



BOOKING FORM

62nd ISI World Statistics Congress 2019, 18th - 23rd August 2019

C/O: ASIAN OVERLAND SERVICES TOURS & TRAVEL SDN BHD (Member of AOS Tourism & Hospitality Group)
 4th Floor, No. 39 & 40, Jalan Mamanda 9, Ampang Point, 68000 Ampang, Kuala Lumpur, Malaysia.
 Email: ISIWSC2019TOUR@asianoverland.com.my Phone: +603 - 4252 9100

PART 1: ATTENDEE DETAILS

*First Name:		*Last Name:	
*Mobile No:	*Email:	*Nationality:	
*NRIC / Passport No.:	*Emergency Contact Name:	*Contact No.:	
*Special Access Requirement: <input type="checkbox"/> No, Thanks <input type="checkbox"/> Wheelchair <input type="checkbox"/> Others, please specify:			
*Dietary Requirements: <input type="checkbox"/> No, Thanks <input type="checkbox"/> Vegetarian <input type="checkbox"/> Halal <input type="checkbox"/> Others, please specify:			

*Mandatory fields. Please ensure these fields are filled up. Please tick (✓) whichever is applicable.

*Note: You may give a photocopy of passport; however it is not compulsory to do so.

PART 2: SIGHTSEEING TOURS (Day Tour)

Sightseeing Tours (August 2019)	Duration of Tour	Rate Per Person (MYR)	No. of Pax	Available Date (Please tick (✓))	Total Amount (MYR)
Kuala Lumpur Heritage Walking Tour	3.5 Hours	180.00		<input type="checkbox"/> 21 Aug	
Historical Malacca Tour	10 Hours	370.00		<input type="checkbox"/> 23 Aug	
A Day in the Rainforest	6 Hours	460.00		<input type="checkbox"/> 22 Aug	
Subtotal A:					MYR

*If the minimum required guest is not achieved, we will contact you to change the date or tour package.

PART 3: PRE & POST TOURS

Optional Tours	Package Category	Rate Per Person (Twin Sharing) (MYR)	No. of Pax	Single Supplement (MYR)	Please Tick (✓)	Departure Date	Total Amount (MYR)
Departure Period: Between 11 th - 30 th August 2019 (Minimum 2 participants to go, subject to the surcharge imposed)							
PENINSULAR MALAYSIA							
3 Days 2 Nights Essential Taman Negara with the Orang Asli	Superior	1,615.00		N/A			
3 Days 2 Nights Glory Langkawi Fave Hotel (Superior Room)	Standard	499.00		N/A			
3 Days 2 Nights Glory Langkawi Frangipani Langkawi (Deluxe Room)	Superior	888.00		N/A			
3 Days 2 Nights Peral of Orient, Penang Parkroyal Resort (Deluxe Room)	Deluxe	1,070.00		N/A			
3 Days 2 Nights Cameron Highlands & Berinchang - Strawberry Park Resort (Studio Room)	Superior	1,645.00		N/A			
3 Days 2 Nights Cameron Highlands & Berinchang - Lakehouse Cameron (Deluxe Room)	Deluxe	2,235.00		N/A			
3 Days 2 Nights Cameron Highlands & Berinchang - Cameron Highland Resort (Deluxe Room)	Deluxe	2,355.00		N/A			
3 Days 2 Nights Classic Roundtrip - Kuala Lumpur to Penang	Superior	1,772.00		N/A			

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BORNEO (SABAH & SARAWAK)							
3 Days 2 Night Danum Valley Rainforest Trek (Standard Room)	Superior	3,955.00		315.00			
3 Days 2 Night Danum Valley Rainforest Trek (Deluxe Room)		4,320.00		380.00			
3 Days 2 Nights Sandakan Explorer Safari (Selangan Rainforest Lodge & Bilit Rainforest Lodge)	N/A	2,190.00		770.00			
3 Days 2 Nights Mulu National Park (Air conditioned Chalet)	Standard	1,240.00		N/A			
3 Days 2 Nights Mulu National Park (Deluxe Rainforest View Room)		1,810.00		N/A			
3 Days 2 Nights Sabah, Borneo - Land Below the Winds (Sixty3 Hotel - Standard Room)	Standard	665.00		N/A			
3 Days 2 Nights Sabah, Borneo - Land Below the Winds Promenade Hotel (Deluxe Room)	Superior	655.00		N/A			
3 Days 2 Nights Sabah, Borneo - Land Below the Winds Hilton Hotel (Deluxe Room)	Deluxe	930.00		N/A			
3 Days 2 Nights Sarawak, Borneo - Land of Hornbills Merdeka Palace (Superior Room)	Superior	380.00		N/A			
3 Days 2 Nights Sarawak, Borneo - Land of Hornbills Grand Magherita Hotel (Superior Room)		400.00		N/A			
3 Days 2 Nights Sarawak, Borneo - Land of Hornbills - Hilton Hotel (Guest Room)	Deluxe	600.00		N/A			
7 Days 6 Nights Splendour of Borneo	Superior	4,623.00		N/A			
Subtotal B:							MYR

