ASIA-PACIFIC ECONOMIC COOPERATION (APEC) - INDONESIA 2013

ADMINISTRATIVE CIRCULAR NO. 5

INFORMATION AND GUIDELINES FOR
APEC SECOND WORKSHOP ON INFRASTRUCTURE AND
INDONESIA-OECD INTERNATIONAL SEMINAR: ENHANCING THE ROLE OF INSTITUTIONAL INVESTORS IN INFRASTRUCTURE FINANCING

PALEMBANG, INDONESIA, 28-29 AUGUST 2013

Release Date: 12 July 2013
TABLE OF CONTENTS

1. WELCOME AND INTRODUCTION ........................................................................... 4
2. WORKSHOPS DATES AND VENUE ................................................................. 4
3. WORKSHOPS PROGRAM ................................................................................. 4
4. APEC FMP 2013 PROJECT COMMITTEE CONTACT INFORMATION .......... 4
5. ACCREDITATION .............................................................................................. 5
   5.1. Participants Accreditation ............................................................................. 5
   5.2. Late Accreditation ......................................................................................... 6
   5.3. Non-Member Participation and Guest Accreditation .................................... 6
6. ACCESS TO MEETINGS ................................................................................... 6
7. ACCOMMODATION ......................................................................................... 6
   7.1. Hotel of Accommodation ............................................................................. 6
   7.2. Reservation Procedure .............................................................................. 7
8. AIRPORT AND TRANSFER ............................................................................. 7
   8.1. Visas and Customs Information ................................................................... 7
   8.2. Baggage and Item Restrictions .................................................................... 8
   8.3. Airport Arrivals and Departures .................................................................. 8
   8.4. Airport Transfer .......................................................................................... 9
9. TRANSPORTATION ......................................................................................... 9
   9.1. Shuttle Services .......................................................................................... 9
   9.2. Public Transportation and Taxi .................................................................. 9
   9.3. Special Transportation Requirements ....................................................... 9
10. VENUE FACILITIES AND SERVICES ......................................................... 10
    10.1. Common Delegation .................................................................................. 10
    10.2. Bilateral Meeting Room ........................................................................... 10
    10.3. Medical Services ...................................................................................... 10
    10.4. Reception Dinner ....................................................................................... 10
11. DOCUMENT DISTRIBUTION ........................................................................ 10
    11.1. Important Requirements for Submission of APEC Second Workshop on Infrastructure Documents .............................................................. 10
    11.2. Paper Submission for the APEC Workshop on Infrastructure Financing .......................................................... 11
    11.3. Important Requirements for Submission of Indonesia-OECD International Seminar: Enhancing the Role of Institutional Investors in Infrastructure Financing Documents ........................................ 11
    11.4. Documentation Center ............................................................................ 11
    11.5. Distribution ............................................................................................. 11
    11.6. Final Papers ........................................................................................... 11
12. DRESS CODE ................................................................................................. 11
13. GENERAL INFORMATION .......................................................................... 12
    13.1. Palembang ............................................................................................... 12
    13.2. Weather ................................................................................................. 12
    13.3. Time ....................................................................................................... 12
    13.4. Tipping .................................................................................................. 13
    13.5. Electricity and Water Supply .................................................................. 13
13.6. Smoking ............................................................................................................................... 13
13.7. Useful Telephone Numbers ............................................................................................ 13
13.8. Credit Cards .................................................................................................................. 13
13.9. Currency and ATMs ....................................................................................................... 14
13.10. Travel Health Insurance .............................................................................................. 14
13.11. Mobile Phones Information ........................................................................................ 14
14. WORKSHOP SECURITY ................................................................................................. 14
15. SPECIAL NEEDS ............................................................................................................ 14
16. DEADLINE SUMMARY .................................................................................................... 14

ANNEXES
A  Meeting and Workshop Program  16
B  Bilateral Meeting Room Booking Request  21
C  Document Distribution Request Form (DDRF)  22
D  Executive Summary  23
E  Hotel Reservation Form  24
F  Map  26
1. WELCOME AND INTRODUCTION

The Republic of Indonesia welcomes all participants to APEC Second Workshop on Infrastructure and Indonesia-OECD International Seminar: Enhancing the Role of Institutional Investors in Infrastructure Financing. The APEC Finance Ministers’ Process (FMP) 2013 Project Committee provides administrative circular as an overview of the administrative arrangements and preliminary workshops program for APEC Second Workshop on Infrastructure and Indonesia-OECD International Seminar: Enhancing the Role of Institutional Investors in Infrastructure Financing.

This Administrative Circular provides current workshops information as well as comprehensive details about administrative procedures and workshops logistics and requirements for the participants. Requests for clarification or additional information can be channeled to the Project Committee via the email address provided in Section 4.

Amendments to this Circular (if any) will be issued as necessary and sent via email to each APEC participant. Amendments will also be available at the APEC Information Desk at the workshop venue.

The Project Committee wishes all the participants a pleasant and productive visit to the Republic of Indonesia during the upcoming APEC Second Workshop on Infrastructure and Indonesia-OECD International Seminar: Enhancing the Role of Institutional Investors in Infrastructure Financing.

2. WORKSHOPS DATES AND VENUE

APEC Second Workshop on Infrastructure and Indonesia-OECD International Seminar: Enhancing the Role of Institutional Investors in Infrastructure Financing will take place in Palembang, Indonesia, on 28-29 August 2013. The meeting and workshop venue will be at:

Novotel Palembang Hotel & Residence
Grand Ballroom
Jalan R. Sukamto No 8A, Palembang - South Sumatera, Indonesia 30127
Web: Novotel Palembang Hotel & Residence

Located in the heart of the new city centre and only 30 minutes from the Sultan Mahmud Badaruddin Airport in South Sumatra, the stylish Novotel Palembang Hotel and Residence boasts 194 modern, spacious guest rooms along with superior business and conferencing facilities including well equipped meeting rooms and a Grand Ballroom. Leisure facilities at Novotel Palembang include two restaurants, three bars, a fitness centre with an outdoor pool and tennis courts, a sauna and bowling.

