

VACATION RESERVATION FORM

MEMBER'S PARTICULAR

Member's Name _____ Membership No _____

Contact No (O) _____ (H) _____ (HP) _____

Fax No (O) _____ (H) _____ E-mail: _____

Address _____

RESERVATION REQUEST

Please tick (v) and complete the reservation details where applicable:

- 1 Hotel Accommodation Other Facilities (Sarawak Cultural Village / Damai Golf & Country Club)
- 2 a) **new** reservation request
- b) **amendment** to existing reservation (Reservation No. RSV _____)
- c) **cancellation** of existing reservation (Reservation No. RSV _____)

3 **Guest Details**

(please fill up if assigning to guest)

Guest Name : _____

NRIC/Passport No : _____ (Mr / Ms / Mdm / Dr / Others: _____)

4 No of Adults No. of Children

- 5 **1ST CHOICE** : _____ Code : _____ No. of Units : _____
- Check-In : _____ Room Type: _____
- Check-Out : _____ Bed Type : Double / Twin / Others _____
- 2ND CHOICE** : _____ Code : _____ No. of Units : _____
- Check-In : _____ Room Type: _____
- Check-Out : _____ Bed Type : Double / Twin / Others _____
- 3RD CHOICE** : _____ Code : _____ No. of Units : _____
- Check-In : _____ Room Type: _____
- Check-Out : _____ Bed Type : Double / Twin / Others _____

Remarks

6 Please send Confirmation Slip by : Fax E-Mail Self Collection

Terms & Conditions

- 1 All reservation request(s) must be made in writing (via Vacation Reservation Form) not later than fourteen (14) days in advance of the check-in/usage date to Sara Worldwide Vacations Berhad (SWVB). Verbal requests are not valid and shall not be entertained.
- 2 Any reservation request(s) received within fourteen (14) days in advance of the check-in/usage date or points expiry date shall be considered as guaranteed reservation. Cancellation of guaranteed reservations shall result in forfeiture of points or payments made.
- 3 Any of the requested choices shall be confirmed automatically upon availability of units. However, SWVB does not guarantee that a reservation request shall be automatically confirmed but all reservations are subjected to room availability.
- 4 Any amount(s) due and payable by the member shall be made by the member prior to the booking request(s). The Management shall have absolute discretion to reject the member's booking request(s) if there is any outstanding amount remain unpaid by the member.
- 5 In the event of insufficient current available points in member's account, borrowing of points shall be invoked whereby the Annual Maintenance Fee(s) of the borrowed year(s) shall be payable prior to processing of booking request(s).
- 6 A Reservation Administration Fee shall be chargeable to the members for each confirmed reservation to a reciprocally arranged hotel/resort.
- 7 A Guest Certificate Fee shall be chargeable to the members for each confirmed reservation upon assigning reservation to their guests.
- 8 Cancellation request for reservation must be notified in writing to SWVB no later than seven (7) days prior to the check-in/usage date or cancellation deadline as stipulated in the Confirmation of Reservation whichever date is earlier. Late cancellation or no show shall result in forfeiture of points and payments made.
- 9 Request for cancellation of reservation is only effective upon Sara Worldwide Vacations Berhad's processing and effecting of such requests. Sara Worldwide Vacations Berhad reserves the right not to accept any requests for cancellation of reservation(s) made within seven (7) days prior to confirmed vacation begin date OR after the cancellation deadline.
- 10 In the event of timely cancellation, the Club Member's Points, excluding Banked Point and expired points, that had been used to make the reservation shall be fully restored to the Club Member for use in its original Use Year, with the exception of related fees which shall be forfeited.
- 11 Check-in/Entrance Certificate must be presented upon check-in to the hotel/resort or usage at the outlet, failing which the hotel/resort/outlet has the right to reject the use of the accommodation/facility.
- 12 Please contact the hotel/resort directly for late check-in (check-in after 1800 hours), failing which the hotel/resort shall have absolute discretion to release the room without further notice to the member/guest.

I fully understand, accept and abide to the terms and conditions for the above reservation.

(Member's Signature)

(Date)

Kindly contact our Member Service Centre if you do not hear from us within three (3) working days.

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