

**RESERVATION FORM**

**DIA**

DIA Singapore Annual Meeting 2026 (16 & 17 September 2026)

Please return this hotel reservation form to: Room Reservations / <a href="mailto:reservations@onefarrer.com">reservations@onefarrer.com</a> and Rayson Tong / <a href="mailto:raysontong@onefarrer.com">raysontong@onefarrer.com</a>	
<b>ROOM TYPE (PER ROOM PER NIGHT):</b> <input type="checkbox"/> Mint Room – <b>SGD255.00++</b> (Single Occupancy) inclusive of 01 breakfast & Wi-Fi <ul style="list-style-type: none"> <li>• Please note that room type/ bed type is subject to availability upon confirmation.</li> <li>• The Hotel has introduced a no-smoking policy within its public areas, rooms and suites.</li> </ul>	
<b>GUEST PARTICULAR</b>	
GUEST NAME MR/ MS/ MRS/ DR/ PROF (Please underline Surname)	
ARRIVAL DATE:	DEPARTURE DATE
ARRIVAL FLIGHT/ TIME	DEPARTURE FLIGHT/ TIME
COMPANY	COUNTRY OF RESIDENCE
TELEPHONE (including country code)	E-MAIL ADDRESS
Early Arrival: Room Pre-blocked one day before arrival (Subject to one night room charge) <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Please take note that all check-in are after 1500hrs unless rooms are pre-blocked)</i>	
<b>ARRIVAL AIRPORT TRANSFERS (PER CAR PER WAY):</b> <input type="checkbox"/> Mercedes “E” Class – SGD130.00+ <input type="checkbox"/> Mercedes “S” Class – SGD190.00+ <i>* Rates are subjected to 9% Goods and Services Tax</i>	
<b>FOR HOTEL USE ONLY</b>	
Booking is Confirmed/ Not Confirmed by _____ Date _____	
Confirmation Number _____	

**TERMS & CONDITIONS:**

- The Hotel check-in time is after 1500hrs on day of arrival. Should residents wish to occupy the room before 1500hrs, placing a reservation for the night before is recommended at full day charge.
- The Hotel check-out time is 1200hrs on the day of departure. Late check-out at 1800hrs is chargeable at 50% of agreed room rates and after 1800hrs is chargeable at full day rates, subject to room availability.
- Should there be a no-show or cancellation for confirmed reservation **after Friday, 14 August 2026**, the full duration of room charge will be levied. Reservation for subsequent nights will be released for resale. All non-guaranteed reservations will be subject to availability of rooms on the date of scheduled arrival.
- An early departure fee will be charged to resident who checks out the hotel prior to scheduled departure date.
- The Hotel reserves the right to charge for full duration for any cancellation/no show/shortening on confirmed reservation(s).
- All rates are in Singapore Dollars and subject to 10% service charge and thereafter prevailing goods & services tax (GST) unless stated otherwise.

**CREDIT CARD AUTHORISATION FORM**

A readable photocopy of the front and back of the signed credit card must be attached for verification purposes.

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

Confirmation Number / Room no: \_\_\_\_\_

Guest Arrival Date(s) / Date of Function: \_\_\_\_\_

**I hereby authorize the following charges to be applied to the following credit card (Please check all that applies):**

- |  |   |
|--|---|
| <input type="checkbox"/> All Charges                         | <input type="checkbox"/> Room and Tax     |
| <input type="checkbox"/> All Incidentals                     | <input type="checkbox"/> Gift Certificate |
| <input type="checkbox"/> Others specified Incidentals: _____ |   |
| <input type="checkbox"/> Others, please specify _____        |   |

**DETAILS OF CREDIT CARD HOLDER**

**Type of Credit Card** : VISA/MASTERCARD/AMEX/CUB/JCB  
**Credit Card Number** : \_\_\_\_\_  
**CVV No.** : \_\_\_\_\_  
**Credit Card Expiry Date** : \_\_\_\_\_  
**Name as appeared on Card** : \_\_\_\_\_  
**Signature as on back of Card** : \_\_\_\_\_

I, (name of card holder) \_\_\_\_\_, hereby authorize One Farrer Hotel to charge (amount in SGD) S\$ \_\_\_\_\_ to my credit card as stated above and understand that this authorization is irrevocable.

\_\_\_\_\_  
 Agreed & Accepted by Cardholder

\_\_\_\_\_  
 Date

**(-) Return this form along with the readable photocopy of the front and back of the signed credit card. All information is kept confidential and used only for purposes as noted above.**