3. WORKSHOPS PROGRAM

The current program for APEC Second Workshop on Infrastructure and Indonesia-OECD International Seminar on Institutional Investor’s Role in Infrastructure is attached as Annex A. An updated meeting and workshop program and other useful information will be provided at the APEC Accreditation Center and APEC Information Desk at the meeting venue.

4. APEC FMP 2013 PROJECT COMMITTEE CONTACT INFORMATION

- Inquiries related to invitation letters for visa purpose, visas and customs control may be directed to:

  Ms. Anggi Pravita at fmp2013visa@fiskal.depkeu.go.id
5. ACCREDITATION

5.1. Participants Accreditation

Online accreditation for APEC Second Workshop on Infrastructure and Indonesia-OECD International Seminar on Institutional Investor’s Role in Infrastructure will be available on 12 July – 12 August 2013.

Each participant must be accredited directly through the online accreditation system during the online accreditation period by accessing the APEC FMP 2013 official webpage at http://portal.fiskal.depkeu.go.id/apecfmp2013.

In order to access the registration page participants are required to create a new account within the registration portal. After completing the form to create an account, participants will then be sent an email with their username and password which can be used to log in to the portal and access the registration page. A photo will be required for your accreditation process to be completed. To expedite the accreditation process we encourage you to upload your photo online.

The confirmation of the successful accreditation of each participant will be sent via email. The participants who have been accredited but have not received the confirmation via email by August 13th, 2013, should notify the APEC Finance Minister Process (FMP) 2013 Project Committee by sending an email to: fmp2013registration@fiskal.depkeu.go.id
5.2. Late Accreditation

Participants who are unable to complete online registration by August 12th, 2013 shall be required to register onsite on August 27th, 2013 at 14.00 – 17.00 and on August 28th, 2013 at 08.00 – 09.00 for APEC Workshop on Infrastructure Financing. Onsite registration for Indonesia-OECD International Seminar on Institutional Investor’s Role in Infrastructure will be available on August 27th, 2013 at 14.00-17.00 and on August 29th, 2013 at 07.30-08.30. The accreditation centre will be taken place at the Lobby of Grand Ballroom Novotel Palembang Hotel & Residence.

5.3. Non-Member Participation and Guest Accreditation

There are two ways by which guests and invited speakers may be registered:

– Invited participants may be included in any official delegation of any APEC Economy, ABAC, the APEC Secretariat, World Bank, OECD and the organization of official observers. Therefore, the delegation responsible for the accreditation will be able to accredit an invited participant in the same manner as the other participants (see paragraph 5.1).

– Invited participants, who are not members of the official delegation, will have to be accredited in accordance with APEC Guidelines on Managing Cooperation with Non-Members. Correspondingly, accreditation of the participants from non-APEC Economies will be carried out through the APEC Secretariat.

All other questions regarding accreditation of representatives of non-APEC Economies may be directed to fmp2013registration@fiskal.depkeu.go.id

6. ACCESS TO MEETINGS

Participants may receive badges at the Accreditation Center located at the Lobby of Grand Ballroom, The Novotel Palembang Hotel & Residence. To obtain the badges, the participants must provide a photo ID, passport or diplomatic identity card.

The participants are required to wear their APEC ID badges at all times while in meeting venues.

7. ACCOMMODATION

7.1. Hotel of Accommodation

The following hotels have been designated for participants both APEC Second Workshop on Infrastructure and Indonesia-OECD International Seminar: Enhancing the Role of Institutional Investors in Infrastructure Financing:

Novotel Palembang Hotel & Residence
Jalan R. Sukamto No 8A, Palembang - South Sumatera, Indonesia 30127
Web: Novotel Palembang Hotel & Residence

Accommodation in the above hotel will be available for the period of 27 - 30 August 2013. Hotels may provide special rates for participants of APEC Second Workshop on Infrastructure and Indonesia-OECD International Seminar: Enhancing the Role of Institutional Investors in Infrastructure Financing. You may
wish to contact directly to the person in charge of respective hotel for further details on room rates and availability.

Room reservations must be made no later than **August 12th, 2013** using our **Hotel Reservation Form (Annex E)**. After this date, the special accommodation rates may not be applied. The participants will be responsible for closing their reservation and for any additional ordered services directly to the hotel.

### 7.2. Reservation Procedure

Room reservations for the participants of APEC Second Workshop on Infrastructure and Indonesia-OECD International Seminar: Enhancing the Role of Institutional Investors in Infrastructure Financing may also be done by filling in a hotel reservation form (Annex E) and send the form to reservation@novotelpalembang.com and cc to fmp2013hotels@fiskal.depkeu.go.id. Due to the peak season, we encourage the participants to book hotel as soon as possible using the attached reservation form.

Any other questions regarding reservation procedures may be directed to: reservation@novotelpalembang.com and cc to fmp2013hotels@fiskal.depkeu.go.id

### 8. AIRPORT AND TRANSFER

#### 8.1. Visas and Customs Information

8.1.1. Passports and Visas

Temporary visa requirements and entry formalities for APEC Economies’ Passport Holders.

<table>
<thead>
<tr>
<th>No</th>
<th>Economy</th>
<th>Diplomatic Passport</th>
<th>Service Passport</th>
<th>Regular Passport</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Visa Requirement</td>
<td>Visa Requirement</td>
<td>Visa Requirement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>1.</td>
<td>Australia</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>2.</td>
<td>Brunei Darussalam</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>3.</td>
<td>Canada</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>4.</td>
<td>Chile</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>5.</td>
<td>People’s Republic of China</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>6.</td>
<td>Hong Kong, China</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Japan</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>8.</td>
<td>Korea</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>9.</td>
<td>Malaysia</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>10.</td>
<td>Mexico</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>11.</td>
<td>New Zealand</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>12.</td>
<td>Papua New Guinea</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>13.</td>
<td>Peru</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>14.</td>
<td>Philippines</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>15.</td>
<td>The Russian Federation</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>16.</td>
<td>Singapore</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>17.</td>
<td>Chinese Taipei</td>
<td>√</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Thailand</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>19.</td>
<td>United States of America</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>20.</td>
<td>Viet Nam</td>
<td>√</td>
<td></td>
<td>√</td>
</tr>
</tbody>
</table>
8.1.2. Subject to point 9.1.1 all participants entering Indonesian territory are required to have visa and possess valid passport for six month from the date of arrival.

8.1.3. **Visa on Arrival (VoA)** facility is issued on arrival at Soekarno-Hatta International Airport Jakarta for visits not exceeding 30 days for nationals of a number of economies as follows: Australia, Canada, China, Japan, Mexico, New Zealand, Korea, the Russian Federation, Chinese-Taipei and the USA. The Visa on arrival fee for up to thirty (30) days is US$25; this visa not extendable and not convertible into other types of visas. Should the bearer of diplomatic and service visa wishes to apply for VoA, the above mentioned fee shall apply.

8.1.4. **Participants that depart from Narita International Airport, Japan, are qualified to benefit from Visa on Board, this particular facility is granted exclusively by Garuda Indonesia Airlines that serves the route from Narita to Jakarta/Bali. Further information is available at Garuda Indonesia’s representative office in Tokyo and Garuda Indonesia’s counter at Narita International Airport, Japan.**

8.1.5. The Bearers of diplomatic and service passport are recommended to apply their required visas to the Embassies and Consulates of the Republic of Indonesia accredited to the respected member economies. Please refer to [www.kemlu.go.id/Pages/Mission.aspx?l=en](http://www.kemlu.go.id/Pages/Mission.aspx?l=en) for further information.

8.1.6. General Information regarding visa application is available at the Directorate General of Immigration of the Republic of Indonesia website at [http://www.imigrasi.go.id](http://www.imigrasi.go.id). Participants may also refer to the Embassies and Consulates of the Republic of Indonesia in their economies.

8.1.7. In case of difficulties related to obtaining a visa, please communicate to Ms. Anggi Pravita at [fmp2013visa@fiskal.depkeu.go.id](mailto:fmp2013visa@fiskal.depkeu.go.id)

8.1.8. All foreign citizens arriving to the Republic of Indonesia need to undergo a customs control. When passing through the green channel the customs declaration is optional. Customs declaration forms which will be provided by the airline staff before landing are required to be filled in by those participants who bring in cash in excess of USD 10,000.00 or goods that are subject to customs clearance. For more information on customs please refer to [http://www.beacukai.go.id](http://www.beacukai.go.id)

8.2. **Baggage and Item Restrictions**

Airlines operating in the Republic of Indonesia strictly enforce baggage size and weight limitations, and the participants are requested to familiarize themselves with their airline weight and carry-on restrictions prior to traveling in order to avoid extra fees or complications. Inside the check-in area, the participants can use the baggage packing service. The average baggage allowance for Indonesian airlines is 20 kg/44 pounds for economy class passenger and 30 kg/66 pounds for executive class passenger.

In addition, for the sake of airline security, some articles and substances must not be carried aboard. The amount of liquid in hand luggage may also be restricted. Detailed information can be found at the Sultan Mahmud Badaruddin II International Airport.

8.3. **Airport Arrivals and Departures**

Sultan Mahmud Badaruddin II International Airport is located 12 km north of Palembang city. The IATA code Sultan Mahmud Badaruddin II International Airport is PLM. Depending on the flight route, the delegations will arrive at either Domestic Terminal, or International Terminal.

An APEC FMP 2013 welcome desk will be provided at Sultan Mahmud Badaruddin II International Airport. The Project Committee will assist participants for the airport transfer. Participants are requested to provide
information regarding their airline, flight number, date and time arrival, and the number of participants on the Registration Form.

The participants, who disembark at Soekarno-Hatta International Airport Jakarta, are recommended to use Garuda Indonesia Airlines as connecting flight to Sultan Mahmud Badaruddin II International Airport because participants do not need to transfer to different terminal. Garuda Indonesia Airlines’ schedule from Soekarno-Hatta International Airport Jakarta to Sultan Mahmud Badaruddin II International Airport vice versa can be found at http://www.garuda-indonesia.com/us/index.page. Currently there are some international airlines flying directly to Palembang from Singapore and Kuala Lumpur Malaysia.

Before departure, passengers flying with international routes are required to pay the airport tax with charge Rp.100.000 (US$ 11) and Rp. 40.000 (US$ 5) for passenger flying with domestic routes.

8.4. Airport Transfer

Shuttle services
Shuttle transfer services to the Novotel Palembang Hotel & Residence will be available for the delegations. You can inquire the details of the shuttle schedule at the APEC FMP 2013 Welcome Desk at Sultan Mahmud Badaruddin II International Airport. Transportation Sultan Mahmud Badaruddin II International Airport to The Novotel Palembang Hotel & Residence and vice versa will be complimentary provided for all participants during the period of 27 August to 30 August 2013. All Participants are requested to inform the Project Committee on their travel itinerary.

Taxi
The average taxi fare from Sultan Mahmud Badaruddin II International Airport to the Novotel Palembang Hotel & Residence is approximately Rp. 100,000,00 (US$ 11). To order a taxi upon arrival at the airport, please refer to a Taxi desk located in the arrival halls of Sultan Mahmud Badaruddin II International Airport.

9. TRANSPORTATION

9.1. Shuttle Services

During the meetings the participants will not be provided with shuttles except for cultural program event. The schedule of the shuttles will be available at the APEC Information Desk at the meeting venue.

9.2. Public Transportation and Taxi

It is highly recommended to use taxi cabs with special taxi service insignia.

The cost of travel will be counted by the manager at the time of order. The payment is accepted in Rupiah. Money Changer is available at Sultan Mahmud Badaruddin II International Airport. Additional information regarding transportation facilities and taxi services will be available at the APEC Information Desks at the meeting venues.

9.3. Special Transportation Requirements

The meeting and workshop delegations who require handicap accessible transportation should notify the APEC Finance Ministers’ Process (FMP) 2013 Project Committee prior to the beginning of the meeting and workshop by sending a brief description of their needs to fmp2013transport@fiskal.depkeu.go.id
10. VENUE FACILITIES AND SERVICES

10.1. Common Delegation

The Common Delegation room will be available to the participants on 28 – 29 August, 2013 on meeting venue, Novotel Palembang Hotel & Residence. The room will be equipped with computers and printers. Free Internet access will be provided.

10.2. Bilateral Meeting Room

Bilateral Meeting Room will be available to participants upon preliminary requests (form can be found in Annex B). The Bilateral Meeting Room will be Ambassador room in to the Novotel Palembang Hotel & Residence with seating capacity of up to 10 persons. Room will be equipped with office supplies and drinking water. Bilateral Meeting Room may also be booked at the APEC FMP Information Desk during the APEC activities. All other inquiries regarding Bilateral Meeting Room should be directed to apec-fmp2013@fiskal.depkeu.go.id

10.3. Medical Services

The Medical Care Station will be open from 9.00 to 17.00 during the workshop activity at the Cabinet room, to the Novotel Palembang Hotel & Residence. The participants will be able to use the services of private clinics and ambulances close to to the Novotel Palembang Hotel & Residence. First Aid for the participants will be provided free of charge. For all medications and medical services provided by clinics, hospitals, pharmacies or other health care institutions, participants will have to pay directly to the service providers. Please take note that clinics may not be equipped for treatment of some serious and chronic diseases.

10.4. Reception Dinner

We invite the participants of APEC Second Workshop on Infrastructure and participants of the Indonesia-OECD International Seminar on Institutional Investor’s Role in Infrastructure to the reception Dinner on August 28, 2013 at 7pm at the poolside amphitheatre of Novotel Palembang Hotel and Residence.

11. DOCUMENT DISTRIBUTION

11.1. Important Requirements for Submission of APEC Second Workshop on Infrastructure Documents

All documents must be submitted in soft (electronic) copy and accompanied by a completed Document Distribution Request Form (DDRF), located in Annex C and emailed to the following addresses:

To: aos@apec.org
Cc: apecindonesia@fiskal.depkeu.go.id;
    kasatriyo@fiskal.depkeu.go.id
    tmahendra@fiskal.depkeu.go.id

Subject Field: APEC Workshop on Infrastructure Financing

All documents must be submitted until August 23rd, 2013.
In case of late submission of documents the materials (in electronic form) may be reproduced at the documentation center. However, in this case, the documentation center cannot ensure the timely processing of the provided materials.

Please do not password-protect files as the Documentation Center will need to put a standard cover for each document.

11.2. Paper Submission for the APEC Workshop on Infrastructure Financing

The documents for the APEC Second Workshop on Infrastructure must be accompanied by a soft copy of a one-page Executive Summary (Annex D), outlining decision points and/or required deliberations. The documents should be sent electronically via the following emails to the APEC Secretariat Program Director, Mr. Andrew O’ Sullivan, with a copy to the APEC FMP 2013 Project Committee, using the following email addresses:

To: aos@apec.org
Cc: apecindonesia@fiskal.depkeu.go.id;
    kasatriyo@fiskal.depkeu.go.id
    tmahendra@fiskal.depkeu.go.id

Subject Field: the APEC Workshop on Infrastructure Financing

11.3. Important Requirements for Submission of Indonesia-OECD International Seminar: Enhancing the Role of Institutional Investors in Infrastructure Financing Documents

All documents must be submitted in soft (electronic) copy emailed to fmp2013docs@fiskal.depkeu.go.id

Cc: kasatriyo@fiskal.depkeu.go.id
    tmahendra@fiskal.depkeu.go.id

Subject Field: of Indonesia-OECD International Seminar: Enhancing the Role of Institutional Investors in Infrastructure Financing

All documents must be submitted before August 23rd, 2013. Please do not password-protect files as the Documentation Center will need to put a standard cover for each document.

11.4. Documentation Center

The Documentation Center will be located in Secretariat Room at the Novotel Palembang Hotel & Residence and will work from 07.30 till 17.00 on 28-29 August 2013.

11.5. Distribution

All the materials relating to activities will be distributed before the meeting and workshop start.

11.6. Final Papers

Final/summary workshop papers of the activities will be available at the APEC Meeting and Workshop Document Database (MDDB) shortly after the events.

12. DRESS CODE

Participants are advised to wear business attire, consistent with APEC tradition, for all activities on 28-29 August 2013, except for the cultural activities.
13. GENERAL INFORMATION

13.1. Palembang

Palembang is located in the island of Sumatera, in the west part of Indonesia. It is the capital city of South Sumatera Province, one of 33 provinces across the archipelagic nation of Indonesia. Palembang is the second-largest city in the island of Sumatera with a population of around 1.4 million, an area of 400.61 square kilometres, and located between 8 to 27 meters above sea level. The city is located on the Musi River banks on the east coast of southern Sumatera Island. Musi River holds a dearly position in the heart of people living in Palembang as it is the centre of their daily life.

The city of Palembang was once the capital of the ancient maritime kingdom of Srivijaya that controlled most part of Indonesia, Malaysia and Southern Thailand. A historical record of Kedukan Hill inscription, which dated 682 AD, shows that Palembang is the oldest city across the Indonesian archipelago. Since the ancient time, Palembang is also an important port serving as trade hub between India and China. Render it as one of the most important city in Indonesian and Malay history.

Palembang is a multicultural city with the presence of Chinese, Arab, and Indian descent. Islam is the major religion alongside Catholic, Christian, Hindus, Buddhist, and Kong Hu Cu. These diverse cultural backgrounds characterize the appearance of Palembang today. As a cosmopolitan city port, it absorbs neighbouring as well as foreign culture and created a rich Palembang culture. It is can be seen from the architecture, traditional dance and costume as well as local language, which absorb the culture of coastal Malays, Javanese, Indian, Arab and Chinese among others. One of the evidence of multiculturalism is the Grand Mosque of Palembang, which is one of the inheritances of Palembang Sultanate and was built in 1738-1748 under the ruling of Sultan Mahmud Badaruddin I. The architecture of the Grand Mosque is a typical Palembang traditional architecture with a combination of Chinese style tower that is still preserved as original until today.

