

NO :

# BRUNEI INTERNATIONAL AIRPORT CIP ROOMS RESERVATION

NAME :

EMAIL :  CONTACT NO :

FLIGHT DETAILS ARRIVAL :  DEPARTURE :

Date	Time	Flight Number

## GUEST DETAILS

Number of Guest :  Persons

No	Name	Passport No.	Nationality	Payment (BND)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
<b>Total payment :</b>				

- Terms & conditions apply

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

## OFFICE USE ONLY

Date : \_\_\_\_\_

Received by : \_\_\_\_\_

Application : Approved  Denied

## ROOM USED :

Anggerek  Teratai

Mawar  Melor

Time In :

Time Out :

Total Payment Received : **BND\$**

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

## TERMS & CONDITIONS FOR CIP LOUNGE (CIP) SERVICES AT BRUNEI INTERNATIONAL AIRPORT

CIP Services shall be rendered to those applied for in the submitted Application Form and will be to the applicant's representing agency accordingly. The bookings are non-transferable.

CIP Services Application form to be submitted including passport numbers and nationalities, 24 hours prior the arrival/departure to VIP Complex or fax to + (673) 2 331772 and email to [apm.dca@civil-aviation.gov.bn](mailto:apm.dca@civil-aviation.gov.bn).

Forms to be submitted for arrival and departure separately.

Brunei International Airport reserves the right to limit the number of people who are escorting the CIP for the security reason.

For further confirmation or if you have any queries please call + (673) 2 330142 ext 63223.

### A. CIP SERVICES RENDERED FOR ARRIVALS

1. Receive CIPs when disembarking from the aircraft at the gate upon arrival.
2. Escorted to VIP Complex Lounge.
3. Assists with Immigration clearance.
4. Assist with baggage customs clearance
5. Escort CIPs to their designated transport.

### B. CIP SERVICES RENDERED FOR DEPARTURES

1. Receive CIPs at VIP Complex Lounge.
2. Receive baggage and process for check-in.
3. Assists with Immigration clearance.
4. Escorted to the gate for boarding.

### C. LOUNGE REFRESHMENTS

1. Complimentary Light refreshment and drinks.
2. Additional refreshments are available from Food and Beverages Services providers at the airport (additional service charge).

### D. SCREENING SERVICES OF CIP BAGGAGE

Screening of CIP baggage shall be carried it in accordance with Annex 17 of ICAO regulations.

### E. CIP SERVICE CHARGE PACKAGES

#### 1. SERVICES

Meet & Greet  
Fast Track  
Access to Lounge  
Light Refreshment  
Free Wi-Fi Services  
VIP Vehicle Car Park  
Customs & Immigration Services  
Private Security Screening  
Check in Services

#### 2. FEES

BND 350.00 per event limited to 3 person per event.  
For additional : BND 50.00 (per person)  
Maximum 8 person.

*\* Note: Maximum 2 hours per event*

### F. CANCELLATION OF SERVICE OF CHARGING THE REQUEST SERVICE

No refund if bookings are cancelled.

### G. GENERAL TERMS OF CIP SERVICE PROCEDURE

1. All fees for CIP Services are in Brunei Dollar.
2. Payment are to be made in CASH prior to usage.
3. CIP booking is non-transferable.
4. CIP Usage are based on advance bookings at least 24 hours before the event.
5. Booking are on 'first come first serve basis'.
6. CIP Services can be rendered only to the applicant's organization as in application form and is valid for the date, time and fee specified once booked.
7. All terms and regulations relating to the use of the Lounge are available on request from the CIP Lounge operator.
8. You may arrive at the CIP Lounge up to 90 minutes prior to your reserved Departure time of your flight. If you arrive prior to this time, entry to the Lounge is at the discretion of the Lounge Staff.
9. Inside CIP Lounge is a non-smoking area.
10. All Lounge users should have a smart casual dress code and all users of the Lounge should behave in a manner commensurate. Lounge staff reserves the rights to refuse admission and/or ask people to leave if their behavior is inappropriate. Please act with courtesy and consideration at all times for other users of the Lounge.

### H. INCIDENT BEYOND SERVICES PROVIDER OF AIRPORT CIP LOUNGE

If the requested services are not delivered because of circumstances beyond the control of the CIP provider, then the service provider does not have to pay for the loss to the requested party. Incidents beyond service providers control are; Civil War, Warnings of the War, time of civil unrests, terrorist attack, fire and environment changes, changing of flight schedule, government regulations restriction and natural disasters. In such cases service shall be cancelled and shall not be changed.

### I. SERVICE PROVIDERS RESPONSIBILITY

1. Reasonable care will be exercised by Brunei International Airport in the provision of services to customers in the CIP Lounge.
2. Brunei International Airport shall not be responsible for any direct or indirect damages arising out of the use of CIP Services or arising out of services provided at the CIP Lounge.

### J. SOLUTION TO ALTERATION

1. All dispute and differences arising out of or in any way touching or concerning this Agreement (those the decision where of is otherwise here in before expressly provided for) of not settled amicably by discussion between the parties to this agreement, shall be referred to the appropriate court law.
2. Brunei International Airport has all the rights to change the clause of this term and condition and the aforementioned prices of this terms and conditions.