



HOLIDAY REQUEST FORM

PALACE VACATION CLUB

* Please Duplicate for regular use

MEMBER'S PARTICULARS

Membership No. :

Name :

Address :

Tel. No. : (O)
(H)
(H/P)

Fax No. :

Email Address :

HOLIDAY REQUEST

I wish to book amend cancel my reservation

Deposit my week with RCI / D.A.E.

RCI / D.A.E. Membership Number :

Expiry Date :

Please use my (year) entitlement Complimentary nights

For my Personal use Guest use

Guest Name :

NRIC No. :

Guest Contact No. :

Number of pax : Adults Children _____ (Age)

Number of units :

RESORT NAME	CHECK-IN	CHECK-OUT	NIGHTS
1st Choice	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd Choice	<input type="text"/>	<input type="text"/>	<input type="text"/>
3rd Choice	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date : _____ Signature : _____

There are 6 different ways for you to make your reservations

Way 1 **VIA MEMBERS HOTLINE**
03-894 11 999

Way 2 **VIA FAX**
03-8945 3340

Way 3 **VIA WEBSITE**
www.palacevacationclub.com

Way 4 **VIA SMS**
019-600 2222

Way 5 **VIA EMAIL**
reservations@palacevacationclub.com

Way 6 **WALK-IN to**
Member Services Department,
Members Lounge - Palace Vacation Club
1st Floor, Palace of the Golden Horses, Jalan Kuda Emas,
Mines Wellness City, 43300 Seri Kembangan, Selangor Darul Ehsan.

Operational Hours are from Monday to Friday 9am-6pm with the exception of Public Holidays.

Kindly contact our Member Services Executive for bookings/queries if you do not hear from us within three (3) working days upon sending in your request.

Terms & Conditions

- It is advisable that all holiday request and reservations shall be made no more than twelve (12) months and no less than sixty (60) days before the desired travel dates. Such holiday requests and reservations shall be offered strictly subject to availability. However, holiday requests and reservations procedure for Affiliated resort/hotel may vary from one holiday resort/hotel to another
- Resort Condominium International (RCI) and/or Dial and Exchange (DAE) bookings are for seven (7) nights **ONLY** in one (1) destination and have to be deposited no less than sixty (60) days prior to travel date and upon availability **ONLY**. Cancellations/Amendments for (RCI) or (DAE) bookings will not be entertained.
- If the first choice of destination and/or date is not available, we will offer/confirm the second choice and if that is not available, the third choice etc.
- Please be advised for **Home Base and Internal resorts/hotels, we will revert within 24 hours and for Affiliated and Overseas resorts/hotels, we will revert within two (2) to three (3) working days.**
- Cancellations and/or Amendments** of confirmed bookings has to be made fourteen (14) days prior to actual check-in date for Home Base and Internal resorts/hotels and thirty (30) days prior to actual check-in for Affiliated and Overseas resorts/hotels.
- Rights to split-week entitlement – Minimum of **two (2) nights** stay is a requirement at our **Home Base and Internal resorts/hotels**. Affiliated and Overseas resorts/hotels are subject to conditions.
- Maximum occupancy at Palace Vacation Club's Timeshare Accommodation Units is strictly limited from two (2) to six (6) persons depending on the particular resort/hotel.
- Original confirmations must be presented upon check-in to the resort/hotel, failing which the resort/hotel has the right to reject the use of the accommodation.
- Administrative charges apply for selected resorts/hotels.
- The Internal/Affiliated/Overseas resorts/hotels are subject to change from time to time without prior notice to members.
- Vacation Entitlement Terms and Conditions will be as per the Rules and Regulations, Buyers Declaration and the Agreement.
- Any entitlements not utilized by the member(s) in that particular year shall be forfeited and no extension of entitlements.
- Any amount(s) due and payable by the member(s) shall be made by the member(s) 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(s) remain unpaid by the member(s).
- Please contact the relevant hotel(s)/resort(s) Management for late check-in twenty four (24) hours prior to the check-in date, otherwise the relevant hotel(s)/resort(s) shall have absolute discretion to release the relevant unit(s) without further notice to the member(s).
- You are responsible for any extra charges imposed by the relevant hotel(s)/resort(s), including but not limited to government tax, utility/energy surcharge, occupancy tax or similar tax, service charge, telephone connection fees, long distance charges, personal charges and applicable amenities usage or housekeeping fees. Ordinarily, daily maid service will not be provided. At those resorts offering such a service, it is usually at an additional fee.

Officer in charge :

Name :

Date :