*If you do not have a roommate, we may pair with you another guest or inform you of the single room supplement, if the minimum number room guest is achieved.

*If the minimum required guest is not achieved, we will contact you to change the date.

Payment

- 100% of payment is required to be made for all services upon confirmation of services.
- Payment must be made by telegraphic transfer, credit card or debit card payable to Asian Overland Services Tours & Travel Sdn Bhd not later than 15th July 2019 to commencement of all services.
- Non-refundable deposits may be required for certain services
- Exchange rate MYR to USD is 4.00 as at today (subject to change)
- All payments should be made to **Asian Overland Services Tours** (refer to Part 6 and Part 7)

Cancellation Policy

- Cancellation charges are applicable as follows:
 - ❖ Forfeiture of non-refundable deposit (where applicable)
 - ❖ 25% cancellation charges for cancellation made 90 days or less prior to arrival
 - ❖ 50% cancellation charges for cancellation made 45 days or less prior to arrival
 - ❖ Full cancellation charges for cancellation made 30 days or less for both hotel and ground services
- Cancellation fees are levied by **Asian Overland Services** in cases where charges arise from outside contractors or where actions taken extend beyond reservations for tours and hotel accommodation. Charges are levied at the sole discretion of **Asian Overland Services** for operation planning, consulting and ancillary expenses relating to development of services of a specialized nature.



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PART 4: AIRPORT TRANSFER

Flight details are required for airport transfer arrangement. These details must be received not later than 1st July 2019. Kindly provide the information via email to ISIWSC2019TOUR@asianoverland.com.my

ARRIVAL	
Arrival Date	
Pick Up Time	
Pick Up Point	<input type="checkbox"/> KLIA <input type="checkbox"/> KLIA 2
Drop Off Point	
Flight Number	
Estimated Time of Arrival (ETA)	

DEPARTURE	
Departure Date	
Pick Up Time (4hours before ETD)	
Pick Up Point	
Drop Off Point	<input type="checkbox"/> KLIA <input type="checkbox"/> KLIA 2
Flight Number	
Estimated Time of Departure (ETD)	

*KLIA = Kuala Lumpur International Airport; KLIA 2 = Kuala Lumpur International Airport 2

MODE OF TRANSFER	UNIT PRICE (MYR)	NO. OF VEHICLES REQUIRED		TOTAL TRANSFERS	TOTAL (MYR)
		ARRIVAL	DEPARTURE		
CAR (1-2 paxs)	145.00				MYR
CAR (1-2 paxs) - MIDNIGHT	217.50				MYR
Mercedes E Class / Toyota Alphard (1-2 paxs)	420.00				MYR
Mercedes E Class / Toyota Alphard (1-2 paxs) MIDNIGHT	630.00				MYR
MPV (3 -4 paxs)	300.00				MYR
MPV (3 -4 paxs) - MIDNIGHT	450.00				MYR
Tour Van (3-6pax)	190.00				MYR
Tour Van (3-6pax)- MIDNIGHT	285.00				MYR
40seater Coach (max 38pax)	745.00				MYR
40seater Coach (max 38pax) - MIDNIGHT	1,117.50				MYR
1 Tonne Luggage Truck	315.00				MYR
				Subtotal C:	MYR

Important Note:

*All transfers are on private basis.
 *All amendments must be made in writing fourteen (14) days prior to the transfer booked date.

*No refund for cancellation made after 15th July 2019 for transfers booked and paid.
 *No refund will be granted for no-show reservations.