The city of Palembang also known as the "City of Water Tour” since September 27, 2005 by the declaration from the Indonesian President Susilo Bambang Yudhoyono. The Musi River, a core economic entry as well as the icon of Palembang is the longest, 750 kilometres Sumatran river. Along the riverbank, we could find many interesting tourism sites such as: Jembatan Ampera (Ampera Bridge), a 1.177 metres bridge which was built in 1962; Benteng Kuto Besak (Kuto Besak Fortress); Museum Sultan Mahmud Badaruddin the 2nd; Kemaro Island; Ilir 16 Market; Rumah Rakit; pantai Bagus Kuning (Bagus Kuning Beach); Jembatan Musi II (Musi Bridge); and Masjid Al Munawar. Other fascinating sites are Masjid Cheng Ho and Arab Village.

13.2. Weather

Like most Indonesian cities, Palembang has a tropical climate, specifically a tropical rainforest climate. The average temperature ranges from 23.4 to 31.7 degrees Celsius, which make it a pleasant destination to visit all year round.

13.3. Time

Time zone of Palembang is UTC/GMT +7.
13.4. Tipping

Major hotels services inclusive of 21% tax, 11% is the government tax and another 10% is service charge. Restaurants: some restaurants will include 5-10% service charge to their bills. Taxis: although all taxis are metered, some drivers do not carry coins. So it is wise to round up your bill. E.g. your taxi meter shows Rp17,750. You can pay Rp20,000 or more if you find the service is satisfactory. In general, tipping is not a mandatory practice in many hotels, restaurants, taxis and other utilities in Indonesia. However, if you are satisfied with the service you may give 5-10% of the total bill.

13.5. Electricity and Water Supply

The supply voltage in Indonesia is 220-240 volts and two-pronged plugs. Check before using an appliance. Tap water is not drinkable. Instead, we advise the participants to consume bottled water which can be purchased at the hotel or any nearby grocery store or convenient stores.

13.6. Smoking

It is prohibited to smoke in public areas in Palembang. Restaurants, bars and food courts are divided into smoking and nonsmoking zones. Inside shopping centres, theaters, museums and other cultural or educational institutions smoking is totally prohibited, though designated areas are usually provided for smokers.

13.7. Useful Telephone Numbers

City emergency services:
Police: 110
Ambulance: 118
Fire: 113
Free local information desk (24h): 108

Lost and found baggage:
Sultan Mahmud Badaruddin II International Airport of Palembang: (+62).711.385001-4

Dialing Indonesian numbers from outside Indonesia:
Please dial telephone numbers as indicated: country code (+62), area code (711 or other), telephone number (7 or 8 digits)

Dialing Indonesian mobile phone numbers from your mobile phone during your visit to Indonesia:
Please dial telephone numbers as indicated: country code (+62), enter the Indonesian mobile phone number, excluding the "0" from the beginning of the number, which is a prefix for calling domestically.

Dialing Indonesian phone numbers from your Indonesian mobile phone during your visit to Indonesia:
Please dial telephone numbers as indicated: area code (0711 or other), telephone number (7 or 8 digits)

Dialing international telephone numbers from your mobile phone during your visit to Indonesia:
Please use international standard procedure: dial “+”, country code, area code, telephone number.

13.8. Credit Cards

Major credit cards are widely accepted at hotels, restaurants, shops, etc. Visa, MasterCard, American Express, Diners Club can be used at establishments, however, some restaurants and small shops accept cash payments only.
13.9. Currency and ATMs

The official currency of Indonesia is Rupiah (IDR/Rp). All payments on the territory of Indonesia must be done in Rupiah. Credit card payments will also be carried out in Rupiah.

Currency exchange points are located at Sultan Mahmud Badaruddin II International Airport, main hotels, banks, money changers throughout the city. Major currencies are accepted for exchange. Currency exchange rates vary depending on the policies of a bank. Banks usually take commission for money exchange and participants are advised to take it into consideration. When making a currency exchange, some banks also ask to provide a passport or other identity document.

It is also possible to use the ATMs located in banks, hotels, large shopping centers. Information about the location of ATMs will be available at the APEC information desks.

Exchange rate of the Central Bank of Indonesia as of July 7, 2013
USD 1 = Rp. 9,945.00

13.10. Travel Health Insurance

Despite the fact that first aid, if necessary, will be provided to the participants of the events free of charge (paragraph 10.3), medications and any medical services provided by clinics, hospitals, pharmacies or other health care institutions must be paid by the participants or it could use health insurance policies. The participants are encouraged to clarify the policy provisions with chosen insurance company.

13.11. Mobile Phones Information

Local phone services are reliable. Both GSM and CDMA mobile phone systems are in operation. Most modern cell phones can work in several settings that can use roaming services in different networks. Most of the GSM-phones in use in Indonesia, supporting the protocols of GSM-900 and GSM-1800, or in networks GSM-850 and GSM-1900. Long distance calls within Indonesia may be made by direct dialing through International Direct Dial (IDD) in major cities or through operated assisted calls. Telex and Fax services are readily available in major hotels and large cities.

14. WORKSHOP SECURITY

Access to the meeting and workshop rooms will be granted only to the participants displaying ID badges. All workshop participants are requested to visibly wear their ID badges at all times.

15. SPECIAL NEEDS

The APEC Indonesia 2013 Project Committee is committed to ensure that all participants have a fruitful and pleasant stay in Mataram. The participants are encouraged to email apec-fmp2013@fiskal.depkeu.go.id with information regarding handicap accessibility needs, dietary concerns and allergies, relevant medical issues, and any other special need requests which can be fulfilled by the Project Committee.

