




PRE-REGISTRATION FORM

(Please transmit the completed form to +6 03 3168 5020 or to rina@marine.gov.my / izzam@marine.gov.my)

**7th Cooperation Forum, 7th Project Coordination Committee Meeting and 39th
Tripartite Technical Expert Group**

**Berjaya Langkawi Resort, Langkawi, MALAYSIA
22-26 September 2014**

Delegation of¹	
Capacity²	
Title³	
Surname	
First Name	
Position or Job title	
Office address	
<i>Line 1</i>	
<i>Line 2</i>	
<i>City</i>	
<i>State</i>	
<i>Postal/Zip Code</i>	
<i>Country</i>	
Telephone number	
Facsimile number	
Mobile phone number⁴	
E-mail address	
Attendance (Please tick as applicable)	<p>1.  7th Cooperative Forum ()</p> <p>2.  7th Project Coordination Committee ()</p> <p>3.  39th Tripartite Technical Expert Group ()</p>

¹ Insert name of Member State, Associate Member, Inter-governmental Organization, Non-Governmental Organization with consultative status.

² Insert for example Head of delegation, Member of delegation, as appropriate.

³ e.g. Mr., Mrs., Ms., Dr., Admiral, Captain, etc.

⁴ Optional

Flight details

<i>Flight Detail</i>	<i>Date</i>	<i>Time</i>	<i>Flight</i>	<i>From/To</i>
<i>Arrival</i>				
<i>Departure</i>				

Social Events (tick ✓ if applicable)

	<i>I will be attending</i>			
<i>Welcome Reception</i>	<i>Yes</i>		<i>No</i>	
<i>Welcoming Dinner of Cooperative Forum on 22nd March 2014</i>	<i>Yes</i>		<i>No</i>	
<i>Welcoming Dinner for TTEG Dinner on 24th March 2014</i>	<i>Yes</i>		<i>No</i>	

Dietary Requirements (tick ✓ if applicable)

<i>Vegetarian</i>	<i>Yes</i>		<i>No</i>	
<i>Allergy (If Yes, please specify)</i>	<i>Yes</i>		<i>No</i>	
<i>I have an allergy to:</i>				

Additional Requirements

<i>Spouse / Guest of Registered Attendance</i>	Yes ()	No ()	Number of pax: _____ (if applicable)
<i>Spouse Program (tick ✓ if applicable)</i>	Yes ()	No ()	

Note:

You are advised that:

- i. Payment for the Spouse Program will be charged upon request.
- ii. All delegations are subject to their own cost to cover expenses; including accommodations, meals and transportation fares. For the purpose of accommodation reservations, list options of the hotel are provided in our accommodation guideline as in the Information Package (Annex 3).

INFORMATION PACKAGE

**7th Cooperation Forum, 7th Project Coordination Committee Meeting and 39th
Tripartite Technical Expert Group**

**Berjaya Langkawi Resort, Langkawi, MALAYSIA
22-26 September 2014**

This information package covers the following:

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2. Meeting Dates	Page
3. Travel	Page
4. Venue & key activities	Page
5. Accommodation	Page
6. General information about Langkawi	Page

1. Points of Contacts in Malaysia

Meeting Coordination

Mrs. Rahayu Rajali
Phone : +603 3169 5227
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Ms. Rina Maslina
Phone : +603 3169 5208
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Mr. Izzammudin Ibrahim
Phone : +603 3169 5233
Fax : +603 3168 5020
Email : izzam@marine.gov.my

2. Dates of the Meeting

Meetings	Date	Remarks
7th Cooperation Forum	22-23 Sept. 2014	Delegates need to arrive in Langkawi on 21 Sept and depart from Langkawi no earlier than 23 Sept 2014.
7th Project Coordination Committee Meeting	24 Sept. 2014	Delegates need to arrive in Langkawi on 23 Sept and depart from Langkawi no earlier than 24 Sept 2014.
39th Tripartite Technical Expert Group	25-26 Sept. 2014	Delegates need to arrive in Langkawi on 24 Sept and depart from Langkawi no earlier than 26 Sept 2014.

