

Name of Mission Trip / Departure Date: Myanmar BMT 27 Oct - 1 Nov 2016

PASSENGER PASSPORT INFORMATION		
	Passenger One	Passenger Two (if applicable)
Title (Circle the one that applies)	Rev / Pastor / Dr / Mr / Miss / Ms / Mrs / Mdm	Rev / Pastor / Dr / Mr / Miss / Ms / Mrs / Mdm
Full Name in BLOCK letters (Must be exactly same as Passport. Underline surname.)		
Christian Name /Nickname		
Gender	M / F	M / F
Date of Birth / Age		
Nationality		
Place of Birth		
Passport Number		
Passport Date of Issue		
Passport Date of Expiry		
Authority / Place of Issue		
PASSENGER CONTACT INFORMATION		
Postal Address		
Postal Code		
Home & Office Telephone	/	/
Mobile Telephone		
Email Address		
ADDITIONAL INFORMATION		
Profession		
Marital Status	Single / Married / Divorced / Widowed	Single / Married / Divorced / Widowed
Name of Home Church		
Roommate Relationship (if applicable)		
Emergency Contact Person / Relationship to you		
Phone Number		
Any health issues/allergies? (Please describe if so)		
Special Dietary Requirements		
You are advised to purchase travel insurance.	I will purchase : YES / NO	I will purchase : YES / NO

TOUR BOOKING INFORMATION		
Room Type	*Single / Twin	*Single / Twin
* Participants are responsible for finding their own roommate. In the event that you do not have one, we will attempt to find one on your behalf. However if all efforts fail, you will be required to opt for a single occupancy at your own expense. If your roommate withdraws from the tour, you will have to pay single room surcharge if you are unable to find a replacement.		
Bedding Preference (if applicable)	Double / Separate Twin Beds	Double / Separate Twin Beds
PAYMENT MODE (*Confirmation of successful booking is subject to receipt of deposit.)		
<input type="checkbox"/> CASH:	S\$ _____	Please pay in person at Bible House, 7 Armenian St. Level 4. Weekdays: 9.00 am – 6.00 pm
<input type="checkbox"/> CHEQUE:	S\$ _____	Crossed and made payable to “The Bible Society of Singapore”. (Please indicate name and contact number on reverse side of cheque.)
<input type="checkbox"/> CREDIT CARD:	S\$ _____	(VISA/MASTERCARD ONLY)
Name of Cardholder:	_____	Card Number: _____
Date of Expiry:	_____	(Please note that a surcharge of 2% will be added for credit card processing.)

Please note: By providing your contact details, you consent to our collection, use and disclosure of your personal data as described in our privacy policy in our website. We do strive to limit the amount of personal data we collect to that which is sufficient to support the intended purpose of the collection.

TERMS & CONDITIONS

Participants of the trip are deemed to have read, understood and accepted the following terms and conditions. For the purpose of clarity, The Bible Society of Singapore shall be referred to as “the Company” hereinafter.

1. BOOKING AND DEPOSIT

Bookings will be accepted upon payment of a deposit of S\$500. The deposit made forms part of the final payment. However, please note final payment does not constitute confirmation of the tour. Confirmation of tour is subjected to the minimum group size (as determined by the Company) in order for the confirmation to be effected and for the departure to be finalised.

2. PAYMENT

Payments must be strictly in cash or cheque or credit card only. Refer to Page 2 of booking form for terms of payment.

3. CANCELLATION BY PARTICIPANT

In the event of a participant cancelling the trip, he or she is required to give a prior notice in writing or email to the Company. A cancellation fee is applicable and is based on the following calculation. The Company shall not be held liable for any contingent costs incurred by the Participant arising from cancellation.

CANCELLATION CHARGES *	
35 days or more before departure date	Deposit Forfeited
15 – 34 days before departure date	75 % of Tour Package Price
0 - 14 days before departure date & No Show	100 % of Tour Package Price

* Participants are advised to take adequate travel insurance, including cover against insurable cancellation.

4. AMENDMENT TO BOOKINGS (Requested by passengers)

Any changes made by the Participant to the existing booking must be in writing or email. The Participant is expected to bear all charges levied by hotels or service providers due to the amendment. Also, the amendment is subjected to the approval of the hotel and service providers.

A postponement of participation of the trip by participant for any reason is considered cancellation. Under such circumstances a cancellation fee will be imposed. Refer to no 3 for details.

5. REFUND POLICY

i) On Unused Services

No refund will be made with respect to accommodation, meals, transportation or any other services included in the land package, not utilised either in part or full by the Participant.

ii) Payment mode

Refund process will be processed within 3 to 6 weeks dependent of the prior payment form made by the Participant.

