



PIC ACCOMMODATION RESERVATION FORM

General Note

1. This PIC Accommodation Reservation Form consists of 4 Sections (Section A, B, C, D and E).
2. Rates will be based on the effective published- rate during the time of stay.
3. All rates are subject to 8% SST and subject to change is based on PRPC's management discretion.
4. Booking confirmation is subject to PIC Entry Requirement and subjected to room availability and on reasonable endeavor basis only.
5. All information to be completed by Host within PIC, Pengerang Integrated Complex. Please refer the updated rates at the front office counter.
6. Submission of reservation/booking request must be at least 3-working days in advance.
7. Any cancellation to be notified us atleast 5 hours prior to check in.
8. By submitting this Accommodation Reservation Form, The Host, Company & Guest is deemed to have agreed with Terms & Condition as stated in House Rules, PIC Park Rules and Inkeepers' Act 1952(Revised-1981)

SECTION A: HOST DETAILS							
(Note: The Host must be an employee of PETRONAS Group of Companies/any approved PIC Hosting Companies within Pengerang Integrated Complex)							
▪ Host Name:		▪ OPU/Department:			▪ Date Request:		
▪ Designation:		▪ Email Address:					
▪ Signature / Company Stamp:		▪ Phone Number:					
SECTION B: ACCOMMODATION RESERVATION							
(Please tick your selection)							
The HIVE Residence				Small Package Contractor (SPC) Camp			
▪ Room Category : <input type="checkbox"/> Short Stay <input type="checkbox"/> Essential Stay <input type="checkbox"/> Project Stay <input type="checkbox"/> Jom Stay Package				<input type="checkbox"/> Short Stay (less than 15 days) <input type="checkbox"/> Long Stay (15 days and above) <input type="checkbox"/> PRPC Protégé-Gees/Intern			
▪ Type of room : <input type="checkbox"/> Pulau Aur (Type A) <input type="checkbox"/> Pulau Besar (Type B)				▪ Type of room : <input type="checkbox"/> Machap Residence (Single) <input type="checkbox"/> Sembrong Residence (Twin) <input type="checkbox"/> Layang Residence (Dorm)			
<input type="checkbox"/> Jom Stay for Family Visit ▪ Existing room No : _____ ▪ Additional room request : <input type="checkbox"/> Pulau Aur (Type A) <input type="checkbox"/> Pulau Besar (Type B)							
SECTION C: METHOD OF PAYMENT							
(Please tick your selection)							
<input type="checkbox"/> Direct Payment (Payment to settle in advance or prior check in to the accommodation)							
<input type="checkbox"/> Letter of Undertaking (LOU) Provide a duly approved letter of undertaking three (3) days in advance prior to arrival from your department)							
SECTION D: ARRIVAL LIST							
(Please complete the details)							
Full Name	NRIC /Passport No.	Check in date	Check out date	Gender (F/M)	Residential (Type A/B) (Single/Twin/Dorm)	Relationship (for family stay)	Meals (Yes/No)
1)							
2)							
3)							
4)							
5)							
6)							
7)							
8)							
SECTION E: FOR INTERNAL USE							
▪ Approval : <input type="checkbox"/> Yes <input type="checkbox"/> No							
▪ Approval Signature							
▪ Name :							
▪ Position :							

By submitting this form, you and the individuals named in this form hereby agree that MZFMSB's employee and associates may collect, obtain, store, and process the Personal Data provided in this form for the purpose of reserving accommodations at the Pengerang Integrated Complex residences. For the avoidance of doubt, your Personal Data are as defined within the Malaysia Personal Data Protection Act 2010. Applicable Personal Data may be used and disclosed without your prior consent to any relevant governmental authorities, or thirds parties where required by law or required to comply with any legal processes or purposes. The Personal Data collected will be stored for a period of seven (7) years from the collection date.