



**November 11, 2025**

Macro Ma  
Account Director  
**Comfort International M.I.C.E Service Co., Ltd.**  
Rm. 1510, Building 2, Tianhui Plaza Phase II  
No. 68 Lane 2009 Caoyang Road  
Putuo District, Shanghai  
China

Via email: make@cct.cn

**RE: Comfort China Shanghai Group Meeting**  
**Wednesday, 19 November 2025 - Saturday, 22 November 2025**  
**Annexure 1**

Dear Mr Macro Ma,

Thank you once again for selecting Hilton Saigon as the venue for your forthcoming group. Please find attached our Addendum to the signed Letter of Agreement dated **15 October 2025**.

After your review, please kindly return the signed copy of this Addendum to Hilton Saigon by **12 November 2025** to confirm all the changes.

Thank you for your continued support to Hilton Saigon. We look forward to welcoming you soon to our hotel.

Yours sincerely,

Approved by

Vy Nguyen  
Senior Sales Manager  
lanvy.nguyen@hilton.com

Khanh Tran  
Director of Sales  
khanh.tran@hilton.com

Telephone: 84 28 3823 7979  
Facsimile: 84 28 3825 7979

As discussed, there are now some changes to the original contract and these are outlined in the following annexure. This annexure simply becomes an attachment to the original signed Letter of Agreement dated 15 Oct 2025 and all other terms and conditions of same remain unchanged.

**The changes/amendments we have agreed to are:**

**Room Block Changes:**

Room Type	Sat 15 Nov	Sun 16 Nov	Mon 17 Nov	Tue 18 Nov	Wed 19 Nov	Thu 20 Nov	Fri 21 Nov	Sat 22 Nov	Sun 23 Nov
Run of House (single)	1	1	1	9	31	34	16	3	Check out
Run of House (double)	-	2	2	6	11	11	9	1	
Total of room nights	138								

**Event Information Changes:**

Start Time	End Time	Function	Room	Setup	No of delegates	Daily Rate Per Person/ Daily Venue Rental
<b>Thursday, 20 November 2025</b>						
00:01	13:00	Set-up	Grand Ballroom I+II	-	-	Discounted venue rental at <b>VND 52,436,160</b> (regular price VND 102,060,000)
12:00	13:00	Buffet Lunch <i>Min. 50pax</i>	Grand Ballroom I+II+III	Rounds	50	Discounted half day meeting package with one coffee break and one lunch is at <b>VND 1,310,904</b> (regular price VND 1,542,240)  <b>Waived additional venue rental</b> (regular price at VND 90,720,000) to meet the minimum spend
14:00	16:00	Half day Meeting	Grand Ballroom I+II	Cabaret		
15:00	15:30	Coffee break	Foyer	Standing		
14:00	16:00	Break out room 1	Mekong Delta I (Level 5)	Rounds	10	Discounted venue rental at <b>VND 14,265,000</b> (regular price VND 28,350,000)
14:00	16:00	Break out room 2	Mekong Delta II (Level 5)	Rounds	10	Discounted venue rental at <b>VND 8,505,000</b> (regular price VND 17,010,000)
<i>60 minutes to turn over from meeting to dinner</i>						
19:00	21:00	Dinner	Grand Ballroom I+II	Rounds	50	Buffet menu starts from <b>VND 1,587,600</b>
19:00	21:00	Buffet Lines for Dinner	Grand Ballroom III	Buffet Line	-	Drinks to be charged on consumption based on the Event Drink List
<i>The above prices are inclusive of service charge and then applicable VAT</i>						

**Payment and Deposit Schedule:**

Deposit Type	Due Date	Amount Due
Initial deposit	Received	VND 760,095,900 (~USD 28,890)
Final prepayment	Wednesday, 12 November 2025	VND 173,924,748 (~USD 6,611)
Any outstanding balance related to the master account must be settled upon the group check-out or the completion of event by cash or credit card		

**PAYMENT INSTRUCTIONS**

Payment can be made either by cash or by major credit card as per the Standard Terms and Conditions or by Bank Transfer to the Hotel's accounts as below:

Account Number (VND)	114629287979
Account Number (USD)	118002992490
Full Beneficiary Account Name (preferable for domestic transfer)	CT CP DAU TU SX KD SAI GON CUU LONG HILTON SAIGON HOTEL
OR Abbreviated Beneficiary Account Name (preferable for international transfer)	SGCL . CORP
Bank / Branch Name	Vietnam Joint Stock Commercial Bank for Industry and Trade, Branch 7 HCMC
Address of Bank	346 Bui Huu Nghia Street, Ward 2, District Binh Thanh, Ho Chi Minh City, Vietnam
SWIFT CODE	ICBVNVX924

Any cost for bank transfer is the responsibility of the company/client.

Mr Macro Ma, please review the amendments and return this letter to me with your signature as confirmation that we are in agreement regarding the changes. All other terms and conditions remain unchanged except to give effect to this annexure.

For and on behalf of

**Comfort International M.I.C.E Service Co.,  
Ltd.**

**Sai Gon Cuu Long Business Production  
Investment Corporation doing business as  
Hilton Saigon**

Name: Macro Ma  
Title: Account Director  
Dated:

Name: Andrew Nisbet  
Title: Hotel Director  
Dated: