

**Our ref: POWC/TSM/18/01**

**Date: 15 February 2018**

**From: Organising Secretary, Public Officers' Welfare Council**

**To: Supervising Officers i/c Ministries/Departments**

**Tour to Singapore and Malaysia**

The Public Officers' Welfare Council (POWC) is organising a group tour to Singapore and Malaysia for public officers and their families from Monday 02 to Tuesday 10 April 2018.

2. The flight details are as follows:

7 Nights' Stay	<i>Departure from Mauritius (SSR International Airport) Air Mauritius</i>			<i>Departure from Kuala Lumpur (Kuala Lumpur International Airport) Air Mauritius</i>		
	Date	Flight No.	Mauritian Time	Date	Flight No.	Malaysian Time
	Monday 02 April 2018	MK 646	2040 Hours	Tuesday 10 April 2018	MK 647	1335 Hours

3. The package comprises the following:

- air tickets
- hotel accommodation with daily breakfast
  - 2 nights' stay at Holiday Inn Express (4 Star Hotel in Singapore)
  - 2 nights' stay at Sunway Clio (4 Star Hotel in Malaysia)
  - 3 nights' stay at Verdant Hill (4 Star Hotel in Malaysia)
- transfers: Airport-Hotel-Airport
- transfer from Singapore to Malaysia by coach
- English speaking guide
- 2 lunches and 2 dinners at different local restaurants
- entrance tickets to the parks and visits to most attractive places as per programme at **annex 1**.

4. Forty seats have been secured for the group and the **cost per person** is as follows:

Room Combination	Rate (MUR)
Single Room	60,750
Per Adult in Double Sharing Room	49,650
Per Adult in Triple Sharing Room	49,650

**P.T.O.**

<b>Child Policy</b>	<b>Rate (MUR)</b>
Child aged between 03 to 11 years old requiring additional bed	41,850
Child aged between 03 to 11 years old sharing parents' bed	34,250
Child aged between 24 to 35 months	21,550
Infants (up to 23 months)	4,100

**Note:**

- (i) A person aged up to 23 months is considered as an infant;
- (ii) A person aged between 24 months and 11 years is considered as a child;
- (iii) A person aged 12 years and above is considered as an adult; and
- (iv) A person aged 60 years and above (senior citizen) benefits a discount of MUR 500 on the package.

5. Public officers interested to join the tour are requested to fill in the participation form at **annex 2** and submit same to the Council together with the exact amount on the scheduled payment date.
6. Participants should possess a passport valid for at least six months from the return date of the tour (valid till 10 October 2018). No entry visa is required for Mauritians to enter Singapore/Malaysia.
7. Please note that the following documents should be submitted while effecting payment:
  - (a) Photocopy of a recent payslip or top part of the payslip indicating the name, paysite code and National Identity Card number or any written evidence/document attesting that the applicant is a serving public officer;
  - (b) Photocopy of passport of each participant. In case of invalid passport, participants will have to submit a photocopy of Birth Certificate or National Identity Card when effecting payment. The participant should make necessary arrangements to obtain a valid passport at the earliest possible and hence, submit a photocopy to the Council accordingly; and
  - (c) Relevant authorising documents from the nearest police station for children below 18 years who will not be accompanied by their parents on the tour.
8. Payments will be received on a **“first come, first served basis”** on **Saturday 03 March 2018 from 0900 to 1430 hours** at the seat of the Public Officers' Welfare Council, 6<sup>th</sup> Floor, ATOM House, 16, Royal Street, Port Louis. In case seats are still available, payments will be extended to weekdays as from Monday 05 March 2018 from 0930 to 1400 hours.

***Participants are kindly requested to effect payment preferably by cheque to the order of “Public Officers’ Welfare Council”.***

9. Participants willing to avail themselves of the passage benefits, will have to make their own arrangements with the Accountant-General or the Human Resource Section of their respective Ministries/Departments.
10. Cancellation will be accepted only in exceptional cases (e.g. illness, death of close relative or any other valid reason) supported by documentary evidence. In case of cancellation before issuance of tickets, an administrative fee of MUR 200 per participant will be charged. In case of cancellation after issuance of tickets, the administrative fee of MUR 200 per participant together with other cancellation charges claimed by stakeholders will be applicable.

11. Participants will be required to comply with all instructions given by the group leaders/guides during the tour.
12. Participants will have to bear responsibility of any mishap caused by themselves or accompanied members of their family during the tour.
13. Participants are advised to make their own arrangements for travel insurance.
14. Please note that all money transactions are made in Malaysian Ringgit and Singaporean Dollar in Malaysia and Singapore respectively.
15. The Council reserves the right to cancel the trip in case of any unforeseen circumstances. Participants will be refunded accordingly.
16. It would be appreciated if the contents of this circular letter could be brought to the attention of all the staff of your Ministry/Department.
17. A copy thereof is also posted on the Council's website: <http://powc.govmu.org>



**S. Bundhoo**  
**Organising Secretary**

*Copy to: Presidents of Staff Welfare Associations*



**Public Officers' Welfare Council  
Programme-Tour to Singapore and Malaysia  
Monday 02 to Tuesday 10 April 2018**



**Monday 02 April 2018  
1740 hours - Check in at SSR International Airport  
Departure at 2040 hours (Mauritian Time)  
Air Mauritius Flight MK 646**