*Midnight Surcharge applies for the following:

Arrival:
 Flight ETA between 23:00hrs and 07:00hrs.
 Departure:
 Flight ETD between 01:00hrs and 09:00hrs

*Pick up time for departure airport transfer is 4 hours prior to the flight ETD. Passenger(s) is (are) advised to be punctual.

PART 5: PAYMENT SUMMARY

Subtotal A: Sightseeing Tours	MYR
Subtotal B: Pre & Post Tours	MYR
Subtotal C: Airport Transfer	MYR
Grand Total:	MYR

Booking Deadline:

Sightseeing Tours	1 st July 2019
Pre & Post Tours	1 st July 2019
Airport Transfer	1 st July 2019

PART 6: PAYMENT METHODS

1. CREDIT CARD () / DEBIT CARD ()

Please send credit/debit card payment link to my email address: _____

Important Notes:
 *We accept Visa / MasterCard only.



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2. LOCAL CHEQUE/ TELEGRAPHIC/ BANK TRANSFER ()

Payment must be made without charges to beneficiary and payable to:

Account Name:

From Within Malaysia ASIAN OVERLAND SERVICES TOURS & TRAVEL SDN BHD

From Outside Malaysia ASIAN OVERLAND SERVICES TOURS

Account Number: 312-143-280-684

Bank Name : STANDARD CHARTERED BANK

Bank Address : NO 36, JALAN SULTAN ISMAIL, 50250 KUALA LUMPUR.

Swift Code : SCBLM-YK-XXXX

IMPORTANT NOTE: Bank charges are to be borne by registrant. Please send a copy of bank transfer or payment proof for verification purpose. Only local bank cheque will be accepted. Bank draft will not be accepted for payment.

PART 7: TERMS AND CONDITIONS

Booking Process and Payment

1. Please complete the booking form and send it to **ASIAN OVERLAND SERVICES TOURS & TRAVEL SDN BHD** via e-mail at SIWSC2019TOUR@asianoverland.com.my before the stated deadline. (Refer to Part 5)
2. Confirmation will be sent via email upon full payment of the fee received. Please bring along the confirmation email.
3. Payment of fees can be made via: Credit Card, Debit Card (Visa & MasterCard only), Telegraphic/Bank Transfer.
4. For payments made by Credit Card or Debit Card, the amount reflected in the Credit Card or Debit Card statement will be in the currency of the cardholder's country of origin. Transaction description to be appeared on Credit Card or Debit Card statement shall be "ASIAN OVERLAND SERVICES TOURS & TRAVEL". If an invoice is requested, the amount will be reflected in MYR only.

Cancellation and Refund Policies

1. All cancellation must be done in writing and submitted to **ASIAN OVERLAND SERVICES TOURS & TRAVEL SDN BHD** via e-mail at SIWSC2019TOUR@asianoverland.com.my by **15th July 2019**
2. After 15 July 2019, no refund will be entertained for any chargeable item(s).
3. All refunds will be made in MYR at the prevailing foreign exchange rate.
4. Refund for cancellations will be made within three months after the event.
5. Any charges imposed by banks and Credit Card issuers will be borne by the Registrants.

Liability

1. The Organiser reserves the right to make changes where deemed necessary, with or without prior notice to parties concerned. All disputes are subjected to the Malaysian Law. We kindly ask you to authorise us by your signature to use all data given in this form for computerised handling of the transfers.

PERSONAL DATA NOTICE

1. Purpose of notice

The Organisers of the 62nd ISI World Statistics Congress 2019 are required to comply with PDPA and GDPR which regulates the processing of personal data in commercial transactions. For the purpose of the above laws, the terms "personal data" and "processing" shall have the meaning as prescribed in the PDPA and GDPR.

The 62nd ISI World Statistics Congress 2019 - Sightseeing Tours, Pre & Post Tour Package and Airport Transfer will be managed by Asian Overland Services Tours & Travel Sdn Bhd a Destination Management Company (DMC) appointed by the Organiser and their scope of services includes, arranging the sightseeing tours and ground arrangement.

2. Who Is The Data Collector

For the purpose of the above laws, the terms "we"; "us" or "our" refers to **Asian Overland Services Tours & Travel Sdn Bhd** as the data controller, collector and processor whose address is presented below:

39 & 40, Jalan Mamanda 9, Ampang Point
68000 Ampang, Selangor Darul Ehsan, Malaysia
Tel: +603 4252 9100 Fax: +603 4257 1133

Email: SIWSC2019TOUR@asianoverland.com.my

Attn: Ms Yap Sook Ling or Ms Nadzliana Shima

3. What Personal Data We Collect

The personal data that we collect when you register as a participant in the 62nd ISI World Statistics Congress 2019 and information you provided directly to us include, but not limited to:

- Your name;
- Nationality;
- Gender;
- Passport/IC number;
- Designation (Position);
- Office address;
- Office phone;
- Office fax number;
- Mobile phone number;
- Your Email address;
- In case of Emergency – preferred contact person's name, and phone number;
- Accompanying person's name;
- Dietary requirements;
- Images and videos of you when you attend the 62th ISI World Statistics Congress

and

- Data we derive through your interaction with us.

4. Purpose of processing personal data

We'll only use your personal information for our legitimate business purposes as set out in this privacy notice. The personal data collected and processed by us amongst others, are for the following purpose:

- a) Registration and administrative work related to 62nd ISI World Statistics Congress 2019
 - (i) Airport transfer;
 - (ii) Sightseeing Tours;
 - (iii) Pre & Post Tours
 - (iv) Tax invoices;
 - (v) Official receipts;
 - (vi) Updates;
- b) To manage our relationship with you or comply with our contractual obligations.



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- c) To communicate with you by **Electronic mail** on:
- (i) All the above matters related to Department of Statistic of Malaysia;
 - (ii) Enquiries by or about you;
 - (iii) Complaints by or about you;
 - (iv) All administrative and legitimate matters related to the 62nd ISI World Statistics Congress 2019

We will notify you and data protection authorities within 72 hours of discovering a security breach.

7. Retention of personal data

We intend to keep your personal data from the date of collection for as long as it is necessary for the fulfilment of the legitimate purposes as set out under paragraph 3 and 4 above or for the compliance with the law or any legal obligation.

5. Disclosure of personal data

The personal data held by us shall be kept confidential, secured and protected.

However, we may disclose your personal data to:

- a) Organisers of ISI World Statistics Congress 2019,
- b) Parties authorised by you; and
- c) Regulatory and governmental agencies as permitted or required by law, or to meet obligations to regulatory authorities.

We shall stop processing or store your data when you write to us using the contact details listed below to withdraw your consent or within one (1) year from conclusion of 62nd ISI World Statistics Congress 2019.

We may need to keep certain information for reasonable business or legal purposes (e.g. accounts information, unsubscribe records, information needed to prevent identity theft, legal disputes and misconduct) even if deletion has been requested.

6. Protection of personal data

The security of your personal data is ensured by Asian Overland Services Tours & Travel Sdn Bhd as we shall take all physical, technical and organisational measures needed to ensure the security and confidentiality of your personal data. If we disclose any of your personal data to any other entities, we will require them to appropriately safeguard the personal data provided to them.

Please note that while we will endeavor to take all reasonable measure to protect your Personal Data, you should similarly take all necessary precautions, such as implementing strong passwords, limiting access to your computer and avoiding misplacing any documents or access pass words.

8. Your Personal Data Protection Rights

Under the PDPA and GDPR, you have the right to access your personal data to ensure that the personal data we hold about you is accurate, complete, not misleading and up-to-date. If you wish to exercise such rights please contact us at:

Asian Overland Services Tours & Tours Sdn Bhd
Level 4, 39 & 40, Jalan Mamanda 9, Ampang Point
68000 Ampang, Selangor Darul Ehsan, Malaysia
Tel: +603 4252 9100
Fax: +603 4252 9800
Email: SIWSC2019TOUR@asianoverland.com.my
Attn: Ms Yap Sook Ling or Ms Nadzliana Shima

6.1 BREACH OF DATA SECURITY

DECLARATION

I hereby acknowledge that I have read and accepted all terms and conditions of participation without reservation or restriction and I relinquish any claims against the Organiser. I also hereby acknowledge that I have read and understood the Personal Data Protection Notice on personal data. The Tour Organiser reserves the right to cancel or postpone the sightseeing tours, pre & post tour and transfer services due to unforeseen circumstances.

Name: _____ NRIC/ Passport Number: _____

Signature: _____ Date: _____

ENQUIRIES

For enquiries, please contact us at:
SIWCS2019TOUR@asianoverland.com.my

Please return this form to:

ASIAN OVERLAND SERVICES TOURS & TRAVEL SDN BHD

(Member of AOS Tourism & Hospitality Group)

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