

ATF 2010 TRAVEX

Buyer's Check List (as at December 2009)



Have you:

- Submitted your application for Buyer Hosting Programme online?
- Receive an email confirmation of your registration?

**Note: Submission of application is not a confirmation of Hosting. This email is just an acknowledgement that your registration has been captured in the system for validation.*

Applicable To Hosted Buyer Only

- Read thoroughly the guidelines for hotel and flights bookings?
- Signed the Hosted Buyer Agreement Form (that was sent with the official email invitation and guidelines) and sent it back to TRAVEX Secretariat?
- Informed TRAVEX Secretariat of my confirmed flight details?
- Been notified of your hotel allocation latest by January 2010?
- Made payment online?

Applicable for Trade Buyer Only

- Signed the Trade Buyer Agreement Form and sent it back to TRAVEX Secretariat?
- Begun to make the necessary bookings for hotels and flights?
**Note: Hotel bookings can be done online at the official website: www.atfbrunei.com*
- Made payment online?

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- Find out if you require visa?

**Note: Visa information is available online at the official website: www.atfbrunei.com*

- Have I received my Pre-Scheduled Appointment (PSA) email notification with my Ref ID and Access Key for me to log in?
- Have I submitted my preferred PSA selections latest by 23 December 2009?
- Have I made the necessary bookings for City / Post-Show tours?