3. Travel Arrangement

Visa Requirements

Delegates from ASEAN member states except Myanmar are allowed to enter Malaysia without a visa, for a period of stay of less than one (1) month. Visas are required for duration of stay exceeds one (1) month except for Brunei and Singapore nationals. Delegates from other countries (Non-ASEAN) must apply for visa at Malaysia Embassy or Consulates in their home country.

You may find information about Malaysian visa at www.imi.gov.my.

4. Venue & Key Activities

The 7th Cooperation Forum, 7th Project Coordination Committee Meeting and 39th Tripartite Technical Expert Group will be held at Berjaya Langkawi Resort, Langkawi. There are a number of official activities planned for further information will be provided at the meeting.

5. Accommodations

The recommended accommodations for the meeting are:

No.	Details
1.	<p>Berjaya Langkawi Resort, Langkawi</p> <p><u>Rainforest Chalet</u> Single Occupancy / Double Occupancy MYR410.00 nett per room per night</p> <p>NOTE: a. Maximum occupants per room: '2 adults' only and no extra bed b. The above rates are inclusive of 01 or 02 buffet breakfast(s).</p> <p><u>Rainforest Studio</u> Single Occupancy / Double Occupancy MYR560.00 nett per room per night</p> <p><u>Premier Chalet On Land</u> Single Occupancy / Double Occupancy MYR710.00 nett per room per night</p> <p><u>Premier Chalet On Water</u> Single Occupancy / Double Occupancy MYR1,010.00 nett per room per night</p> <p>NOTE: a. Maximum occupants per room: '3 adults' or '2 adults' + 1 children b. Extra bed applies for 3rd person at MYR100.00 nett per person inclusive breakfast c. The above rates are inclusive of 01 or 02 buffet breakfast(s)</p> <p>Return Transportation</p> <ul style="list-style-type: none"> Langkawi Airport – Resort – Langkawi Airport MYR40.00 nett per adult / MYR20.00 nett per child Kuah Jetty – Resort – Kuah Jetty MYR50.00 nett per adult / MYR25.00 nett per child <p>Contact Person: Ms. Wati Phone : +6013 428 6718</p>
2.	<p>Sheraton Langkawi Beach Resort</p> <p><u>Run of house (Superior / Garden View Room)</u> Single occupancy MYR430.00 nett per room per night</p> <p>Double occupancy MYR460.00 nett per room per night</p> <p>NOTE: a. The above rates are inclusive of breakfast and service charge.</p>

	<p>Transportation (one way)</p> <ul style="list-style-type: none"> • Via car: MYR70.00 nett (max. 3 adults per car) • Via Limo: MYR170.00 nett (max. 3 adults per limo) • Via MPV: MYR110.00 nett (max. 6 pax per MPV) • Via van: MYR120.00 nett (max. 8 pax per van) • Via 40 seater coach: MYR260.00 nett (max 40 pax per coach) <p>Contact Person: Ms. Azila Phone : +6012 576 5274</p>
3.	<p>Meritus Pelangi Beach Resort & Spa</p> <p><u>Garden Terrace</u> Single Occupancy / Double Occupancy MYR650.00 nett per room per night</p> <p><u>Lake Front</u> Single Occupancy / Double Occupancy MYR680.00 nett per room per night</p> <p><u>Pool Terrace</u> Single Occupancy / Double Occupancy MYR710.00 nett per room per night</p> <p><u>Beach Front</u> Single Occupancy / Double Occupancy MYR900.00 nett per room per night</p> <p>NOTE:</p> <ol style="list-style-type: none"> The additional charges for the third person is MYR155.00 nett per adult per night or MYR 138.00 nett per child per night The above rates are inclusive of rollaway bed and buffet breakfast. <p>Return Airport Transport</p> <ol style="list-style-type: none"> <u>Arriving / Departing after 7.00 a.m and before 12.00 midnight</u> Via coach (share in coach) : MYR40.00 nett per adult & MYR20.00 nett per child / 2 ways Via limo : MYR150.00 nett per car / way Via van : MYR320.00 nett per car / way <u>Arriving / Departing after 12.00 midnight and before 7.00 p.m</u> Via coach (share in coach) : MYR55.00 nett per adult & MYR35.00 nett per child / 2 ways Via limo : MYR200.00 nett per car / way Via van (8 seater) : MYR200.00 nett per car / way Return Jetty Transfer Via coach (share in coach) : MYR45.00 nett per adult & MYR25.00 nett per child / way <p>Contact Person: Ms. Tengku Farah Phone : +6012 230 1147</p>

