

Travel Agents Incentive Scheme (Inbound)

旅行社鼓勵計劃 (入境)

Hotel Stay Confirmation Letter

酒店住宿確認書

I hereby confirm the following booking details at our hotel:
本人謹此確認以下於本酒店訂房詳情：

Hotel Booking Details 酒店訂房詳情:	
Name and licence no. of travel agent*: 旅行社名稱及其牌照號碼*: or 或 Name of wholesaler*: 批發商名稱*: <i>(*Please delete as appropriate above)</i> <i>(*請刪去以上不適用者)</i>	
Period of stay: 入住酒店日期:	Check-in date 入住日期: _____ (DD/MM/YY) (日/月/年) Check-out date 退房日期: _____ (DD/MM/YY)(日/月/年)
Booking confirmation date: 確認訂房日期: (23/10/2019 - 31/3/2022)	_____ (DD/MM/YY) (日/月/年)
Total No. of Guests staying at Hotel: 總入住人數:	

DECLARATION 聲明:

- (a) All the above information given is true, complete and accurate.
以上所填報的資料均屬真實、完備和正確。
- (b) The undersigned for the hotel stay confirmation letter should be the hotel director of sales/director of marketing (or a hotel manager of the equivalent or a higher authority).
酒店住宿確認書須由酒店營業總監或市場總監(或同等/以上職銜的酒店經理)簽署。

Authorised Signature 授權人簽署

Company Chop 公司印章

Printed name 姓名:

Title 職銜:

Contact number 聯絡電話:

Hotel name 酒店名稱:

Date 日期:

For official use 只供內部填寫:

Received date:

Application reference no.:

Handled by: