



SWISS-GARDEN INTERNATIONAL VACATION CLUB BERHAD

(Company No. 391578-V)

(A member of PJ Development Holdings Group)

S-7-01 & S-7-02, Swiss-Garden Residences, No 2A, Jalan Galloway, 50150 Kuala Lumpur

Tel : 03-2788 6600 / 03-2788 6688 Fax : 03-2788 6690 / 03-2788 6689

MY HOLIDAY REQUEST FORM

MEMBER'S PARTICULARS

*All fields are compulsory

Membership No. : _____

Member's/Nominee's Name : _____

Mobile No. : _____ Fax No. : _____

Email Address : _____

GUEST'S PARTICULARS

Name : _____

NRIC : _____ Mobile No. : _____

RESERVATION DETAILS

Option	Hotel / Resort	Check-In Date	Check-Out Date	No. Of Unit
1 st				
2 nd				
3 rd				

Remarks : _____

Terms and Conditions:

1. Fax your holiday request form to +60(3)-2788 6690 or you may log on to www.sgivacationclub.com to process your holiday request online.
2. Reservations are made on a first-come, first-served basis and may be made up to six (6) months or down to no less than fourteen (14) days in advance of the check-in date.
3. Response time differs depending on destination, i.e. 3 working days for Home-Based, 7 working days for local affiliations and 14 working days for overseas affiliations.
4. Room(s) is/are always subject to availability.
5. Cancellation must be submitted in writing to Head Office not less than seven (7) working days for home-based and local affiliations or 14 working days for overseas affiliations before the check-in date; else the entitlement(s) shall be deducted accordingly.
6. This is a reservation request and not a confirmation of reservation. Please do not proceed with other travel arrangement until confirmation of your reservation from our Member Services Personnel within the above stipulated time.
7. Please call our Member Services Personnel at +60(3)-2788 6600 should you not receive a reply from us within the above stipulated time.
8. The Management reserves the right to void your confirmed reservation(s) if the reservation(s) does not comply with the terms and conditions of SGIVC's Rules and Regulations, included but not limited to non-payment of member's monthly installment on membership fee and annual maintenance fee.
9. Compliance with Personal Data Protection Act 2010, I/we have agreed to give the above personal data to Swiss-Garden International Vacation Club Berhad, and give the rights to SGIVC to collect, keep, update and disclose my/our personal data if necessary.

Member's/Nominee's Signature

Date