

ARMADA

PETALING JAYA

February 3, 2026

Ir. Chen Harn Shean
Honorary Secretary
The Institution Of Engineers, Malaysia (IEM)
 Bangunan Ingenieur, Lot 60 & 62, Jalan 52/4,
 P.O. Box 223, Jalan Sultan,
 46720 Petaling Jaya, Selangor

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Dear Ir. Chen,

RE: REVISED #1 2026 CORPORATE RATES

Warmest greetings from Hotel Armada Petaling Jaya!

Firstly, we wish to thank you for your continued loyalty and trust in Armada Petaling Jaya.

Please find the below the Corporate Rate for year 2026, valid from **3 FEBRUARY 2026 – 31 DECEMBER 2026**.

CORPORATE RATES				
Room Type	Room Only	Room with 1 Breakfast	Room with 2 Breakfasts	Room with 3 Breakfasts
Deluxe Room	RM 238.00+ / RM 264.04nett	RM 283.00+ / RM 312.64nett	RM 328.00+ / RM 361.24nett	
Grand Deluxe Room	RM 268.00+ / RM 296.44nett	RM 313.00+ / RM 345.04nett	RM 358.00+ / RM 393.64nett	
Family Deluxe Room	RM 298.00+ / RM 328.84nett	RM 343.00+ / RM 377.44nett	RM 388.00+ / RM 426.04nett	RM 433.00+ / RM 474.64nett
Premier Deluxe Room	RM 268.00+ / RM 296.44nett	RM 313.00+ / RM 345.04nett	RM 358.00+ / RM 393.64nett	

- Breakfast is served at Utara Coffee House, Lobby from 7.00am-10.30am
- Complimentary internet usage during stay
- Extra Bed @ RM150.00+ / RM 162.00nett per day with 1 breakfast

**** All rates quoted above are Subjected To prevailing taxes****

TERMS AND CONDITIONS:-

1. Rates

- a) All rates quoted are in Malaysian Ringgit and are subjected to prevailing taxes. Rates quoted are non-commissionable and based on per room per night basis.
- b) The Hotel reserves the right to adjust agreed rates within the contract period in the event of changes in government legislations concerning tax and service charge during the tenure of this contract.
- c) Malaysia has imposed a **Tourism Tax** on hotel staying foreign guests. During your stay, an additional **RM10.00nett** per night will apply on top of the daily quoted room rate and the prevailing Tax
- d) Effective from 1st January 2026, the Selangor State Government has imposed a **Selangor Sustainability Fee**. During your stay, an additional **RM7.00nett** per night will apply on top of the daily quoted room rate

2. Reservations

Unless specifically specified, corporate rates are only applicable for individual room booking of 10 rooms and below. Group bookings of 11 rooms and above, please direct all group reservations to Hotel's Sales Department, rates are negotiated depending on space and rate availability.

3. Protected Procedure

Corporate are applicable for bookings made directly with Hotel Armada Petaling Jaya, the rates listed are non-commissionable and applicable only to bookings made by your company. In the event that your company wishes to appoint a travel management company to act on its behalf, it is understood that your company will inform the appointed travel management company that the rate is non-commissionable and that the hotel will not be liable for commission payment.

4. Period of Occupancy

Confirmed rooms will be available for occupancy after 1500 hours on the day of arrival. Check-out time is 1200 hours. Rooms requiring late check-out until 1800 hours on the day of departure will be charged at 50% of the contracted rates, subject to availability. And check-out after 1800 hours will be charged at full contracted rates.

5. Guaranteed policy

One night rates will be charged to the credit card or company in the event of guest no-show or cancellation made less than 48 hours prior to check in time. Non-guaranteed reservations will be released at 6pm on the arrival date.

6. Cancellation Policy

FIT : Cancellation of guaranteed bookings must be received by the Hotel 48 hours prior to date of arrival otherwise one night room charge shall be levied.

GIT: A written notice must be received by the Hotel for the cancellation of guaranteed booking at least 21 days prior to the groups scheduled arrival. Cancellation made within 21 days is subject to a 50% cancellation fee, and within 14 days a 100% cancellation fee shall apply for the first night. For any cancellation made less than 14 days, a full cancellation fee shall apply for the entire length of stay booked.

7. Withdrawal of Contract

- a) Not with standing any clause stated above expressed or implied, the Hotel and it's agent reserves the right to withdraw the contract at any time and at its sole and absolute discretion should the terms and conditions as stated above not be complied with by the acceptor.
- b) The acceptor shall indemnify the Hotel for any damages or losses suffered and guarantee replacement or compensation by his staff, agent or guests.
- c) Should the acceptor of this contract – not have the necessary licenses to operate within Malaysian Law for the contracted services

8. Renewal of Contract

Upon expiry of contract, renewal is subject to the Hotel Management's discretion based on your company's / organization's performance over the past one year.

9. Anti-Bribery and Anti –Corruption Policy

Neither the Customer nor any of its directors and Personnel have offered, authorised, promised, given, solicited or accepted, and none of the foregoing will offer, authorise, promise, give, solicit or accept, to or from any person where such an action would violate any applicable anti-corruption or anti-bribery law, including but not limited to the Malaysian Anti-Corruption Commission (Amendment) Act 2018".

10. Confidentiality

Rates quoted are private and confidential, subject to Hotel Armada Petaling Jaya's terms and conditions contained herein. This agreement contract is valid till **31 December 2026** once signed. To indicate your acceptance of the offer, please sign and fax sign copy to **03-7958 5593**. Your contract will be activated within 24 hours from the receipt of executed agreement. Should this contract not be returned signed within 7 days from the date of issuance it will be deemed null and void.

We trust the above contract is acceptable and kindly acknowledge your acceptance including the terms and conditions via fax in order for us to activate the rates into our Reservation System.

Best regards,



NEW YONG YONG
SENIOR SALES MANAGER

NG WENG KEE
DIRECTOR OF SALES & MARKETING