 nett</td> <td>RM600.00 nett</td> </tr> <tr> <td>Junior Suite</td> <td>RM700.00 nett</td> <td>RM730.00 nett</td> </tr> <tr> <td>Studio Suite</td> <td>RM700.00 nett</td> <td>RM730.00 nett</td> </tr> </tbody> </table>	Room Category	Single	Double	Deluxe	RM420.00 nett	RM450.00 nett	Executive Deluxe	RM570.00 nett	RM600.00 nett	Junior Suite	RM700.00 nett	RM730.00 nett	Studio Suite	RM700.00 nett	RM730.00 nett
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### **About Conference Venue: Royale Chulan Kuala Lumpur Hotel**

The Royale Chulan Kuala Lumpur is located in the Golden Triangle of Kuala Lumpur city. It is a unique and award winning five star hotel which draws inspiration from traditional Malay architecture, gracious Malaysian hospitality as well as the best in contemporary luxury - providing a truly memorable experience for guests.

The architecture of the hotel is distinctly traditional Malay and indeed perhaps the only hotel to be created so, complete with traditional Terengganu exteriors and roofing as well as an expansive courtyard and rich heritage motifs. Each and every room is spacious, well-appointed and provided with up-to-date amenities including complimentary WiFi for the ultimate luxurious experience.

The Royale Chulan Kuala Lumpur is central to most inner city attractions, services, restaurants and bars. Bukit Bintang, KLCC (including Petronas Twin Towers), the KL Convention Centre, Aquaria KLCC, StarHill Gallery; the Pavilion and Lot 10 are a stone's throw away taking only few minutes of walk or a short taxi ride from the hotel. While centrally located, the hotel is situated in a leafy oasis and away from the hustle and bustle of city life. Immediately adjacent to the hotel are Badan Warisan Malaysia (The Heritage of Malaysia Trust) and Kompleks Kraftangan Malaysia (National Craft Complex).

The hotel features numerous award winning fine-dining restaurants onsite which include Malay cuisine restaurant Bunga Emas, Cantonese Chinese cuisine restaurant Tai Ping, French and Continental cuisine restaurant L'Heritage as well as the all-day dining restaurant Warisan Café. Live entertainment is a daily must-see at The Lanai Lounge and The Heritage Club & Cigar Lounge.

As for inner rejuvenation and revitalisation the hotel's signature spa Telaga Bunga offers soothing treatments. For those who seek further relaxation under the sun or through exercise the large outdoor swimming pool and Gym is at walking distance to one another.

<b>Room Category</b>	<b>Description</b>
Superior	40 sqm; spacious vanity room with long bath, and tea coffee making facility
Deluxe	41 sqm; spacious vanity room
Premier	41 sqm; with balcony and swimming pool view
Royale Club	46 sqm; with special amenities, enjoy Royale Club facilities and benefits
Executive Suite	70 sqm; with separate lounge, enjoy Royale Club facilities and benefits

The above rates are:

- Non-commissionable
- Rates based on per room per night inclusive of breakfast for 01 person / 02 persons
- Additional breakfast is chargeable at RM58.00+ per person
- Rates offered are only valid on the above date
- Rates offered are included internet connection (wifi)

Benefits and services for guests of Royale Club and Suites:

- Complimentary breakfast in Royale Club Lounge or buffet breakfast at Warisan Café
- Personalized check-in and check-out at the Royale Club.
- Complimentary usage of the board meeting room for up to one hour per stay
- Complimentary in-room broadband Internet access
- Complimentary Evening Hors d'oeuvres in Royale Club Lounge from 1800 hours – 1930 hours
- Complimentary refreshment throughout the day
- Complimentary laundry or pressing maximum of 4 pieces per day
- Complimentary fruit basket upon arrival

**Check in Time**

The check in time is from 1500 hours, or earlier subject to availability.

**Check out time**

The check out time is 1200 hours. Late checkout is subject to availability and is chargeable at 50% of the room rate until 1800 hours.

**Cancellation Policy**

- Cancellation received within 4 days prior to arrival, cancellation fee equivalent to the value of the entire stay will be levied upon.
- In the event of 'no-show' a cancellation fee equivalent to the value of the entire stay will be levied upon.



*Royale Chulan*  
KUALA LUMPUR

**HOTEL RESERVATION FORM**  
**51<sup>st</sup> SESSION OF INTERNATIONAL TROPICAL TIMBER COUNCIL**  
**15<sup>th</sup> – 21 November 2015**

**MAIL TO: [reservations@theroyalechulan.com.my](mailto:reservations@theroyalechulan.com.my) or [resv.trc@theroyalechulan.com.my](mailto:resv.trc@theroyalechulan.com.my)**

**Copy email: [norlida.sales@theroyalechulan.com.my](mailto:norlida.sales@theroyalechulan.com.my)**

**HOTEL RESERVATION DEADLINE: 14<sup>th</sup> SEPTEMBER 2015, MONDAY**

Registrant's name \_\_\_\_\_  
Surname First Name

Sharer's name \_\_\_\_\_  
Surname First Name

Title \_\_\_\_\_ Company \_\_\_\_\_

Business address \_\_\_\_\_  
Street address or P O Box #

City/Town State

Telephone : \_\_\_\_\_ Facsimile : \_\_\_\_\_ Email : \_\_\_\_\_

Arrival date \_\_\_\_\_ Limousine Pick-Up at RM320nett per car (Y / N) FLT # / Time: \_\_\_\_\_

Departure date \_\_\_\_\_ Limousine Transfer at RM320nett per car (Y / N) FLT # / Time : \_\_\_\_\_

