

*Business Service Centre  
at Maldives High Commission Malaysia*

- Make hotel bookings before arriving in Malaysia.
- Research your business/education interests on the internet.
- Get business contacts from trade and industry directories
- Find out current trade and industries statistics
- Communicate with your business contacts through email, telephone or fax.
- Use broadband Wi-Fi to surf the internet using your own laptop
- Conduct your business meetings

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**B U S I N E S S  
S E R V I C E  
C E N T R E**

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**MALDIVES HIGH COMMISSION**

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M a l d i v e s   H i g h   C o m m i s s i o n



The Business Service Centre (BSC) is established to assist enhance trade and investment flows between the Maldives and Malaysia.

### WHAT YOU CAN DO Services

- o Business directories and guides
o Resource materials such as books and CD-ROMS
o Trade and industry statistics of both countries
o Information on exporters from Malaysia
o Information on trade fairs/exhibitions held in Malaysia

### Communication facilities

- o Telephone, fax, internet and wi-fi
o Workstations with MSOffice Suite and software for email/voice communication software
o Desktop printing
o Business meeting facilities

### Conference Room facilities

- o A fully equipped conference room with seating capacity for about 20 pax.

### HOW TO BOOK

The centre is open to Maldivians interested in using the facilities through prior bookings.

Please fill in the appropriate forms and provide the following information to the High Commission at fax :+603 2164 7244 or email it to mail@maldives.org.my.

Form with fields for BSC/Conference Room selection, Company/Organization, Contact person (Name, Email), Booking Date, and Time Slot (10.00am-1.00pm or 1.00pm-4.00pm).

BSC could also make arrangements for your hotel bookings, at one of the following hotels, if you let us know your date of arrival & preferred hotel in Malaysia.

### CHOICE OF HOTELS

- JW MARRIOTT HOTEL, KUALA LUMPUR - www.ytlhotels.com
• THE FEDERAL, KUALA LUMPUR - www.fh-hotels.com
• THE CORONADE, KUALA LUMPUR - www.coronade.com

Form with fields for Preferred hotel (Option 1, Option 2), Reservation Name, Date of Arrival, and Email or fax.

Please send your request for BSC facilities and hotel reservation, to us at least 2 days prior to your requested date.

### TERMS AND CONDITIONS

- 1 Users of the Centre are required to sign a declaration.
2 Free Services
a. Internet and wi-fi
b. Use of workstations for email/voice communication and other use
c. Conference room facilities
d. Business meeting facilities
e. Use of all business resources reference materials
3 Bookings can be made on High Commission working days for TWO time slots of three hours each - 10am to 1pm and 1pm to 4pm.
4 A refundable cash deposit of RM 200 is payable if overseas telephone, fax and printing facilities are to be used. Charges on account of these services for each time slot is payable at the end of each usage session.
5 The deposit will be refunded at the end of the last time slot after deductions for any usage of telephone, fax and printing.
6 Telephone, fax and printing are charged at cost without any markup for their usage.

www.maldives.org.my