**Day 1 - Tuesday 03 April 2018**

- |          |   |   |
|----------|---|---|
| 0750 hrs | - | Arrival at Changi International Airport, Singapore      |
| 0830 hrs | - | Meet and greet by local tour guide                      |
| 0900 hrs | - | Singapore City Tour                                     |
| 1230 hrs | - | Lunch at Local Restaurant                               |
| 1330 hrs | - | Visit to Garden by the Bay (Flower Dome & Cloud Forest) |
| 1600 hrs | - | Check-In to Holiday Inn Express Hotel                   |
| 1830 hrs | - | Night Safari Tour                                       |
| 2100 hrs | - | Back to Hotel   |

*Participants have to arrange for dinner on their own (food outlets available at Night Safari Tour).*

**Day 2 - Wednesday 04 April 2018**

- |          |   |   |
|----------|---|---|
| 0700 hrs | - | Breakfast at Hotel                        |
| 0900 hrs | - | Full day Universal Studio, Sentosa Island |
| 1940 hrs | - | Wings of Time (Outdoor Night Show)        |
| 2030 hrs | - | One way cable car ride                    |
| 2100 hrs | - | Back to hotel                             |

*Participants have to arrange for lunch and dinner on their own (food outlets available at Sentosa Island)*

**Day 3 - Thursday 05 April 2018**

- |          |   |   |
|----------|---|---|
| 0700 hrs | - | Breakfast at Hotel                                    |
| 0830 hrs | - | Check-Out from Holiday Inn Express Hotel              |
| 0900 hrs | - | Transfer to Kuala Lumpur by coach                     |
| 1130 hrs | - | Meet and greet by local guide at Malaysia Immigration |
| 1300 hrs | - | Lunch at Local Restaurant                             |
| 1500 hrs | - | Check-In to Sunway Clio Hotel                         |
| 1800 hrs | - | Cultural Show at Wow KI Restaurant                    |
| 1900 hrs | - | Dinner at Wow KL Restaurant                           |
| 2100 hrs | - | Back to Hotel   |

**Day 4 - Friday 06 April 2018**

- |          |   |                                 |
|----------|---|---------------------------------|
| 0700 hrs | - | Breakfast at Hotel              |
| 0900 hrs | - | Departure to Sunway Lagoon Park |

**Full Day at Sunway Lagoon Park**

*Participants have to arrange for lunch and dinner on their own. (food outlets available at Sunway)*



**Day 5 - Saturday 07 April 2018**

- 0700 hrs - Breakfast at Hotel
- 0800 hrs - Check-Out from Sunway Clio Hotel
- 0830 hrs - Proceed to Batu Caves
- 1230 hrs - Visit to Geneva Watch Factory Gallery
- 1400 hrs - Check-In to Verdant Hill Hotel

**Free Time**

- 1700 hrs - Proceed to Night City Tour
- 1900 hrs - Dinner at Atmosphere 360 Revolving Restaurant, KL Tower
- 2030 hrs - Back to Hotel

*Participants have to arrange for lunch on their own (food outlets available at Batu Caves)*

**Day 6 - Sunday 08 April 2018**

- 0700 hrs - Breakfast at Hotel

**Free Day**

*Participants have to arrange for lunch and dinner on their own.*

**Day 7 - Monday 09 April 2018**

- 0700 hrs - Breakfast at hotel

**Free Day**

*Participants have to arrange for lunch and dinner on their own.*

**Day 8 - Tuesday 10 April 2018**

- 0700 hrs - Breakfast at Hotel
- 0930 hrs - Check Out from Hotel
- 1130 hrs - Arrival at Kuala Lumpur International Airport
- 1335 hrs - Departure for Mauritius on Flight MK 647
- 1845 hrs - Landing at SSR International Airport (Mauritian Time)

**END OF PROGRAMME**



Participation Form

**Monday 02 to Tuesday 10 April 2018**

**Name of Applicant: \*Mr./Mrs./Miss** .....  
(\* Delete as appropriate and SURNAME in block letters)

**Designation:** .....

**Ministry/Department:** .....

**Residential Address:** .....

**Phone Number: (Mob)..... (Res)..... (Off).....**

**Emergency Contact Person: ..... Phone Number: .....**

**Accompanied by:**

Name	Relationship	D.O.B.	Age	Non Veg	Veg	Amount (MUR)
	Self					
2						
3						
4						
5						
6						
<b>TOTAL</b>						

**NOTE**

- (i) Original passports should be produced for check-in at the Airport.
- (ii) Participants, who are under medical supervision or who are on special drugs should submit relevant details to the organizers when applying for tickets.
- (iii) The costs of any additional service/items, including beverages, not included in this package will have to be met by the participant.
- (iv) Participants will bear responsibility of any mishap caused by themselves or accompanied members of their family during the tour.
- (v) Participants will be required to comply with all instructions given by the group leaders/guides during the tour.

I and my family members confirm that we are participating in the Tour to Singapore and Malaysia at our own risk. I understand by signing this participation form that my family and I cannot enter any representation, or statement, or legal action against the Public Officers' Welfare Council.

.....  
**Date**

.....  
**Signature of Applicant**

*For office use only*

*Amount Paid* \_\_\_\_\_

*Receipt No.* \_\_\_\_\_