Superior Single  **RM 390.00nett** per room per night, inclusive of daily breakfast for one (1) person  
Superior Double  **RM 430.00nett** per room per night, inclusive of daily breakfast for two (2) persons

Deluxe Single  **RM 440.00nett** per room per night, inclusive of daily breakfast for one (1) person  
Deluxe Double  **RM 480.00nett** per room per night, inclusive of daily breakfast for two (2) persons

Premier Single  **RM 530.00nett** per room per night, inclusive of daily breakfast for one (1) person  
Premier Double  **RM 570.00nett** per room per night, inclusive of daily breakfast for two (2) persons

Royale Club Single  **RM 720.00nett** per room per night, inclusive of daily breakfast for two (2) persons

Executive Suite Single  **RM 1,080.00nett** per room per night, inclusive of daily breakfast for two (2) persons

Room Preference  Single  Double  
 Smoking  Non-Smoking

Dietary Preferences \_\_\_\_\_ Allergies \_\_\_\_\_

**Benefits and services for guests of Royale Club and Suites:**

- Complimentary breakfast in Royale Club Lounge or buffet breakfast at Warisan Café
- Personalized check-in and check-out at the Royale Club.
- Complimentary usage of the board meeting room for up to one hour per stay
- Complimentary in-room broadband Internet access
- Complimentary Evening Hors d'oeuvres in Royale Club Lounge from 18:00 hours – 19:30 hours
- Complimentary refreshment throughout the day
- Complimentary laundry or pressing maximum of 4 pieces per day
- Complimentary fruit basket upon arrival

I hereby authorize The Royale Chulan Kuala Lumpur to charge \_\_\_\_\_ to my credit card details as follows:

Credit Card Type:  Visa  Master  Amex  JCB  Diners (please tick)

For Amex, please provide 4 digits I/D No \_\_\_\_\_

For VISA / MASTERCARD, please provide 3 digits (behind credit card) I/D No \_\_\_\_\_

Credit Card No: \_\_\_\_\_ Expiry Date \_\_\_\_\_

- *Reservation must be guaranteed with credit card otherwise is deemed not confirm and will be released 7 days prior to arrival*
- *CANCELLATION POLICY : 100% cancellation charges throughout the stay will be applicable for "No Show" or cancellation made 14 days prior to arrival date*

**I agree to the following Terms & Conditions**

- Rates quoted in Ringgit Malaysia and inclusive of 6% government tax
- Room type is subject to availability
- Additional breakfast is chargeable at RM 40.00 nett per person
- Extra bed is chargeable at RM 190.00 nett per unit per day inclusive of one (1) breakfast – subject to availability
- Limited number of rooms available per category. Once a category has been sold, the next available category will be offered. Confirmation is subject to room availability.
- Cancellation received within 14 days prior to arrival, cancellation fee equivalent to the value of the entire stay will be levied upon.
- In the event of 'no-show' a cancellation fee equivalent to the value of entire stay will be levied upon.
- Check in time is after 3pm and check out at 12pm. Early check in or late check-out arrangements can be made at applicable charges and subject to availability
- Credit card details provided will authorize hotel to charge the necessary payment related to this reservation
- Airport transfer rate is for Limousine to/from KLIA and subject to 50% surcharge for usage between 00:00 – 06:00 hrs
- Bookings will be made upon receiving full details via reservation form with credit card details for guarantee purposes
- Rates are subject to changes after the above stated cut-off date

**GUEST'S SIGNATURE**

Name : \_\_\_\_\_

Date : \_\_\_\_\_

**FOR HOTEL USE**

Confirmation No : \_\_\_\_\_

Date Confirmed : \_\_\_\_\_

**Reservation Department**  
**THE ROYALE CHULAN KUALA LUMPUR**  
Group Booking : [resv.trc@theroyalechulan.com.my](mailto:resv.trc@theroyalechulan.com.my) or  
: [reservations@theroyalechulan.com.my](mailto:reservations@theroyalechulan.com.my)  
Copy Email : [norlida.sales@theroyalechulan.com.my](mailto:norlida.sales@theroyalechulan.com.my)  
Office Phone : 03 2688 9688



## LETTER OF AUTHORIZATION

I hereby authorized The Royale Chulan Kuala Lumpur to charge my credit card for charges incurred as per details below:

### **CREDIT CARD DETAILS**

(as appear on the credit card)

Card Holder's Name : \_\_\_\_\_

Type of Credit Card : \_\_\_\_\_

Credit Card Number : \_\_\_\_\_

Expire Date : \_\_\_\_\_ / \_\_\_\_\_

### **CHARGES DETAILS**

(please tick which applicable)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Room                     | <input type="checkbox"/> Food & Beverage | <input type="checkbox"/> Banquet            |
| <input type="checkbox"/> Telephone/Fax/Internet   | <input type="checkbox"/> Laundry         | <input type="checkbox"/> Spa/Fitness Centre |
| <input type="checkbox"/> Limousine/Transportation | <input type="checkbox"/> Business Centre | <input type="checkbox"/> All Charges        |

Remark: \_\_\_\_\_

### **GUEST/FUNCTION DETAILS**

Guest/Function Name : \_\_\_\_\_

NRIC/Passport No : \_\_\_\_\_

Date : Check In \_\_\_\_\_ Check Out \_\_\_\_\_ Function \_\_\_\_\_

Confirmation Number : \_\_\_\_\_ AR Number : \_\_\_\_\_

Enclosed is photocopy of the credit card (front and back) and I undertake my credit card issuing bank about this transaction is with my full knowledge and it does not contain my signature on the sales slip.

Card Holder's Signature : \_\_\_\_\_  
(according to specimen of credit card)

NRIC/Passport Number : \_\_\_\_\_

Date : \_\_\_\_\_