



**20th ASEAN BANKING CONFERENCE &
44th ASEAN BANKING COUNCIL MEETING
November 11-14, 2014, Shangri-La's Mactan Resort & Spa
Punta Engaño, Lapu-lapu City, Mactan, Cebu, Philippines**

REGISTRATION AND HOTEL ROOM RESERVATION PROCEDURE
(must read before completing the attached forms)

1. The duly accomplished Delegate Registration Form and registration for ancillary activities (if applicable) are to be returned to the BAP SECRETARIAT preferably via email to secretariat@bap.org.ph or myna.bentijaba@bap.org.ph or fax transmission or via private courier.

The complete address and contact details of the BAP SECRETARIAT Office are as follows:

Bankers Association of the Philippines (BAP)
11/F, Sagittarius Bldg., H. V. De la Costa Street, Salcedo Village 1227
Makati City, Metro Manila, Philippines

Email: secretariat@bap.org.ph

Tel. Nos.: (63-2) 81038-58; 81038-59; 893-1711; and 812-9557.

Fax No. (63-2) 81038-60

The following members of the BAP Staff will be on hand to answer queries/clarification related to the event: **Ms. Myna Bentijaba** for registration and room booking; **Miss Pinky Padronia** for sponsorships; **Ms. Girlie Villamor** for payment of registration fee (non-ASEAN incorporated participants).

2. **IMPORTANT**: Room reservations at Shangri-La's Mactan Resort & Spa shall be coursed through the BAP SECRETARIAT. The duly accomplished Hotel Room Reservation Forms should be received by the BAP SECRETARIAT on or before **the cut-off date of 17 October 2014**. Room reservations received after the cut-off date is subject to availability.
3. **Room Rates, Early Arrival and Extensions, Reservation Guarantee, Period of Occupancy, Cancellation and Penalty Charge, Etc.**
 - a) Room rates enumerated below are discounted convention rate applicable only to registered participants for the duration of the event. A special concession of 3 days prior to and 3 days after the event will be allowed,

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provided the completed hotel reservation form is received not later than the deadline date of 17 OCTOBER 2014.

Rate is on a per night basis; single/double occupancy; includes breakfast buffet; inclusive of applicable local government taxes and 10% service charge.

Deluxe - Php8,000.00 nett Deluxe Seaview - Php9,100.00 nett

Premier - Php11,000.00 nett

- b) All Guest Room reservations shall be guaranteed by the Guest's credit card at the time of booking for an amount equivalent to the Guest Room charge for the whole duration of stay. Guests are required to settle the payment for the rooms and personal expenses, if any, directly with the hotel upon check-out.
- c) Check-in time is 2:00PM on the day of arrival; check-out time is 12Noon on the day of departure. Should guests wish to occupy the room before 2:00PM a notification the night prior to arrival date is recommended, however, this is subject to availability. Guests who will check out after 12Noon may be subject to additional charge.
- d) November is a peak month in Cebu, thus Mactan Shangri-La's Resort & Spa will strictly impose the reservation deadline, likewise, the penalty charges for cancellation and reduction of reservation period as follows:
- **Cancellation made from 1 to 3 Nov. - a charge equivalent to one (1) night room rate.**
 - **Cancellation made from 4 to 7 Nov. - a charge equivalent to two (2) nights room rate.**
 - **Cancellation, notification for shortened stay made from 8 Nov. and 'no show' - a charge equivalent to full duration of stay.**
6. Transport: Airport-Hotel-Airport Transport and to Event Venue will be provided by the Host (BAP) to all participants and accompanying guests.
7. Social Functions: All participants and accompanying guests are invited to social functions.



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8. Dress Code: Business for business meetings; Smart Casual for social functions.
9. **IMPORTANT**: Delegates and guests are advised to consult their respective travel agents the soonest time possible regarding available direct flights to Cebu.
10. **IMPORTANT**: Registration at the event venue (Mactan Shangri-La's Resort & Spa) opens on Wednesday, 11 November 2014, starting from 2PM until 7PM to accommodate delegates and guests arriving on late flights to Cebu.
11. **IMPORTANT**: The Registration Fee of USD100 or Philippine Peso equivalent is applicable to non-ASEAN incorporated banks only.
12. Soft copy of the invitation letter to the Chairman of the national banking association (NBA) and attachments will be sent via email for ease of distribution to the NBA members.

It will be appreciated if the respective NBA-secretariats coordinate the registration of their members.
13. Please feel free to contact the BAP SECRETARIAT at the numbers provided above, for any inquiries related to the forthcoming event.

-Nothing Follows-