6. General Information

- a. General information is available at Langkawi Development Authority website (www.lada.gov.my).

b. Language

Malay is the official language in Langkawi and English is the second language.

c. Time Zone

Langkawi operates on standard time zone of GMT +8 hours.

d. Health & Well-being

- Police emergency number: 999
- The hotel will be able to contact a local doctor and recommended a pharmacy if required
- Smoking – Many public places and all airlines do not allow smoking. Most of the hotel rooms and all of the hotel's public spaces such as restaurants and bar areas are non-smoking. Participants will be notified of smoking areas when you check into the hotel.

e. Weights and Measures System

Malaysia uses the metric system of weights and measures. Distances are in kilometres, petrol is in litres.

f. Electricity

The Malaysian supply is 240 volt (50 hertz) and uses the British Standard, BS 1363 domestic AC power plugs and sockets as in Figure 1.



Figure 1

g. Weather

Langkawi	September 2014	October 2014
Av. Temp. ($^{\circ}\text{C}$)	27	27
Season	Rainy	Rainy

The weather in Malaysia is generally humid and tropical. Light clothing will be the most appropriate.

h. Communications

- The country code for Malaysia is: +6
- The Langkawi code is: +604

i. Money

- The currency is the Malaysia Ringgit (MYR).
- Malaysian notes come in denominations of MYR1.00, MYR5.00, MYR10.00, MYR20.00, MYR50.00 and MYR100.00.
- Credit cards such as Visa and MasterCard are widely accepted.
- ATMs machines are available throughout major cities. Any card connected to the international network – HSBC, CIMB Bank, Hong Leong Bank and Maybank.
- Foreign currencies or cash can be readily exchanged at any bank or exchange bureau. A passport will need to be presented for identification when chasing them.

j. Examples of exchange rates

USD1.00 = ± MYR3.28	United States Dollar
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k. Driving

Malaysians drive on the right hand side of the car.

7. Taxi Service

Langkawi Taxi Association

Contact No.: Airport: 04-955 1800; Kuah Town: 04-966 5249

8. Langkawi Attractions

a. **Langkawi Cable Car**

The entrance for the Langkawi cable-car, which takes visitors all the way up to Mount Mat Cincang, Langkawi's second highest peak, is located in The Oriental Village in the upper northwest of Langkawi Island, near Pantai Kok. Entering the village and passing through the pleasant oriental garden and souvenir shops, visitors make their payment at a counter before stepping onto an escalator which brings them to the cable-car pedestal.

b. **Langkawi Eagle Square (*Dataran Lang*)**

Also known as Eagle Square, Dataran Lang is one of Langkawi's best known manmade attractions, a large sculpture of an eagle poised to take flight. A sight that greets visitors to the island via ferry, the 12 metre-tall statue is one of the island's most instantly recognizable monuments.

c. Mahsuri's Tomb In Langkawi

Mahsuri's Tomb is the crypt of the legendary Princess Mahsuri. Located in the village of Mawat, 12km from Kuah, it is also known as Makam Mahsuri. Most of the island's natural attractions have fables attached in true Malay style and Mahsuri's Tomb is probably its most famous legend.

d. Sungai Kilim Nature Park In Langkawi

Sungai Kilim Nature Park is a 100sqkm protected mangrove swamp with mangrove forests, remote beaches and blue lagoons. From the river banks up to the estuary, there is a good variety of flora and fauna here, ranging from the overhanging 'bogak' trees to iguanas, macaques and tree crabs.

e. Langkawi Underwater World

Spread across nearly six acres, Underwater World Langkawi is one of the island's best-known attractions. Located at the southern end of Pantai Cenang, beside the Zon duty-free shopping centre, it is Malaysia's largest aquarium. The huge white-washed structure houses more than 200 different species of marine and freshwater fish including harbour seals, rock hopper penguins, sharks, giant rays and the enormous Amazonian arapaima – the biggest freshwater fish in the world.