

ACTS

SERVICED APARTMENTS

RESERVATION FORM

Property of choice	ACTS Happy Valley		
	ACTS Rednaxela		
	The Archive		
Expected arrival / departure date	/		
Check-in time/ Check-out time	(from 1pm) /		(not later than 12pm)
Suite type <i>(for ACTS Rednaxela only)</i>			
Licensee's name <i>(individual or company)</i>			
HKID / Passport / BR No. <i>(Delete as appropriate)</i>			
Country of issuance			
Correspondence address			
Company name & address			
Phone No.	(M)	(O)	(H)
Fax No. / e-mail	(F)	(Email)	
Contact person	<i>(if different from the Licensee)</i>		
Contact person's No. / e-mail	/		
Name of resident (s)	/		
Phone No. of resident (s)	/		
ID / Passport No.	/		
Additional request			
Possible extension <i>(two weeks' notice prior to check out is recommended to guarantee the same suite , subject to availability)</i>	I will not extend.		
	I will extend, possibly from		to
	I may extend, but not yet confirmed		
How did you hear about us? <i>(please state name of media/website if applicable)</i>			

Please send us the booking form with your HKID / Passport / Company Business Registration copy via fax or email for processing. Bookings are made on a first come first served basis and suites are held only upon signing of the Licence Agreement and receipt of security deposit & one month rent advance.