

Please fill in the form, fax it to (852) 3411 5380 or email the scanned copy of this form to [ctn@hkbu.edu.hk](mailto:ctn@hkbu.edu.hk) for processing the payment of your accommodation fee for TRSS (HK) 2010.

Title		Surname		Given Name(s)	
Sex		Telephone		Fax	
Affiliation				Email	
Arrival Date		DD/	MM/	YY	Flight/Train no./ Expected arrival time
Departure Date		DD/	MM/	YY	Flight/Train no./ Expected departure time
Choice of Accommodation*		<input type="checkbox"/> Student Hall of Residence, HKBU (HK\$2,800) (I have read and agree to observe the Hall Rules and Residents' Codes of the Student Residence Halls at <a href="http://shsweb.hkbu.edu.hk/rules_checkin.html">http://shsweb.hkbu.edu.hk/rules_checkin.html</a> ) <input type="checkbox"/> Dr Ng Tor Tai International House, HKBU (HK\$10,000) <input type="checkbox"/> Metropark Hotel (HK\$8,320) <input type="checkbox"/> I shall arrange my own accommodation.			
Period of Stay		From 11 to 23 July 2010		Sub-total (HK\$)	
Extra Night(s) at Metropark Hotel**		From	DD/	MM/	YY
		to	DD/	MM/	YY
Daily Rate per room night		HK\$		Sub-total (HK\$)	
Total amount payable		HK\$			
Payment Method*	<input type="checkbox"/> <b>By credit card</b> Type of credit card : <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Credit card number : _____ Name of cardholder : _____ Amount payable : HK\$ _____      Expiry date : _____ "I authorize Hong Kong Baptist University to charge from my mentioned credit card for the amount payable listed above. I fully understand and accept the Terms and Conditions for Room Reservation. The photocopy of both sides of the above credit card is attached for the Centre for Translation's processing of my room booking."  Signature : _____      Date : _____ (Signature on the credit card)				
	<input type="checkbox"/> <b>By bankdraft/cheque</b> (Please make payable to "Hong Kong Baptist University") <input type="checkbox"/> <b>By Tele-transfer</b> (Name of Bank: Hang Seng Bank Limited; Bank Address: Baptist University Branch, 224 Waterloo Road, Kowloon Tong, Kowloon, Hong Kong; Account Name: Hong Kong Baptist University; Swift Code: HASE_HKHH; Account No.: 024-366-5-700088 (Foreign Currency); Reference code: TRSS2010) <b>You should fax/email us the processed remittance form (i.e. "Application for Funds Transfers (Overseas)" Form (境外匯款申請書) used in PRC) for confirmation.</b> <input type="checkbox"/> <b>By bank-in (for local students only)</b> (Name and number of bank account: Hang Seng Bank/ 283-338-366-001; Reference code: TRSS2010) <input type="checkbox"/> <b>By cash (for local students only)</b>				
Signature				Date	

\* Please tick as appropriate. \*\* Booking of extra nights of accommodation is subject to availability of the hotel and further confirmation.

OFFICE USE ONLY		
Amount received: _____	Received on: _____	Checked by: _____
Remarks: _____		