



RESOURCE LIBRARY - FRONT OFFICE  
Sample Registration Card

CODE: 03.03.010

EDITION: 1

PAGE 1 OF 1

REGISTRATION CARD

NAME: First Last

ARRIVAL DATE DEPARTURE ROOM No. RESERVATION No.

PASSPORT No. / I.D. No.: DATE OF BIRTH: NATIONALITY:

COMPANY

ADDRESS:

CITY: OCCUPATION:

COUNTRY: TEL / FAX No.:

PURPOSE OF VISIT  CONFERENCE / SEMINAR  BUSINESS  LEISURE  
 SPECIFY:

MODE OF PAYMENT  CASH  VOUCHER  BILL TO COMPANY .....  
CREDIT CARD  VISA  MASTERCARD  AMEX  DINERS CLUB

CARD No.: \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

The hotel will not be held responsible for valuables left in the room. Your room is equipped with a safe and safe deposit boxes are available free of charge at the Front Desk cashier for your use upon request.

If you wish to pay by local personal cheque, please establish credit 48 hours in advance with the Front Office Cashier. Foreign personal cheques cannot be accepted unless cleared with us at the time the reservation was made.

I agree that I am personally liable for the payment of charges incurred during my stay and that my liability is not waived if the person, company or association indicated by me as being responsible for the payment of the same fails to pay any part or the full amount of these charge.

SIGNATURE: .....

ALL CHARGES ARE SUBJECT TO SERVICE CHARGE AND PREVAILING GOVERNMENT TAX. CHECK-OUT TIME: 12:00 NOON