GROUP AIRFARES: FLIGHT SCHEDULE OPTIONS

NGT Travel Conferences Incentives

Level 5/606 St Kilda Road
MELBOURNE VIC 3004
PH: 03 8686 1566
FAX: 03 9525 1787 or 03 8686 1577
Contact: Rene Landsman
rlandsman@ngttravel.com.au

VIETNAM JANUARY STUDY TOUR 2007

with CAMBODIA extension

• Outlined below are group airfares held by the AEF. A minimum of 15 seats must be bought to secure this group deal.

• Payment for airfares and taxes MUST be paid directly to NGT Travel Conferences Incentives. Attached are banking details and credit card authority forms.

• NGT will invoice you for the airfare and current taxes at the time of ticketing. Taxes will vary in cost until your ticket is paid in full and ticketted.

• If you have any travel variations or require stopover accommodation please call Rene to discuss.

Choose flight option:	Date	From	To	Flight #	Dep Time	Arr Time	Class	Airfare Cost
	Option #1:							
	2-Jan-07	Melbourne	Singapore	SQ218	00:50am	05:25am	Economy	$1,325.00
☐	2-Jan-07	Singapore	Hanoi	SQ176	10:10am	12:35pm	Economy	
	15-Jan-07	Saigon	Singapore	SQ173	5:15pm	8:05pm	Economy	
	15-Jan-07	Singapore	Melbourne	SQ227	8:50pm	7:00am +1	Economy	
	Option #2:							
	1-Jan-07	Sydney	Singapore	SQ222	5:00pm	9:55pm	Economy	$1,325.00
☐	2-Jan-07	Singapore	Hanoi	SQ176	10:10am	12:35pm	Economy	
	15-Jan-07	Saigon	Singapore	SQ173	5:15pm	8:05pm	Economy	
	16-Jan-07	Singapore	Melbourne	SQ231	01:05am	11:40am	Economy	
	Option #3:							
	1-Jan-07	Brisbane	Singapore	SQ236	3:00pm	8:40pm	Economy	$1,325.00
☐	2-Jan-07	Singapore	Hanoi	SQ176	10:10am	12:35pm	Economy	
	15-Jan-07	Saigon	Singapore	SQ173	5:15pm	8:05pm	Economy	
	15-Jan-07	Singapore	Brisbane	SQ235	9:15pm	6:50am +1	Economy	
	Option #4:							
	1-Jan-07	Adelaide	Singapore	SQ230	1:15pm	5:45pm	Economy	$1,325.00
☐	2-Jan-07	Singapore	Hanoi	SQ176	10:10am	12:35pm	Economy	
	15-Jan-07	Saigon	Singapore	SQ173	5:15pm	8:05pm	Economy	
	15-Jan-07	Singapore	Adelaide	SQ229	11:45pm	7:55am + 1	Economy	
	Option #5:							
	1-Jan-07	Perth	Singapore	SQ216	01:55am	07:00am	Economy	$1,325.00
☐	2-Jan-07	Singapore	Hanoi	SQ176	10:10am	12:35pm	Economy	
	15-Jan-07	Saigon	Singapore	SQ173	5:15pm	8:05pm	Economy	
	16-Jan-07	Singapore	Perth	SQ225	01:20am	06:20am	Economy	

SOME FLIGHTS MAY REQUIRE OVERNIGHT ACCOMMODATION. PLEASE CONTACT NGT FOR QUOTE

NB: Taxes are not included in airfares. Approximate taxes for these flights are $400

If you require a domestic connection, please insert your port of departure: _____
NGT will be in touch with a quote for this transfer

ATTACH A PHOTOCOPY OF YOUR PASSPORT'S PERSONAL DETAILS TO CONFIRM YOUR RESERVATION

NAME: _____ **HOME TEL:** _____ **EMAIL:** _____

MOBILE: _____ **WORK TEL:** _____

Please return this form to Rene Landsman at the above address

NGT TRAVEL CONFERENCES INCENTIVES
Level 5, 606 St. Kilda Road
Melbourne
Victoria 3004
Phone number: 61 3 8686 1566
Fax number: 61 3 8686 1577

