

# Extension Booking Form

Please complete form in BLOCK CAPITALS

If you would like to join one of our extensions after the Sigma conference 2018, please complete this booking form in full and send it to: [Hiten@citibond.co.uk](mailto:Hiten@citibond.co.uk)

Pharmacy / Business name:		Address Line 1:	
Name of person booking:		Address Line 2:	
Daytime phone number:		Address Line 3:	
Mobile phone number:		Town/City:	
Email address:		Post Code:	
Insurance Policy:			

## 1<sup>st</sup> PASSENGER TRAVELLING

First name (as per your passport)		Surname (as per your passport)		Title	Date of Birth	Room Type:
Passport number	Date of Issue	Expiry Date	Attendee type	Nationality	Birthplace	Meal request

## 2<sup>nd</sup> PASSENGER TRAVELLING

First name (as per your passport)		Surname (as per your passport)		Title	Date of Birth	Room Type:
Passport number	Date of Issue	Expiry Date	Attendee type	Nationality	Birthplace	Meal request

## 3<sup>rd</sup> PASSENGER TRAVELLING

First name (as per your passport)		Surname (as per your passport)		Title	Date of Birth	Room Type:
Passport number	Date of Issue	Expiry Date	Attendee type	Nationality	Birthplace	Meal request

## 4<sup>th</sup> PASSENGER TRAVELLING

First name (as per your passport)		Surname (as per your passport)		Title	Date of Birth	Room Type:
Passport number	Date of Issue	Expiry Date	Attendee type	Nationality	Birthplace	Meal request

## POST EXTENSION OPTIONS

		Meal	No. of Nights	Adult	Single	Child Sharing	No. of Adults	No. of Children	No. of Single	Total Price
OPTION 1	Myanmar (Burma)	FB	6	£1599	£1999	£1305				
OPTION 2	Vietnam & Cambodia	FB	7	£1485	£1950	£1270				
OPTION 3	Japan	<i>This option is no longer available</i>								
OPTION 4	Borneo: Shangri La Tanjung Aru	BB	2	£215	£405	£125				
OPTION 5	Borneo: Shangri La Rasa Ria	<i>This option is no longer available</i>								
OPTION 6	Sepilok	FB	2	£385	£475	£335				
OPTION 7	Mulu National Park	FB	2	£499	£650	£260				
OPTION 8	Kuala Lumpur	BB	2	£210	£385	£80				
OPTION 9	Bespoke travel requirements	Contact Citibond travel on 0208 206 3635 or email <a href="mailto:hiten@citibond.co.uk">hiten@citibond.co.uk</a>								

Key: AI = All Inclusive / BB = Bed & Breakfast / HB = Half Board / FB = Full Board / # = Check with Citibond Travel

**Extensions prices include transfers. Prices are subject to availability and may change at time of booking. (Minimum numbers required)**

Total Extension Cost for all attendees £

I'm over 18 and on behalf of the person listed above by whom I'm authorised to make this booking, that I/we have agreed and understood the booking conditions below. Any changes/amendments to this booking will be subject to amendment/cancellation charges as outlined in the booking Conditions.

Signed: \_\_\_\_\_ Date of signature: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Booking Conditions

## 1. Our Agreement with You

The following terms and conditions form the basis of your contract with Citibond Travel (London) Ltd. The holidays and flights booked with us are ATOL Protected, since we hold an Air Travel Organiser's Licence granted by the Civil Aviation Authority. Our ATOL number is ATOL 3432. In the unlikely event of our insolvency, the CAA will ensure that you are not stranded abroad and will arrange to refund any money you have paid to us for an advance booking. For further information, visit the ATOL website at [www.atol.org.uk](http://www.atol.org.uk). All travel arrangements are sold subject to the following booking conditions. You are NOT covered for scheduled Airline failure unless specifically indicated on your invoice.

## 2. Your Financial Protection

When you buy an ATOL protected flight or flight inclusive holiday from us you will receive an ATOL Certificate. This lists what is financially protected, where you can get information on what this means for you and who to contact if things go wrong.

We, or the suppliers identified on your ATOL Certificate, will provide you with the services listed on the ATOL Certificate (or a suitable alternative). In some cases, where neither we nor the supplier are able to do so for reasons of insolvency, an alternative ATOL holder may provide you with the services you have bought or a suitable alternative (at no extra cost to you). You agree to accept that in those circumstances the alternative ATOL holder will perform those obligations and you agree to pay any money outstanding to be paid by you under your contract to that alternative ATOL holder. However, you also agree that in some cases it will not be possible to appoint an alternative ATOL holder, in which case you will be entitled to make a claim under the ATOL scheme (or your credit card issuer where applicable).

If we, or the suppliers identified on your ATOL certificate, are unable to provide the services listed (or a suitable alternative, through an alternative ATOL holder or otherwise) for reasons of insolvency, the Trustees of the Air Travel Trust may make a payment to (or confer a benefit on) you under the ATOL scheme. You agree that in return for such a payment or benefit you assign absolutely to those Trustees any claims which you have or may have arising out of or relating to the non-provision of the services, including any claim against us, the travel agent (or your credit card issuer where applicable). You also agree that any such claims may be re-assigned to another body, if that other body has paid sums you have claimed under the ATOL scheme.

