**CII SME DELEGATION TO MYANMAR**

13-14 December 2018; Hotel Lotte, Yangon, Myanmar

*Mail to:*

Please paste/scan passport size photograph

Mr. Vignesh J Kumar

Confederation of Indian Industry

23, Institutional Area

Lodi Road, New Delhi – 110003

Phone: +91 9899459349

Email: vignesh.kumar@cii.in

**PLEASE SEND DETAILS**

**BY 15 November 2018**

**Note: You are requested to send this as a Word Document**

**Please do not send this document as a PDF / JPG**

|  |  |
| --- | --- |
|  | **Delegate’s Particulars**Note: Same particulars will be used in the Mission Profile Booklet |
|  | Full Name |  |
|  | Designation |  |
|  | Company Name |  |
|  | Address |  |
|  | Company Name & Address for Invoice *(This will not reflect in Mission Booklet)* |  |
|  | GST No. and PAN |  |
|  | Telephone and Fax |  |
|  | Email |  |
|  | Website |  |
|  | Mobile Number |  |
|  | EA’s Mobile Number: |  |
|  | EA’s Email |  |
|  | Passport Details***VISA Recommendation letter from CII: Required Not Required*** √√***Note: Members are requested to arrange for their own visa.*** |
|  | Passport No.:  | Date of Issue:  |
|  | Place of Issue:  | Date of Expiry:  |
|  | Dietary Preference**Self: Vegetarian  Non - Vegetarian** **Accompanying:****Specific Dietary Restrictions (if any) :** |

1. Please share personal profile (approx. 150 words) and the Company profile (150 words) in the format given below.

 *Note: Same particulars will be used in the Mission Profile Booklet*

|  |
| --- |
| **PERSONAL PROFILE**:  |
| COMPANY PROFILE:  |
| **BUSINESS INTERESTS/INVESTMENT IN MYANMAR**: |

Terms & conditions

* All reservation requests are subject to availability of room type requested.
* The above Corporate rates are applicable for bookings up to 10 rooms per night. Group rates are available on a request basis and are subject to availability.
* Unless otherwise stated, rates are per room per night and inclusive of breakfast. Taxes as applicable.
* Booking must be guaranteed in writing or with a credit card at the time of reservation.
* Guaranteed reservations are subject to a charge equivalent to one night’s accommodation in the event of a non-arrival or a cancellation unless notifies before 4 pm on the day of arrival.
* Check-in time is from 2pm onwards.
* Guests are required to vacate their rooms at 12 noon on the day of departure.
* The account must be settled upon departure unless a credit account has been arranged prior to arrival. (Please allow 21 days).
* Payment is due within 14 days of departure for credit accounts. All credit subject to status.
* In case the account will be settled upon departure a credit or debit card will be requested on arrival for authorization purpose only.

**Please let us know your room requirement to enable us to block the rooms** **(this can be sent at the earliest, as we will have to get back to the hotel)** and also provide us the following information**:**

**Check-in (time and date):**

**Check-out (time and date):**

|  |
| --- |
| Credit Card Details for blocking hotel accommodation in Yangon, Myanmar. Members are requested to make the payment directly with the hotel. |
| Name of the Card :Card Number:  | Validity :  |

8. **Please indicate Flights** **from India/any other country to Myanmar (can be sent nearer to date) –**

**Note:** Members are requested to make their own flight bookings and also to arrange for airport/drop themselves.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Flight** | **To** | **From** | **To** | **Departure** | **Arrival** |
|  | From India to Yangon, Myanmar |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | **From Yangon, Myanmar to India**  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. To cover administrative costs we are charging **a nominal fee of Rs. 35,400/- (Rs 30,000 + 18% tax)** from every delegation member. The payment can be made by cheque/DD or NEFT in favour of Confederation of Indian Industry.
2. Cheque No :
3. Drawn on :
4. Date :
5. All direct costs towards travel, accommodation, F&B, local transport, etc will be borne by the Member

**Terms**

* Administrative fee has to be paid in advance
* The Administrative fee is non-refundable
* Cheque / DD to be issued in favour of ‘**Confederation of Indian Industry**’ payable at New Delhi
* In case the payment is made through NEFT then please share the payment advice

# **Signature:**

# **Date:**

# **Place:**

***Miscellaneous Information:***

* *The delegates are requested to attend all business engagements scheduled as given in the final programme, which will be shared with you closer to the date.*
* *The dress code is formal, unless mentioned otherwise.*
* *Local surface transport for delegation members will be on shared basis at all locations.*

*Details for NEFT/RTGS:*

|  |  |  |
| --- | --- | --- |
| Name of Organisation | : | Confederation of Indian Industry |
| Address | : | The Mantosh Sondhi Center, 23, Institutional Area, Lodi Road, New Delhi 110003 |
| GST Number | : | 07AAATC0188R1ZB |
| Bank Account Details | : | Standard Chartered Bank |
|   | Account No. 52205035775 |
|   | IFSC : SCBL0036020 |
|   | MICR : 110036002 |