6. EXTENSION OF STAY/DEVIATION

Extension/deviation of stay is permitted at the end of the trip. The Participant is solely responsible for all related bookings (eg. flight, accommodation, transport) of the extension/deviation of the stay and he or she will bear all the cost and expenses in such circumstance. The Company will not be held responsible or liable for any inconvenience caused and extra expense incurred. The Company will only be responsible for the cost and itinerary stated in the booking.

7. TRAVEL DOCUMENTS

It is the Participant’s sole responsibility to ensure the following (1) the validity of his or her passport. At least has a minimum 6 months before the end of departure date of the trip, (2) the necessary visas, vaccinations, health certificates and (3) all necessary travel documents required (eg. Exit permit, work permit, social visitor pass etc) as required by the various government authorities of the country (ies) to be visited.

8. TRAVEL INSURANCE

Purchase of travel insurance is strongly recommended to all Participants to cover unforeseen circumstances such as trip cancellation, personal baggage loss, personal accident, injury or illness.

9. VISA

Different embassies/consulates require varying lengths of time to process visa applications. The Company renders assistance in Visa application wherever possible. The Company cannot, however, guarantee the approval of such visa application. This service is subject to (auxiliary) charges).

If, for any reason, application for Visa or exit permit is rejected, full refund of all monies paid (excluding Visa application fees paid to the respective embassies) will be made if the result is made known to the Company at least 35 days prior to departure. If less than 35 days' notice is given, the relevant cancellation fee as stated under the section "Payment and Cancellation" and/or in the addendums to the terms and conditions, if any will apply.

The Company will not be responsible for any expense, reimbursement or refund of the trip fare if the Participant is deported or refused entry by immigration authorities on the trip for whatever reasons, including improper travel documents, quarantine, custom regulations, and possession of unlawful items or irregularities that may cause harm/damage to person or property.

10. RESPONSIBILITIES

Where the Company has not been negligent nor in breach of any duty, it assumes no responsibility for injury, damage, accident, loss, delay or irregularities that may be caused to person or property where such occur as a result of circumstances beyond its control.

The Company does not accept any liability, whether negligent or otherwise, of those service providers for and during the trip but will render assistance wherever possible. The Company also will not be responsible or liable (for damages, refunds or otherwise) for: Mechanical breakdown, government actions, weather, acts of Gods, strikes, compulsory quarantine, or other circumstances beyond its control.

The Company reserves rights to alter routes, timetables, itineraries, and accommodation reserved if this is so necessary or in the case of force majeure and to cancel any tour prior to departure for any reason including insufficient number of passengers.

The Company will as far as possible try and notify the client 14 days prior to departure in the case of cancellation due to insufficient numbers or as early as possible if cancellation is due to other factors.

11. RIGHT TO REJECT

The Company reserves the right to cancel or withdraw any bookings made for a Participant or decline to accept or retain any person as a Participant of the trip due to the following circumstances.

- (1) Failure of Participant to obtain required documentation (eg. Health certifications, Visas, passports etc.)
- (2) Failure of Participant to follow reasonable instructions including but not limited to check-on and check-out places and times.
- (3) When it appears to the Company, the Participant is likely to endanger the health or safety of the rest of the Participants.

If any of the foregoing events, the Company's sole liability shall be to refund to the client any monies paid less the amounts for service utilized, administration and cancellation fees.

12. PURCHASE OF BIBLES AND/OR SCRIPTURE RESOURCES FOR DISTRIBUTION (APPLICABLE FOR CUSTOMISED BMT ONLY)

Where a purchase order is placed by the organisation or individual for Bibles and/or Scripture resources for distribution during the Mission trip, the Company will invoice the organisation or individual for payment. The organisation or individual is also required to pay any incurred expenses (eg. Delivery charges of goods) related to the purchase of Bibles and/or Scripture resources. The full payment of the purchase order is to be made to the Company within 30 days from the invoice date. Late payment will incur additional charges, which will be bore by the organisation or individual.

13. MISCELLANEOUS

All claims against The Company must be made in writing within 14 days of return from the date of return to Singapore for the company's investigation. No responsibility is accepted in respect of any complaint and/or claim not so made.

The Company reserves the right to change, amend, insert, or delete any of the Terms and Conditions, or polices contained in this document, as the case may be, without prior notice.

The payment of deposit and signature hereunder constitute awareness of and consent to all provisions of the Terms and Conditions stated above as well as in the brochure of this mission trip package.

Full Name of Passenger One (as in page 1): _____	Signature: _____
Full Name of Passenger Two (as in page 1): _____	Signature: _____
Date: _____	

Please submit:

- 1. This completed form (duly completed and signed)
- 2. Your deposit of SGD500 payable to "The Bible Society of Singapore"
- 3. A photocopy of passport ID page, and
- 4. A recent passport-size photo.

An individual will be considered as registered for the trip when the Bible Society of Singapore has received all of the above items. Please also take note of our registration closing dates for specific trips as indicated in our collaterals and website.