

THE INSTITUTION OF ENGINEERS, MALAYSIA

Bangunan Ingenieur, Lot 60 & 62,
Jalan 52/4, P.O.Box 223 (Jalan Sultan),
46720 Petaling Jaya, Selangor

Tel : 03-7890 0140
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Dear Ms Suhana Omar,

Corporate Rates 2026 – Association

Warmest greetings from Wyndham Garden i-City!

Wyndham Garden i-City, the latest business class hotel is the preferred choice for local and international business and leisure travelers. Strategically located, a balanced mix of modern, comfortable guest rooms and elegant surrounds create the ambience of a contemporary Hotel. This business hotel offers today's hospitality dependability, along with modern facilities for a memorable stay both to business or leisure stay with ease.

This 18 stories hotel offers 214 luxurious rooms & suites with high speed wireless internet connectivity. 5 floors of covered car parking space that can easily accommodate 830 vehicles.

The View Café, with an alfresco dinning option, unique in design with an approach of mixing local traditions and cultures with international flavor, a unique experience embracing modern tones and trends with caring attentive service traditions. Daily buffet breakfast with an all-day ala carte dining menu, and 24 hours room service.

For meetings or seminars, 3 versatile functions room, a pre-function area ideal for welcome drinks, coffee breaks or buffet service. Latest audio-visual equipment with wireless environment for today's necessity. From a discrete meeting for 30 delegates to a superb banquet function of 120 guest, our dedicated professional events team enhanced by meticulous detailing, elevates your any events from business or social affair an unforgettable.

The hotel is accessible from 3 main express way, Federal Highway, New Klang Valley Express and Guthrie Highway. An mere 40 minutes' drive from the Kuala Lumpur International Airport (KLIA), 30 minutes to Petaling Jaya, 45 minutes from Kuala Lumpur city center. Within the i-City complex, Leisure Park @i-City, an out and indoor theme park with attractions from young to elderly. A short convenient drive to most of the industrial park, tourist locations and the heritage Klang town, famous for its local food. Daily scheduled shuttle services are available to nearby shopping malls for your delights

GUESTROOMS

As a valued client with great potential, we are delighted to extend to your company our most preferential corporate rates as follows:

ROOM TYPES (Bed & Breakfast)	Rates With Breakfast
Superior Room (Single / Double Occupancy)	MYR 235.00+
Deluxe Room (Single / Double Occupancy)	MYR 275.00+
i-Suite Room (Single / Double Occupancy)	MYR 395.00+

PLEASE NOTE

- All rates are valid from 26 August 2026 till 31 December 2026, quoted in Ringgit Malaysia,
- Room rates are quoted exclusive of prevailing government taxes, which will be applied as per the current regulations, non-commissionable and **inclusive** daily breakfast at The View café. In the event of any change, the Hotel reserves the right to adjust the offered rates accordingly to reflect the new tax rate stipulated by the government.
- **Room rates quoted is subject to 8% SST**
- **Room rates quoted subject to Tourism Tax of MYR 10.00 per room per night for foreigner's guest only.**
- **Effective 1st January 2026 rates quoted are subject to RM5.00 per room per night and non-commissionable, charged a sustainability fee. In the event of any change, the Hotel reserves the right to adjust the contracted rates accordingly to reflect the new rate stipulated by the State Government**

Complimentary Guestroom Benefits

- Coffee/tea making facilities
- Personal in-room safe deposit box.
- Free use of gym.
- Car parking for in-house guests.
- Unlimited in-room high speed internet access.

TERMS & CONDITIONS

1. **Rate Validity**
The rates offered are valid from 26 August 2026 till 31 December 2026
2. **Rate Conditions**
This offer is negotiated based on GUARANTEED RATE. Guaranteed rate in our definition entitles your company to specially negotiated fixed rates throughout the duration of this offer with a Non-Last Room Availability (Non-LRA) arrangement. The Hotel reserves the right to offer a limited number of available rooms during peak seasons for sale. The definition of Non last Room Availability (Non-LRA) is "A rate offered against a certain room type(s), which is sold as per the Hotel's discretion, independent from its availability at Walk-In Rate".