## 3. Booking

When you wish to confirm a booking you acknowledge your understanding and acceptance of our terms and conditions on behalf of everyone in your group.

The terms and conditions vary depending on whether you purchase a package holiday consisting of transport and accommodation booked at the same time and invoiced as a fully inclusive cost or 'Other Travel Arrangements' which is anything else, including accommodation or transport booked together, but quoted separately and subsequently itemised on your invoice.

Please note that where a suppliers services form part of your booking, the suppliers standard terms and conditions will also apply. These are important in the case of "Other Travel Arrangements" where Citibond Travel (London) Ltd acts only as an agent between you and our suppliers. All travel arrangements that include flights are based on scheduled IATA airlines and are subject to their conditions of carriage. Copies of these conditions may be requested in writing.

## 4. Payment

When making a booking online we require immediate full payment. We will then send you a confirmation email, after which a contract exists, subject to English law unless otherwise agreed. Payment is non-refundable. Travel documents will not be released until we have received full payment.

## 5. Cancellation by You

(a) Packages - If you need to cancel a confirmed booking you must contact us. To cover the cost of administration and cancellation charges imposed by suppliers and for the possibility that we will not be able to resell the holiday we have to make a cancellation charge. If you have purchased our recommended insurance you may be able to claim for the charges we impose. Should you cancel your confirmed booking or part of your booking, then the following cancellation charges will apply:

More than 56 days prior to departure: Deposit only  
29 – 55 days: the higher of 50% of the total cost or loss of deposit  
15 – 28 days: the higher of 75% of the total cost or loss of deposit  
14 days or less: 100% of total cost

For all online bookings: 100% of total cost

Note: These cancellation charges apply to all bookings, except in circumstances where a booking includes items or services where our suppliers own cancellation charges exceed those shown above. In these circumstances any additional cancellation charges will be advised at the time of booking.

(b) Other Travel Arrangements - If you need to cancel you must advise us in writing immediately. Cancellation charges vary depending on the services booked and will be clearly stated at the time of booking. In all cases a minimum cancellation fee of £100 will apply regardless of the value of the service cancelled. In some cases it may not be possible to offer any refunds for certain services such as air tickets once a booking has been made.

## 6. Alteration by You

If you wish to make a change to a confirmed booking please contact us in writing. Any changes made up to 56 days before departure will incur a minimum charge of £100 per change. In some cases airlines require tickets to be issued on booking and where tickets have been issued changes may be treated as a cancellation and will be subject to the charges shown in section 5. However, after that date any changes may be treated as a cancellation and may be subject to the charges shown in section 5.

Please Note: A change to the travel departure date once confirmed, is regarded as a cancellation and rebooking, not an alteration to the booking. Some suppliers, particularly airlines, whose special fares in some cases are non-refundable, may consider a name or other change to an existing booking, as a cancellation and rebooking, with up to 100% cancellation charges. It is your obligation to book under the correct names for yourself and your party as they appear in the relevant passport/s.

If the services booked are dependent on a minimum number of people using the service, we will have to recalculate the total cost based on the new number of passengers travelling. The cost may therefore increase but as this is not a cancellation charge, it may not be covered by your insurance.

No refunds will be given for unused services unless an amendment or cancellation has been made in which case the charges shown above will apply.

## 7. Cancellation by Us

(a) Packages - We aim to provide the travel arrangements you have booked without any changes, however, it is possible that cancellations may be necessary due to changes made beyond our control by airlines, hotels or other suppliers. For some "package holidays" to operate a minimum number of people may be required. If sufficient bookings are not received we reserve the right to cancel the holiday, but will do so at least eight weeks before departure. In the unlikely event that your travel arrangements must be cancelled we will advise you as soon as is reasonably possible and you will be offered an alternative or a full refund.

If we have to cancel your package holiday as a result of any other circumstances, we may offer you additional compensation where deemed appropriate.

Note: Compensation will not be payable when the cancellation is due to events beyond our control, such as war, threat of war, riots or disturbances, terrorist activities, industrial disputes, fire, nuclear or natural disasters, health risks, problems with transport, severe weather conditions or any other similar events.

## (b) Other Travel Arrangements

In the unlikely event that a booking has to be cancelled, for any other reason than non-payment, then a full refund will be made of all monies paid, less any amendment fees or insurance premiums.

## 8. Alteration by Us

(a) Packages - Although it is unlikely, we may unfortunately have to make changes to your travel arrangements and we must reserve the right to do so. We will inform you of any major changes at the time of booking, or as soon as possible afterwards if you have already booked. If a major change is necessary, such as an alteration of your outward/return flights by more than 12 hours, change of resort, or reduction in standard of your accommodation, you will be offered the choice of:

- (i) accepting the change
- (ii) accepting an alternative
- (iii) receiving a full refund of all monies paid.

