

SULTANAT OF OMAN  
 MINISTRY OF DEFENCE  
 Oman National Hydrographic  
 Office  
 Royal Navy of Oman  
 Bait Al Falaj  
 P.O. Box : 113 Muscat  
 Postal Code: 100  
 Fax: +968 24312460  
 los@omantel.net.om



28 Muharram 1434 H  
 12 December 2012

See Distribution,

Dear All,

Reference: RSAHC CL 02/2012 dated 26 November 2012

**After compliments,**

1. I am glad to inform you that the Kingdom of Saudi Arabia General Commission for Survey (GCS) has now provided details of the venue of the meeting (Hilton Garden Inn, Riyadh), logistics information and visa process in Annexure A and B. Non Gulf Cooperation Council (GCC) citizens need to obtain visas to enter Kingdom of Saudi Arabia. GCS is requesting those participants who require visa assistance from Saudi Authorities to send details listed in Annexure "A" of this CL by 15th January 2013.

3. Any additional or urgent requirements on logistics information can be addressed to Rear Admiral K.R.Srinivasan, AVSM (Retd), who is the Advisor (Hydrography) at the GCS ([admiralvasan.sa@gmail.com](mailto:admiralvasan.sa@gmail.com)) and a copy to RSAHC Secretary Ms Ahlam ([ahlam@omanrsahc.com](mailto:ahlam@omanrsahc.com)) from Oman National Hydrographic Office (ONHO).

4. Participants are kindly requested to fill the Registration form in Annexure "C" and forward it to Ms Ahlam ([ahlam@omanrsahc.com](mailto:ahlam@omanrsahc.com)) from ONHO and Mr A.N.D.Perera ([perera@gcs.gov.sa](mailto:perera@gcs.gov.sa)) from GCS with a copy to Rear Admiral vasan ([admiralvasan.sa@gmail.com](mailto:admiralvasan.sa@gmail.com)), Fax +966 1 4647692.

With Respect and Regards,

  
 Cdr  
 Thani Harith al Mahrouki  
 RSAHC Chairman

Distribution:

All RSAHC members  
 IHB  
 AMNAS  
 MENAS

## Annexure "A"

**RSAHC MEETING AT RIYADH 04 TO 06 MAR 2013**  
**LOGISTICS INFORMATION**

1. The Fifth RSAHC meeting will be held at Riyadh, Saudi Arabia from 04 to 06<sup>th</sup> March 2013, hosted by the General Commission for Survey (GCS) , Kingdom of Saudi Arabia. The GCS has arranged venue and accommodation for the participating delegates at Hotel "Hilton Garden Inn" , Riyadh, Olaya (four star) at negotiated rates . The other business hotels (three star) , within the walking distance of the meeting venue are Hotel Al Fahad, Hotel Riyadh Inn, Hotel Holiday Inn and Hotel coral Olaya . The delegates are requested to make their reservations directly with the hotels. The delegates desirous of staying at Hotel Hilton Garden Inn are requested to fill in **RSAHC meeting Hotel Reservation Form with credit card authorisation** at Annexure "A" below directly to the Hotel , under intimation to GCS , as per contact details given below , to reach by 15<sup>th</sup> Jan 2013. The delegates desirous of staying at other hotels can make their reservations directly with the hotels .

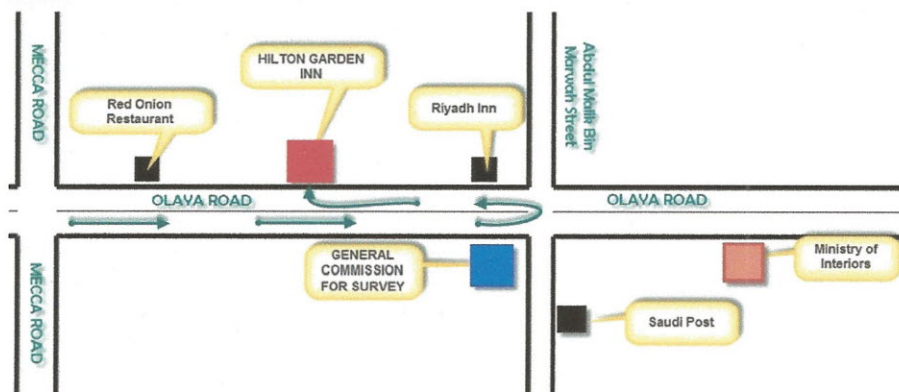
**Procedure for obtaining visa for Kingdom of Saudi Arabia**

3. Whilst GCC countries delegates do not require entry visa, other delegates shall need a valid visa to attend the meeting. Participating delegates are requested to send following details by Email or fax to the GCS latest by 15<sup>th</sup> Jan 2013 for collation and obtaining visa clearances centrally from the Ministry of Foreign Affairs and then intimation to the applicants to submit their visa applications in their respective indicated Saudi embassies abroad for processing :

- (a) Name (as in passport)
- (b) Passport Number, date of validity and place of issue
- (c) Photo copy of passport
- (d) Nationality
- (e) Country/Place of Saudi embassy , where delegate will apply for Visa
- (f) Duration/ period that you want to visit Saudi Arabia
- (g) Short Curriculum vitae

4. A map indicating the locations is as below . The nearest airport is King Khalid International Airport at Riyadh, which is approximately 30 Kms from the meeting venue at main Olaya road (opposite the computer market). The oneway taxi fare is approximately SAR120(\$32) . Delegates are requested to keep GCS informed of their arrival details .

MAP



Contact Details: General Commission for Survey , Ishara al olaya road and Abdul Malek Bin Marwan street, ( opposite olaya post office/hotel riyadh inn and behind interior ministry) contact Mr A.N.D. Perera +966 506621745 or admiral vasan +966 557211002



**Credit Card Payment Authorization Form**

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged.

Do not send completed form by email.

FAX COMPLETED FORM TO: 00 966 (1) 2935185

ATTN: \_\_\_\_\_

**HOTEL USE ONLY:**

Authorized Amount: \_\_\_\_\_

Approval Code: \_\_\_\_\_

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

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

**CARDHOLDERS - Please complete the following section and sign/date below.**

Guest / Group Name: \_\_\_\_\_

Check-In / Event Date: \_\_\_\_\_

Name of Person/Group Making Reservation: Phone: \_\_\_\_\_

Cardholder Name as it appears on Credit Card: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Postcode: \_\_\_\_\_

Daytime Business Telephone: \_\_\_\_\_

Evening Telephone: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

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

Credit Card Type: (Circle one) Visa Card, MasterCard, American Express and Diners Club

Credit Card Issuing Bank Name: \_\_\_\_\_

Bank Phone Number (from back of your credit card): \_\_\_\_\_

I agree to cover the following categories of charges: (Please circle)

1) All Charges

2) Room & 15% Service Charge

3) Food & Beverage Charges

4) Other Charges

I agree to cover the above categories of charges up to a Maximum Amount of SAR \_\_\_\_\_

**DIRECT BILL ACCOUNT PAYMENTS ONLY:** (For direct billing customers paying by credit card)

Name on Invoice/Statement: \_\_\_\_\_ Date on Invoice/Statement: \_\_\_\_\_ Invoice/Statement Number: \_\_\_\_\_ Authorized Amount SAR \_\_\_\_\_

**Note:** Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of checkout.

Amount to be immediately charged to credit card for room and taxes or deposit: SAR \_\_\_\_\_

Final Balance Billed to Credit Card (hotel use only): SAR \_\_\_\_\_

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above, up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of checkout or event conclusion.

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

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

Hilton Garden Inn, P O Box 2520, Olaya Main Street, Riyadh 12611-KSA. Tel: +966 (0)1 2935333 - Fax: +966 (0)1 2935185 Managed by Hilton on behalf of Al Hokair Group - www.hilton.com

Annexure”B”

**RSAHC MEETING AT RIYADH 04 TO 06 MAR 2013**  
**Hotel Reservation Form**

Please complete and fax/e-mail this form to:

**Hotel Hilton Garden Inn , Building no 8951, Al Olaya Main Street, Riyadh, KSA 11493**

**Phone: +966 1 2935533 Fax: + 966 1 2935185**

**Contact person: Mr Haider Azam , Reservations Manager Tel: +966 554648036**

**E -mail: [haider.azam@hilton.com](mailto:haider.azam@hilton.com)**

**Delegate Personal Information**

Full Name: Mr/ Mrs/ Ms .....

Organization and Designation: .....

Country: .....

Phone: ..... Fax: .....

**Room Information**

**Room Type Single/ Double**

**Evolution: Single SAR 750 /Double SAR 900**

**Evolution plus SAR 850 /Double SAR 1000**

**Deluxe SAR 950 /Double SAR 1100**

Room rates include buffet breakfast and taxes .

**Hotel Website:**

<http://www.riyadhholaya.hgi.com>

A certain number of rooms have been reserved for this event and the above stated rates will be applicable with a booking deadline period of 20<sup>TH</sup> February 2013. Any request after this date will be hotel pricing at the time of booking

Check in Date: .....

Check out Date: .....

Room Request: .....

Number of person/s per room: Single/ Double

Arrival Date: .....

Flight No: ..... Time: .....

**Payment Method:**

**By credit card number ..... bank: valid till: /**

**(credit card details are required to make a booking. Final bill must be settled by given credit card or by cash at checkout time. Cancellations without charges allowed till 28 feb 2013, after which no show on first booking date will entail one days room rent being charged to the credit card.)**

## Annexure "C"

**RSAHC MEETING AT RIYADH 04 TO 06 MAR 2013**  
**LOGISTICS INFORMATION**

**REGISTRATION FORM**

Participants are kindly requested to fill the Registration and return to Ms Ahlam ([ahlam@omanrsahc.com](mailto:ahlam@omanrsahc.com)) from ONHO and Mr A.N.D.Perera ([perera@gcs.gov.sa](mailto:perera@gcs.gov.sa)) from GCS with a copy to Rear Admiral vasan ([admiralvasan.sa@gmail.com](mailto:admiralvasan.sa@gmail.com)) , Fax +966 1 4647692 no later than **31<sup>st</sup> January 2013**

**Country:** \_\_\_\_\_

Title & Name (Underline Surname)	
Head or Member of Delegation	
Organization	
Address	
Postal Code	
Office Telephone	
Mobile Phone	
Fax	
Email	
Number of Delegates	
Passport Number	
Place of issue and Expiry date	
Date of Arrival	
Date of Departure	
Remarks	