16. DEADLINE SUMMARY

<table>
<thead>
<tr>
<th>Task</th>
<th>Section</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online registration opens</td>
<td>5.1</td>
<td>By July 12th, 2013</td>
</tr>
<tr>
<td>Deadline to make hotel reservations</td>
<td>7.1</td>
<td>By August 12th, 2013</td>
</tr>
<tr>
<td>Documents Submission deadline</td>
<td>11.1</td>
<td>By August 23rd, 2013</td>
</tr>
<tr>
<td>Online registration closes</td>
<td>5.1</td>
<td>By August 12th, 2013</td>
</tr>
</tbody>
</table>
ANNEX A. MEETING AND WORKSHOP PROGRAM

APEC SECOND WORKSHOP ON INFRASTRUCTURE
28 AUGUST 2013
PALEMBANG, SOUTH SUMATRA, INDONESIA
(All speakers and chairs to be confirmed)
DRAFT AGENDA

Tuesday, 27 August 2013
14:00 – 19:00 Participants Registration

Wednesday, 28 August 2013
07:30 – 08:30 Participants Registration

08:30 – 08:40 Opening remarks by
Andin Hadiyanto, Advisor to the Minister of Finance and Alternate Chair of APEC Finance and Central Bank Deputies Meeting

08:40 – 08:50 PHOTO SESSION

SESSION 1: Rationale for an expanded role for the private sector in publicly sponsored infrastructure

Possible topic items:

- This session will explore arguments for why governments should consider providing infrastructure project opportunities for private investors? It will examine how better functioning infrastructure markets can play a key role in addressing rising congestion costs and structural budget pressures, and in closing the infrastructure gap.

- The utility of robust public sector comparator models: strengths and weaknesses. Case studies to illustrate best practice. The importance of strong governance arrangements – what can go wrong?

- Publicly owned infrastructure/private operators: the importance of achieving an effective regulatory environment, and fostering supportive conditions for business investment. Transport infrastructure case studies: airports, road and rail.

- How to find the right balance: State Owned Enterprises vs private sector provision: case studies from APEC member economies.

Chair: Ms Cosette V. Canilao, Executive Director, PPP Centre of the Philippines

Speakers:
- Ministry of Finance and Public Credit of Mexico
- International Finance Corporation
- Hiroshi Maeda, Partners, Nishimura & Asahi
- Ministry of Finance of Malaysia

08:50 – 10:30

10:30 – 11:00 Coffee Break
SESSION 2: Public Financial Instruments and incentives to facilitate increased private sector investment in infrastructure

Possible topic items:

- This session will hear from a range of speakers about various methods and financial instruments governments have chosen to encourage increased private involvement in infrastructure projects.
- Methods and financial instruments include things such as: direct public financing (through grant funding or co-funding of availability payments), various public guarantee options, credit enhancement, value capture models; a role for specialized infrastructure funds?
- Various approaches to deciding on the optimal balance of risk allocation between the public and private sectors for different kinds of infrastructure assets, also tips and pitfalls.
- Other actions governments can take (including new policy initiatives) to foster a supportive business environment (planning, financial market development).

Chair: Trevor Lewis, Asian Development Bank

Speakers:
- Organisation for Economic Co-operation and Development
- Macquarie
- United States Department of Treasury
- Synthia Roesli, President Director, The Indonesia Infrastructure Guarantee Fund

12:30 – 13:30 Lunch

SESSION 3: A role for the private sector in developing/renewing Brownfield infrastructure assets in emerging economies?

Possible topic items:

- This session will focus on perspectives from a range of speakers about the positive role that private sector investors can potentially play in helping to improve the efficiency and effectiveness of Brownfield infrastructure assets in emerging economies.
- Speakers will also discuss concrete examples where private investors are playing a productive role in publicly owned infrastructure assets in emerging and developed economies through successful partnerships with governments.
- The session will also examine some of the regulatory challenges associated with monopoly assets and case studies where this has been overcome through innovative approaches to regulation and community involvement.
- Could facilitating Brownfield investment be a useful mechanism to tap greater flows of institutional finance in Greenfield projects? Could it be an interim step towards greater involvement in Greenfield projects?

Chair: Mark Johnson, Chair of Asia Pacific Infrastructure Partnership

Speakers:
- Infrastructure Australia
- ABAC proposed speakers

14:30 – 15:00  
**Coffee break**

**SESSION 4: Way Forward for APEC Infrastructure Agenda/ Linking project finance with robust project preparation: the case for a specialized PPP Centre to help mobilize private sector finance**

Possible topic items:

- This session will extend the discussion held at the Makassar workshop about the importance of careful project preparation in encouraging private sector involvement in infrastructure in emerging economies.
- It will hear perspectives from a range of private sector stakeholders about how developing a capacity in economies to generate a pipeline of bankable projects can help to increase the confidence of private investors - and therefore leverage increased investment resources into emerging economies.

15:00 – 17:00

- A proposal for an APEC PPP Experts Advisory Panel and pilot PPP Centre project will be discussed.

**Chair:** William Wallace, AIPEG  
**Speakers:**
- Freddy Saragih, Director of Fiscal Risk Policy Office, Indonesia MOF and Jason McDonald, Head of International Division, Australian Treasury
- Kamran Khan, Program Director, Global Infrastructure Finance Centre of Excellence, World Bank
- Ministry of Finance of the People’s Republic of China
- Julius Caesar Parrenas, The Bank of Tokyo-Mitsubishi UFJ, Ltd and ABAC Secretariat
- Andrew Elek, PECC

**SESSION 5: Wrap up**

*This session will summarize key findings from previous sessions and chairs’ perspectives on what could be used as recommendations to be presented to SFOM in their September meeting and next steps.*

17:00 – 17:30

**Chair:** Andin Hadiyanto, Advisor to the Minister of Finance and Alternate Chair of APEC Finance and Central Bank Deputies Meeting  
**Panelist:** Chairs from previous sessions

19:00 – 21:00  
**Dinner Reception**
INDONESIA-OECD INTERNATIONAL SEMINAR: ENHANCING THE ROLE OF INSTITUTIONAL INVESTOR IN INFRASTRUCTURE FINANCING

29 AUGUST 2013
PALEMBANG, SOUTH SUMATRA, INDONESIA

(All speakers and chairs to be confirmed)

DRAFT AGENDA

Wednesday, 28 August 2013

14:00 – 19:00 Participants Registration
19:00 – 21:00 Dinner Reception

Thursday, 29 August 2013

08:00 – 08:30 Participants Registration
08:30 – 08:50 Opening remarks by
• Mahendra Siregar, Vice Minister of Finance of Indonesia and G20 Sherpa for Indonesia
• Rintaro Tamaki, Deputy Secretary General, OECD
08:50 – 09:00 PHOTO SESSION

SESSION 1: Infrastructure Investment: Challenges and Opportunities

Infrastructure is considered a an attractive asset class from institutional investors for the long term nature, diversification characteristics due to low correlation (of unlisted infrastructure) and stable cash flows. In addition infrastructure is attractive in a macro environment of quantitative easing and a hedge against rising prices over the long term. Yet long-term investors are not flooding in into infrastructure investment, and several main barriers to investment remain. Investing in developing countries presents additional challenges for investors. This session will discuss the main challenges and opportunities investors are facing when investing in infrastructure especially in emerging markets and the “right” risk premium countries need to pay to attract these investors.

