

# **Online Cancellation Interface**

### Web address (URL)

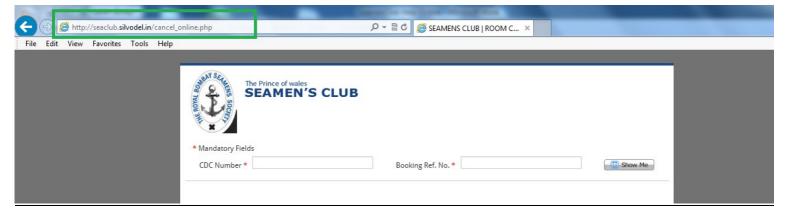
Visit the Royal Bombay Seaman's Society website by typing the below mentioned URL in the address bar of your browser –

www.seaclub.in/room reservation.php

Click on the Book Now tab

Click on the On-line Cancellation link to cancel an online booking made by you earlier

On clicking the On-line Cancellation link, you will see a screen similar to the one displayed below

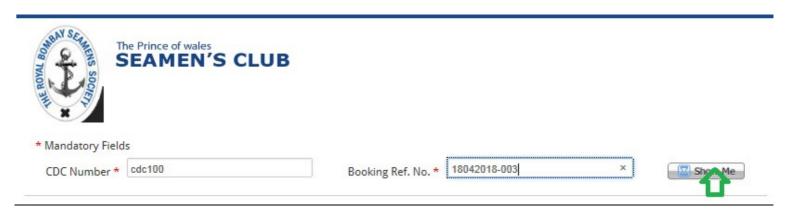


## Find the booking for Cancellation

# Online cancellations are allowed only for those bookings that were made online and where the seafarer has not already checked-in at the club

Enter your CDC number the Booking Reference Number which was sent in the confirmation email at the time of booking the room via the online booking mode

Click on the **Show Me** button

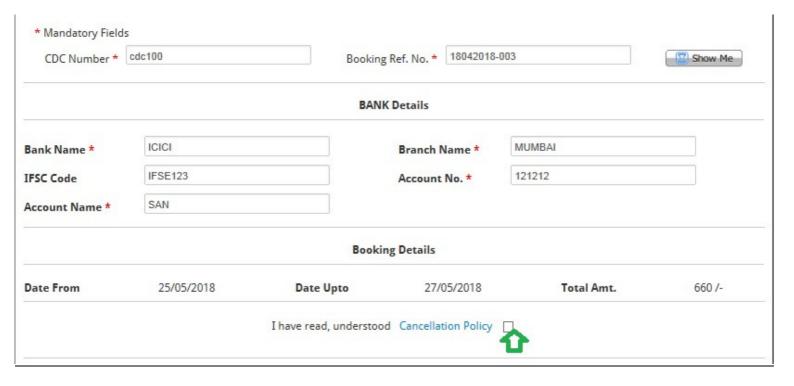


### **Bank Details Update**

A screen similar to the one shown below will be displayed

Complete the bank details as required since ALL refunds will be transferred to the said accounts only through NEFT

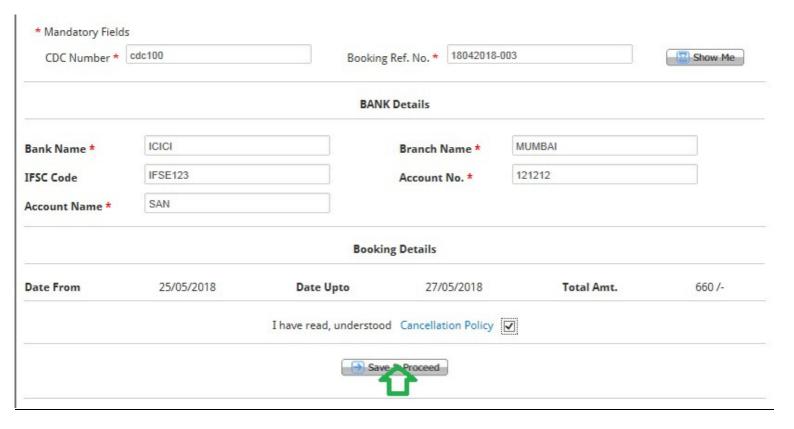
Read the Cancellation Policy and click on the Cancellation Policy check-box to be able to see the Save & Proceed button



## Save and Proceed to Cancel the Booking

On clicking the Cancellation Policy check-box, a screen similar to the one shown below is displayed

Click on the Save & Proceed button



## **Room Cancellation Summary**

A summary of refund amount will be displayed as shown in the screen below

Click on the **Back Home** button to end the Online Cancellation process

An email will be sent to your registered email with a summary of cancellation details as shown in the screen shot below



		Booking Details		
Booking ID	Room Number	Bed Number	Check-In / Check-Out Dates	
18042018-003	23	В	25/05/2018 - 27/05/2018	
		Refund Details		
Bank Name	Branch Name	Account No.	Refund Amount	
ICICI	MUMBAI	121212	660 /-	
	tact at Seamen's Club, Ballard E	TOTAL CONTRACTOR OF THE PARTY O		