If the alteration results in a reduction in the total cost of your travel arrangements, we will make an appropriate refund. We will offer appropriate compensation for the charge imposed providing that it does not arise from circumstances outside our control.

(b) Other Travel Arrangements - Where we only act as a booking agent, particularly in the case of air tickets, we may not be notified of a major change before you travel. However, where we are notified, we will advise you as soon as is reasonably possible. If the changes are not acceptable to you, we will offer you an alternative if available, or a full refund. If your chosen alternative costs more, you must pay the difference, unless you have paid for your booking in full.

## 9. Lost tickets or vouchers

If your travel documents have not been received by you, or you have mislaid your travel documents, you must inform us at least 10 days prior to departure. Failure to do so may result in additional charges as special arrangements will have to be made.

## 10. Changes in Price

(a) Packages - The prices shown are correct at the time of booking. We reserve the right to increase the price after booking if any increase in price occurs in respect of:

- (i) air fares or other transport costs,
  - (ii) taxes or duties payable, including new taxes introduced by any government
  - (iii) adverse changes to currency exchange rates
- In all cases we will pay any increase which is less than 2% of your package holiday cost, not including insurance

premiums or amendment fees but increases in excess of 2% will be payable by you. If the cost of your holiday increases by more than 10% you may decide to cancel the holiday and have a full refund except for the insurance premiums or amendment fees paid after booking. If you want to cancel you must tell us within 14 days of being advised of the increase. In return we will not change the cost of your holiday within eight weeks of departure. The only exception to this offer is in respect of any government imposed charge that may be introduced to provide consumer financial protection which we may be required to collect on behalf of the government.

## (b) Other Travel Arrangements

If you pay in full by the due date we guarantee there will be no change to the price you have paid after full payment is received. If you prefer to wait you may pay the balance of your booking eight weeks before departure, however in such cases the prices may be subject to change and we reserve the right to pass on any increase resulting from surcharges imposed by suppliers or exchange rate fluctuations. At present airlines, airports and government bodies are introducing new taxes and fees to pay for additional security. Again, we reserve the right to pass these charges on in full should they apply to your purchase up to 8 weeks before departure.

## 11. Our Liability

(a) Packages - Should you or any member of your party suffer illness, personal injury or death, through any misadventure out of any activity which does not form part of our package holidays, nor part of an excursion sold through us, we shall offer you every assistance we can. Assistance is given at our reasonable discretion.

We are responsible for ensuring that your package holiday is of a reasonable standard and as described to you. If any part fails to reach this standard and affects the enjoyment of your holiday, we will offer reasonable compensation providing it is not due to events outside our control. Our liability in all these cases is limited to a maximum of twice the value of the services affected.

Citibond Travel (London) Ltd accept responsibility for death, injury, or illness caused by the negligent acts and/or omissions of our employees or agents, together with our suppliers and sub-contractors, servants and/or agents of the same, whilst acting in the course of their employment in the provision of your package holiday. We will pay compensation equivalent to that which would be awarded in an English Court, but will not offer compensation if the injury, illness or death is caused by your own fault or the fault of someone unconnected with the package, or an event that could not have been expected or avoided even with all due care. In respect of international carriage by air or sea our liability in all cases will be limited in the manner permitted by international conventions. You may ask for copies of these from our offices.

(b) Other Travel Arrangements - When acting only as a booking agent, Citibond Travel (London) Ltd has no liability whatsoever for any aspect of the travel arrangements and accepts no liability for any loss, personal injury or death however incurred, except where caused by our own proven negligence.

## 12. Complaints Procedure

If you have a problem during the course of your holiday, you must inform the supplier of the service, plus a representative whose details we have provided, or telephone our offices immediately, failure to do so may reduce or extinguish any possible claim. We will endeavour to put things right as soon as possible. We will acknowledge all complaints on their receipt and deal with them promptly and efficiently.

## 13. Data Protection Act 1998

By making a reservation with us you agree to the use and disclosure of the information you provide for the following purposes: to enable us to process your booking (when it may be transferred abroad), if you purchase insurance we may process your information and pass it to insurers, for market research and analysis, to avoid fraud and to enable us to contact you by letter, telephone or e-mail with details of our products or those of our suppliers.

## Other Information

### Travel documents

Passports / Visas / Health / Travel Advice: Passengers must be in possession of a valid passport, any necessary visas, plus any international health certificates required by the countries being visited. In the event that clients are refused permission to enter any country due to incorrect documentation, or health precautions, no liability can be accepted by Citibond Travel and no refunds can be made.

### Special requests

In the event of the company making a request on your behalf, e.g. Meals, seats, room requests etc., we will communicate that request to those responsible. A request cannot be guaranteed and therefore we cannot be held responsible if your request is not fulfilled.

### Credit card charges

Booking where payment is made by credit card are liable to surcharges.

### Scheduled Airline Failure Insurance

You are NOT covered for scheduled Airline failure unless specifically indicated on your invoice.