Topics for discussion:
• Socio-political risk: Perception vs reality
• Market risk (i.e. interest rate FX risk)
• Ways to access infrastructure for Institutional Investors (i.e. Equity vs Debt)
• Infrastructure as a real asset: Infrastructure vs Real Estate
• Developing capital market in emerging economies
• The experience of different regions
• Financial regulatory barriers

Speakers:
• Chair:
  Standard Chartered
  Robin Li, Manulife Insurance, Canada
  Hans-Martin Aerts, Head of Infrastructure Asia, APG Asset Management, Holland
  Oliver Wyman
  Ministry of Finance, Canada/India
10:30 – 11:00  Coffee Break

11:00 – 12:30  SESSION 2: The development of debt capital markets for infrastructure in APEC and OECD countries

Closing the funding gap in many countries will require a combination of traditional and new sources of financing. Capital markets could be an important source of debt funding for mature infrastructure given the long-term, stable, essential and inflation linked nature of the cash flows. Pension funds and insurers are the natural buyers of long-dated inflation-linked assets to finance long-term capital expenditure to match their liabilities. To allow this to happen though there is a need to develop local currency bond markets, appropriate regulation and local institutions.

Topics for discussion:
- Capital Markets as Catalysts for Infrastructure Financing
- Impacts of new international regulation
- Financial Regulations, and Regulatory Frameworks necessary to enhance participation in Infrastructure Financing
- Infrastructure Debt Funds; Project Bonds and Securitization
- Lessons from OECD/APEC countries

Speakers:
- Chair: Freddy Saragih, Director of Fiscal Risk Policy Office, Indonesia, MOF
- Rajiv Lall, IDFC, India
- John Thompson, Consultant, OECD
- Scott Dickens, Managing Director for Structured Capital Markets, HSBC
- Fitch Rating Agency
- World Bank – Singapore Hub
- Temasek
- Ministry of Finance, Mexico

12:30 – 13:30  Lunch

13:30 – 15:00  SESSION 3: Pooling of Resources – Investment Vehicles and Incentives to Mobilize Investor Resources into Infrastructure

Institutional investors can access infrastructure through different vehicles i.e. infrastructure funds or forms of collaboration, industry or policy led. In this session we look at some major initiatives to pool resources to finance infrastructure projects through some Case studies demonstrating the spread of investors in infrastructure projects in APEC/OECD countries.

Topics for discussion:
- Case study: the ASEAN Infrastructure Fund
- Case study: the Philippine Investment Alliance for Infrastructure Fund
- Case study: the UK Pension Investment Platform Initiative and the Australian model.
- New policy initiatives and incentives for infrastructure?

Speakers:
- Chair: Ashby Monk, Executive Director, Global Projects Centre, Stanford University
- Dr Mario “Majong” J. Aguja, Trustee, Government service Insurance System
(GSIS), Philippines
- Scott Miner, CIO, Guggenheim Partners
- Frank Kwok, Senior Managing Director, Macquarie Infrastructure and Real Assets
- GIC Singapore / ADB
- JBIC, Japan

15:00 – 15:30 Coffee Break

15:30 – 16:30 SESSION 4: Infrastructure Investment Data – Availability, Collection, and New International Initiatives

Infrastructure is a typically unmeasured field. Investors perceive a shortage of objective information and quality data in infrastructure. Only limited empirical analysis has been done to assess the risk-adjusted performance and portfolio diversification benefits of listed infrastructure in a portfolio, with only a few studies on unlisted infrastructure performance. Historical data is scarce and often proprietary, hence not publicly available. The lack of a clear benchmark for measuring investment performance is seen by many as one of the main barriers to invest in infrastructure.

Topics for discussion:
- The nature of infrastructure assets, what is the evidence?
- Is the fear of investing in Greenfield projects justified? Are Brownfield assets any more predictable?
- Is infrastructure a distinct asset class?
- Challenges in developing benchmarks for infrastructure investment
- What can be done to gather more evidence? Policy Initiatives

Speakers:
- Chair: Raffaele Della Croce, Lead Manager LTI project, OECD
- Frédéric Blanc-Brude, EDHEC Risk Institute-Asia
- Mercer
- QIC Australia
- IFC/World Bank
- ADB

16:30 – 18:00 SESSION 5: Policy Conclusions and Closing Remarks - Synergies between the Infrastructure Agendas of the G20 and APEC

Infrastructure is one of the main topics on the Agendas of the G20 and APEC under the current and future presidencies. This session will explore synergies among the two agendas, ahead of the leaders summit in September, in particular discussing one of the key deliverables for the G20 meeting in Russia, the High Level Principles for Long Term Investment by Institutional Investors developed by the newly created OECD Task Force on Institutional Investors and Long-Term Financing, open to OECD, G20, FSB, and APEC members.

