Merchant Shipping Secretariat (MSS)
(Ministry of Transport, Highways, Ports and Civil Aviation)
Application for Reservation of Circuit Bungalow at Kayts

Applicant's Details:			Mr.: ☐	Mrs.: ☐	Ms.: ☐

Surname		Given Names	

NIC / Passport No:		Nationality:	

Address:				
	City		State	
	Zip Code		Country	

Phone:		E – Mail:	

Anticipated Period of Accommodation	From:		To:		No of Nights	

Details of the persons who expected to be accommodated with the applicant

No:	Name of the Guest	Gender (M/F)	Age	NIC / Passport No	Relationship
1					
2					
3					
4					
5					
6					
7					
8					

Total No of Guests Expect to be Accommodated		Adults		Children	

Room Booking Details:
- The application should be submitted 14 days (2 Weeks) prior to the room required date
- Allowed only Two Adults (Above the age of 12) per Room

Room Category	Required No of Rooms	Charges per Day				No of Rooms Available
		Government Institution / Servants	MSS Staff	Sri Lankan Tourist	Foreign Tourist	
VIP – Double Rooms AC with Attached Bathroom		Rs.2500.00	Rs.1500.00	Rs.4500.00	USD 40.00	4
Standard Double Rooms Non AC with Common Bathroom		Rs.1000.00	Rs.500.00	Rs.2000.00	USD 25.00	3

This Section is to be filled by Government Servants / Institutions

Current Job Title:		Salary Scale & Serial No:	

Date of First Appointment:		Date of Appointment as a Staff Officer	

Department	Name	
	Address	
	Telephone:	Fax:	E-Mail:

Most recent date of using this Circuit Bungalow:	

The particulars furnished above are true & accurate, and I hereby agree to abide by conditions set out under the Circuit Bungalow Terms & Condition, I personally present myself to obtain the service rendered by the said Circuit Bungalow and further I will not direct any of the undermentioned in case of my absence. I hereby covenant and agree that I accommodate only the approved number of gusts in the Circuit Bungalow and in case of any damage caused to the property of the Circuit Bungalow by any of the above mentioned guest, the damage could by recovered from myself.

....
Date

....
Applicant's Signature

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Terms & Condition

1) The MSS Circuit Bungalow is established with the intension of extend the best, quality service towards you and Therefore please be obliged to follow the directions hereby given to the Guests.

2) It is compulsory to produce either the Letter of Approval granted by the Head Office or Original of the receipt issued by the Bank or Head Office for the payment you have made to the Administrator of the Guest House to obtain the service of the Guest House.

3) It should be considered that it is your duty, obligation and responsibility to maintain the Room, means the Bed Linen, Sheets, Towels etc. inside the room to be clean and satisfactory manner.

4) You are responsible to utilize the premises in such a manner not to cause any damages to internal or external premises of the property. In case of causing any such damages of the guests, actions shall be taken to recover the same from you.

5) The maximum guest could be accommodated in a room shall be Two Persons and you are required not to exceed the maximum that could be accommodated.

6) No burden, disturbance should be caused by your conduct to the other guests who are accommodated in the Circuit Bungalow.

7) In case of Bed Linens, towels, pillow cases etc. get discoloured or untidy due to your fault (by usage of hair dye, colourings or any other materials), you are to pay the damage as per the directions given to the Guest House Keeper.

8) If you wish to conduct any parties, ceremonies or any other social gathering within the premises, you are required to receive the prior approval from the Head Office. However, under no circumstances it should be a burden, nuisance to the other Guests within the premises.

9) In case of any complain received against your misconduct during your stay in the Circuit Bungalow, under no circumstances your future Application for Room Reservation shall be considered.

10) In case of cancellation of reservation after you have reserved rooms, the monies paid by you could not be refunded. Under the circumstances where the reservation was cancelled due to unavoidable circumstances and which was duly convinced to the management, actions may be taken to reserve the room before expiry of the same calendar year.

11) Money could be credited to the Account mentioned below only after Telephone inquiries on facilities stated in the duly filled application form. Application form and the receipt of payment could either be faxed to **+94-(0) 112430277** or e-mailed to **dmsmos@sltnet.lk** (Please refrain from making payment prior to confirm your service required by telephone inquiries.)
Bank Detail:
Name of Account Holder: Director General Merchant shipping secretariat.
Account No: 7042700
Bank: Bank of Ceylon, Taprobane Branch, No: 1, Hospital Rd, Colombo 01

To: Director Administration, Merchant Shipping Secretariat (MSS)

The above particulars furnished by Mr. / Mrs. / Ms .... who has been serving in this department/Ministry, are true and accurate. I hereby recommend to reserve the Guest House.

Date....................................

....
Head of the Department
(place the official seal)

My No: .... ,

Date: ………………………………

Mr. / Ms. / Mrs. : ....

I hereby grant the approval for accommodation for ……. days commencing from 1400 hrs on …..…… to 1000 hrs on …………..

for …… persons whose details are stated in the other side of this page

…………………………………
Director Administration,
Merchant Shipping Secretariat