3. **Room Nights Agreement**

The rates offered are based on the understanding that your company will use its best efforts to direct all accommodation needs to stay at our hotel. Our offer is based on our negotiation that your company will produce a minimum of 300 room nights a year. The hotel will review your company's production on a quarterly basis. Should the production fall below the negotiated room nights, the Hotel reserves the right to revise the above rates.

4. **Rates Usage**

Corporate rates offered are eligible for use by company individuals and guests authorized by your company. Rates are not applicable for group bookings of 10 rooms and above. In addition, rates are also not applicable for corporate travelers attending any events/conferences within the hotel. Kindly contact our Sales managers for separate group or conference rate.

On occasions, the Hotel may request staff member or guest of your company to present relevant identification upon check in. Your rates will not be offered without authorized corporate identifications.

5. **Blackout dates**

The Hotel reserves the right to adjust close-out dates for corporate reservations due to special events. To secure bookings during peak period, advance reservation is recommended as rooms offered are subject to availability.

6. **Taxation Policy**

The taxation policy indicated is based on the current government's guideline. In the event of any change, the Hotel reserves the right to adjust the rates offered accordingly to reflect the new tax rate stipulated by the government.

7. **Reservation Guarantee**

To guarantee a reservation, the Hotel requires a one night room deposit or a major credit card guarantee. For credit card guarantee, please provide the name of the cardholder as it appears on the card, the card number and the expiry date. Guaranteed reservations will be held until 6.00am of the following day. Non-guaranteed reservations will be released after 6.00pm on the day of scheduled arrival. Request for guestrooms after the released time is subject to availability. Early departure charges will be imposed for confirmed reservations.

8. **Check-in/Check-out Time**

Rooms confirmed shall be made available for occupancy by the hotel after 1400 hours on the day of arrival. Check in before 1400 hours is subject to availability unless the rooms on the day of arrival are pre-blocked for one night in advance, for which the charge of an additional one night will be levied.

Check out time is 1200 hours. Use of rooms from 1200 to 1800 hours on the day of departure can be arranged at 50% off the offered rate subject to room availability.

9. **Late Check-out Charges**

For late check-out, the following charges will apply. Late check-outs are subject to room availability and confirmation by Front Desk.

<u>Time</u>	<u>Charges per room</u>
1.00pm to 6.00pm	50% of rate offered
6.00pm onwards	Full rate offered

10. **No Show Policy**

Should there be a "No Show" for guaranteed reservations; one night room charge will be levied as "No Show" charge. Space for subsequent nights will automatically be released for resale.

11. **Car Parking**
Complimentary parking for in-house guest

12. **Transfer Arrangement**
Limousine transfer can be arranged from Airport to Hotel, subject to an additional surcharge. In the event of cancellation made less than 24 hours or no-show, the same charge will still be levied. Limousine services between the hours of 23:01hrs and 06:00hrs will have an additional 50% midnight surcharge.

13. **Payment**
All guests must present credit card or cash deposit as a guarantee of their incidental expenses e.g. room service, mini bar, telephone, laundry etc. upon check-in. Incidental expenses must be settled upon departure in cash or credit card; unless an alternative prior arrangement has been made with the Hotel's Credit Department, in which case, a letter of undertaking must be obtained from your good office.

Mode of payment is by telegraphic transfer. Any bank charges are to be borne by account holder. Bank details;

Bank Name : Malayan Banking
Branch : i-City, Shah Alam, 40000
A/C Name : I-R&D Sdn Bhd
A/C No. : 5-69981-103526
Swift Code : MBBEMYKL

13. **Reservations**
Accommodation reservations can be made directly via the following channels.

- Tel : +603 5521 9000 / 9001
- Fax : +603 5521 9028 / 9029

We trust the above are in order and will meet with your acceptance. Should you require any further clarification or assistance, please do not hesitate to contact us directly.

We look forward to welcoming you and your guests to Wyndham Garden i-City!

Yours sincerely

Wyndham Garden i-City



Avinesh

Sales Manager

Tel : 603 5521 9000

Mobile : 6011 2186 9504