Topics for discussion:
- Mahendra Siregar, Vice Minister of Finance of Indonesia and G20 Sherpa for Indonesia
- Damien Dunn, Australian Treasury, Chair of the OECD Task Force on Institutional Investors and Long-Term Financing
- Ministry of Finance of the People’s Republic of China
- Claus-Michael Happe, Head of Division, MDBs, Ministry of Finance, Germany and Co Chair of G20 Study Group on Long Term Investment Financing
- Rintaro Tamaki, Deputy Secretary General, OECD
**ANNEX B. BILATERAL MEETING ROOM BOOKING REQUEST**

Please submit one form per requested bilateral meeting. Please scan and email a completed form to apec-fmp2013@fiskal.depkeu.go.id

<table>
<thead>
<tr>
<th>Requesting Economy/Organization Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Economy/Organization</td>
<td></td>
</tr>
<tr>
<td>Name of contact person</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Ministry/Department</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Participating Economy/Organization Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Economy/organization</td>
<td></td>
</tr>
<tr>
<td>Name of contact person</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meeting Room Request Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td></td>
</tr>
<tr>
<td>Number of required chairs</td>
<td></td>
</tr>
<tr>
<td>Special requests (if any)</td>
<td></td>
</tr>
</tbody>
</table>

Email confirming the room booking for bilateral negotiations will be sent to both economies with the information about room arrangement and workshop time. The requesting economy will be responsible for appearance of any changes in meeting requirements.

*Bilateral meeting room will be available from 08.00 to 18.00hrs with 15 minutes refreshment.*

*Bilateral meeting room will be assigned on a first-come, first-served basis. To make on-site reservations during meeting period on July 1-3, 2013 at the Novotel Palembang Hotel & Residence, please email this booking form to apec-fmp2013@fiskal.depkeu.go.id or visit the APEC FMP Information Desk located at the Novotel Palembang Hotel & Residence.*
ANNEX C. DOCUMENT DISTRIBUTION REQUEST FORM (DDRF)

Please use one DDRF per document

| Workshop name |  |
| Workshop date |  |
| Contact person |  |
| Economy/Organization |  |
| Telephone number |  |
| Email address |  |

| Document title |  |
| Abstract |  |
| Purpose – consideration or information |  |
| Access – public or restricted |  |
| If restricted, state reason (e.g. draft version, under consideration, working document, non-paper, informal paper) |  |
| Submitted by |  |
| Economy/Forum/Secretary/Observer |  |
| Forum document number |  |
| Applicable only if the same document was tabled at an earlier forum |  |
| Necessary number of copies (if known) |  |

Email document, DDRF and Executive Summary to appropriate addresses below:

**Documents for APEC Second Workshop on Infrastructure:**

To: fmp2013docs@fiskal.depkeu.go.id
Cc: tmahendra@fiskal.depkeu.go.id; kasatriyo@fiskal.depkeu.go.id
Subject Field: Documents for APEC Second Workshop on Infrastructure

**Documents for Indonesia-OECD International Seminar: Enhancing the Role of Institutional Investors in Infrastructure Financing**

To: fmp2013docs@fiskal.depkeu.go.id
Cc: tmahendra@fiskal.depkeu.go.id; kasatriyo@fiskal.depkeu.go.id
Subject Field: Document for Indonesia-OECD International Seminar: Enhancing the Role of Institutional Investors in Infrastructure Financing
ANNEX D. EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

Background / Key Issues

Required Action/Decision Points
(Approval, recommendations, notes etc.)

It is recommended that:

1. 

2. 

For conciseness, please, try to limit all information to one page. Thank you.
Hotel Reservation Form

APEC WORKSHOP ON INFRASTRUCTURE FINANCING
AND
INDONESIA-OECD INTERNATIONAL SEMINAR ON INSTITUTIONAL INVESTOR’S ROLE
IN INFRASTRUCTURE
August 28-29 2013
Palembang, Indonesia

Novotel Palembang Hotel & Residence
Jalan R. Sukamto No 8A, Palembang - South Sumatera, Indonesia 30127

(Please enter all detail in block capitals or using a typewriter)

I. Personal Details

Dr.  ❑  Mr.  ❑  Mrs.  ❑  Ms.  ❑
Surname  :  __________________________
Title:  :  __________________________
Phone:  :  __________________________
E-mail:  :  __________________________
Mailing address  :

II. Accommodation Details

Special accommodation rates have been made with The Novotel Palembang Hotel & Residence for the meeting participants. Participants who wish to stay at The Novotel Palembang Hotel & Residence are advised to make your own reservation directly to hotel. The room availability in The Novotel Palembang Hotel & Residence will not guarantee to be given to participants who make room reservation after August 12th, 2013.

For reservation purpose, kindly please submit this form to The Novotel Palembang Hotel & Residence with contact person and e-mail address given at the end of the registration form and cc to fmp2013hotels@fiskal.depkeu.go.id.

❑ Superior room  : Rp. 678,000 nett/room/day
❑ Deluxe room  : Rp. 768,000 nett/room/day
❑ Junior Suite  : Rp. 1,276,951 nett/room/day
❑ Family Suite  : Rp. 1,776,802 nett/room/day
❑ Penthouse 1 Bedrooms: Rp. 1,900,000 nett/room/day
❑ Penthouse 2 Bedrooms: Rp. 3,400,000 nett/room/day
❑ Penthouse 3 Bedrooms: Rp. 7,880,000 nett/room/day
The room rates includes:

- 21% government tax and service charge
- Free Breakfast for 1-2 persons/room/day for room type Superior, Deluxe, & Junior Suite
- Free Breakfast for 4 persons/room/day for room type Family Suite
- Free entrance to swimming pool, sauna, and steam
- Free wifi at lobby area and inside room

Check in time – 2:00 pm     Check out time – 12:00 noon

<table>
<thead>
<tr>
<th>Arrival date:</th>
<th>Time:</th>
<th>Airline/Flight number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Departure date:</th>
<th>Time:</th>
<th>Airline/Flight number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Special Request:** Please note here any special requests concerning diet, guestroom such as smoking or non-smoking, king size or twin beds, etc.

Cardholder’s Name: ___________________________ Credit Card Type: ___________________________

Card Number: ___________________________ Expiry Date: ___________________________

Please note that credit card details are required for securing your hotel reservation and a one night room charge will be levied in case of cancellation or no show on the day of arrival.

Please **Fax or Email** the completed form by August 12\(^{th}\), 2013 at the latest to:

**Reservation**
Tel: (+62).711.369777;
Facsimile: (+62).711.379777
Email: reservation@novotelpalembang.com
And cc to:
fpap2013hotels@fiskal.depkeu.go.id

with email subject: **APEC reservation form**
ANNEX F. MAP