PERMISSION TO CHARGE EXPENSES

I/we authorise NGT Travel Conferences Incentives to charge my:

- o American Express Card
- o Diners Club Card
- o Mastercard
- o Visacard

NB: Merchant fees apply to all credit card transactions - Visa/Mastercard = 2% Diners Club/Amex = 3%

CARDHOLDER'S NAME
CARD NUMBER
EXPIRY DATE

for the following travel arrangements they have prepared on my behalf

PASSENGER NAME
AMOUNT
DEPARTURE DATE
FIRST FLIGHT

I authorise NGT Travel Conferences Incentives to charge the above amount to my credit card.

SIGNED

Office Use Only
AMD RELOC

ROC

CUST NBR
By signing, I acknowledge that I have read, clearly understood
and agree to the Authority to NGT Travel Conferences Incentives on the attached Terms & Conditions page.

We recommend that you print and keep copy of our Terms & Conditions.

NGT TRAVEL CONFERENCES INCENTIVES
Level 5, 606 St. Kilda Road
Melbourne
Victoria 3004
Phone number: 61 3 8686 1566
Fax number: 61 3 8686 1577

PAYMENT OPTIONS

There are 3 methods of payment available for your airfare:

- bank transfer
- cheque
- credit card

Before making any payment, please contact NGT Travel Conferences Incentives to ensure that taxes are confirmed for your airfare.

Bank Transfer:

Airfares paid via bank transfer are to be paid to:

National Australia Bank
Account Name: NGT Travel Conferences Incentives
BSB: 083 155
Account: 59142 1084

Cheque:

Airfares paid by cheque are to be made out to:

NGT Travel Conferences Incentives

Please post all cheques to:

NGT Travel Conferences Incentives
5/606 St Kilda Road
MELBOURNE VIC 3004.

Credit Card:

NGT Travel Conferences Incentives accept Visa, Mastercard, Diners Club and AMEX.

To pay by any of the above cards, please complete the credit card authority form and read the terms and conditions attached.

Passenger Account Record - Terms & Conditions

1. MONIES PAID TO NGT TRAVEL CONFERENCES INCENTIVES

It is a condition of the acceptance of any booking that all monies paid to NGT Travel Conferences Incentives may be disbursed by NGT Travel Conferences Incentives as and when it sees fit for or in respect of the services to be provided or fees payable to suppliers or carriers, and the payment of a deposit or charge card authorisation for travel or related fees shall be deemed to be a direction by the client to NGT Travel Conferences Incentives to disburse such monies as aforesaid.

2. PRICES/EXCHANGE RATES

Price justification for travel are expressed in Australian Dollars and are based on foreign currency exchange rates, tariffs, taxes and fares valid at time of quoting. These are subject to alteration if there are fluctuations in rates of exchange, tariffs, taxes or fares, or for other cause, at any time.

3. HOTEL BOOKINGS

NGT Travel Conferences Incentives will always phone, fax, email, or reserve on-line for hotel bookings to expedite confirmations. The cost will be at the client's expense. Cancellations, re-booking and other variations will incur similar fees.

4. CANCELLATIONS

NGT Travel Conferences Incentives will only refund monies paid prior to cancellation subject to deduction of any outgoings incurred by NGT Travel Conferences Incentives such as charges levied by airlines, hotels or other contractors to NGT Travel Conferences Incentives. Cancellation fees can be up to 100% of the amount paid for cancellation on short notice.

5. REFUNDS

Unused documents for which refund is sought must be returned to NGT Travel Conferences Incentives. Refunds are subject to airline and other operator terms and conditions as well as outgoings incurred by NGT Travel Conferences Incentives. Because of checking procedures, these can take a minimum of 4-8 weeks to be processed. NGT Travel Conferences Incentives will, however, issue a Temporary Credit (without liability) for Cancelled or Returned tickets when clients advise ticket number, carrier and place and time where tickets were returned. In the case of lost tickets, a Temporary Credit will be passed upon receipt of a copy of the Lost Ticket Indemnity form.

6. VARIATION OF CONDITIONS

NGT Travel Conferences Incentives reserves the right to vary these Signature-On-File Conditions at any time, but no such variation shall be binding unless made or confirmed in writing.

7.PRIVACY

To establish and manage your Travel Account, NGT Travel Conferences Incentives., needs to:

- collect personal information about you in this form and from other sources, and
- obtain your agreement in relation to handling this personal information.

If you do not provide the information requested or give your agreement below, NGT Travel Conferences Incentives. may not be able to complete your travel or accommodation booking.

The NGT Travel Conferences Incentives privacy Policy Statement sets out policies on management of personal information. In accordance with the Privacy Act, you can access personal information about you held by NGT Travel Conferences Incentives., and advise if you think it is inaccurate, incomplete or out-of-date.

To arrange access to personal information about you, request a copy of the NGT Travel Conferences Incentives Privacy Policy Statement or enquire generally about privacy matters, write to – The Privacy Officer, NGT Travel Conferences Incentives., Level 5, 6060 St. Kilda Road Melbourne Victoria 3004.

In this section 'personal information' means information about you, including your Travel arrangements, preferences and payment method.

You agree that, subject to the Privacy Act, NGT Travel Conferences Incentives and our agents may do the following:

- Exchange personal information with the Company named in the record in connection with the Corporate Travel service.
- Exchange personal information with airlines, computer reservation systems (CRS), Internet reservation tools (incl. bookings made via airlines' web sites on your behalf), hotels and other service providers in booking and selling transport or accommodation.
- Provide personal information to any organisation whose name, logo or trademark appears on your Passenger Account record or Signature on File Forms for marketing, planning, product development and research purposes.
- Transfer personal information confidentially to our related companies and other organisations, which issue or service NGT Travel Conferences Incentives Travel or provide service to us, subject to appropriate conditions of confidentiality. This includes transferring personal information to the United States or other countries for data processing and servicing.
- Monitor and record your telephone conversations with our staff from time to time for training, quality control or verification purposes.

You also agree that were you have provided us with information about another individual in this application form, you will make sure that the individual is aware of:

- your supplying their information to NGT Travel Conferences Incentives and the purposes why we have collected the information;
- their ability to access that information in accordance with the Privacy Act (and to advise NGT Travel Conferences Incentives if they think the information in inaccurate, incomplete or out-of-date); and the contact details of our Privacy Officer.

8. RESPONSIBILITY CLAUSE

NGT Travel Conferences Incentives acts as agent for the supplier or service provider in booking or arranging all transport, sightseeing, hotel accommodation and other travel-related services. NGT Travel Conferences Incentives does not own, manage, control or operate any supplier of services. All coupons, receipts and tickets are issued subject to the terms and conditions specified by the suppliers. By accepting the coupons and tickets and utilising the services, you agree that neither NGT Travel Conferences Incentives nor any of its subsidiary companies or representatives shall be liable for any loss, injury or damages to you or your belongings or otherwise in connection with any accommodation, transport or other services or resulting directly or indirectly from occurrences beyond its control, including breakdown in equipment, strikes, theft, delay or cancellation or change in itinerary or schedule, etc. Also remember that travel documents, if necessary, and compliance with customs regulations, if applicable, are your responsibility.

9. GENERAL INFORMATION

This authorisation is valid until your nominated card Account changes (i.e. replaced due to lost/stolen Card) or is revoked in accordance with the Card Account Agreement. We shall require you to sign a fresh authorisation if the Card number has changed due to replacement or if you have revoked this authorisation in writing, but then subsequently decided to use the Signature-On-File facility.

If authorisation for the Card is refused, you will pay NGT Travel Conferences Incentives directly any amounts outstanding for travel services.

These terms and conditions in no way change or affect your responsibility and obligations as defined in the Card Account Agreement issued to you.