



Our ref: POWC/TSM/19/02

Date: 12 September 2019

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. 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 |
| | Wednesday 13 November 2019 | MK 646 | 20:40 Hours | Thursday 21 November 2019 | MK 647 | 13:35 Hours |

2. The package comprises the following:

- air tickets;
- hotel accommodation with daily breakfast:
 - two nights' stay at Grand Central Hotel or another hotel of the same standard in Orchard Road, Singapore
 - five nights' stay at Holiday Inn Express Hotel or another hotel of the same standard in Bukit Bintang, Kuala Lumpur, Malaysia
- transfers: airport-hotel-airport by coach;
- transfer from Singapore to Malaysia by coach;
- provision of an English speaking guide;
- two lunches and two dinners at different local restaurants; and
- entrance tickets to parks and visits to most attractive places as per programme (annex 1).

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

| Room Combination | Rate (MUR) |
|----------------------------------|------------|
| Single Room | 53,800.00 |
| Per Adult in Double Sharing Room | 45,300.00 |
| Per Adult in Triple Sharing Room | 45,300.00 |

| Child Policy | Rate (MUR) |
|--|------------|
| Child aged 12 years old requiring additional bed | 42,700.00 |
| Child aged 12 years old sharing parents' bed | 37,900.00 |
| Child aged between 05 to 11 years old requiring additional bed | 38,700.00 |
| Child aged between 05 to 11 years old sharing parents' bed | 33,900.00 |
| Child aged between 02 to 04 years sharing parents' bed | 22,700.00 |
| Infants (up to 23 months) | 3,400.00 |

Note:

- (i) a person aged up to 23 months is considered as an infant;
- (ii) a person aged between 02 and 12 years is considered as a child;
- (iii) a person aged 13 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.
- (v) a maximum of three participants can be accommodated in one room. Family combination of four participants (for example two adults and two children) would be dealt with on a special case basis and arrangements would be made to accommodate those families. In case of any additional cost arising, the applicant would be informed and is expected to effect the payment accordingly.

4. Participants should possess a passport valid for at least six months from the return date of the tour (valid till 21 May 2020). No entry visa is required for Mauritius passport holders to enter Singapore and Malaysia.

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. 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 non-availability or 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;
- (c) photocopy of birth certificate of each participant as well as marriage certificate where applicable; and
- (d) relevant authorising documents from the nearest police station for children below the age of 18 (minor) who will not be accompanied by their parents on the tour.

7. Payments will be received on a **“first come, first served basis”** on **Saturday 28 September 2019 from 0900 to 1400 hours** at the seat of the Public Officers' Welfare Council, 6th Floor, ATOM House, 16, Royal Street, Port Louis. In case seats are still available, payments will be extended to weekdays as from Monday 30 September 2019 from 0930 to 1400 hours.


*Applicants are encouraged to effect payment preferably by bank card or cheque to the order of
“Public Officers' Welfare Council”.*

8. Participants, willing to avail themselves of passage benefits, will have to make their own arrangements with the Accountant-General or the Human Resource Section of their respective Ministries/Departments.

9. 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, an administrative fee of MUR 200 per participant together with other cancellation charges claimed by stakeholders will be applicable.

... to comply with all instructions given by the group leaders/guides during the tour.

11. Participants should bear responsibility of any mishap caused by themselves or accompanied members of their family during the tour.
12. Participants are recommended to make their own arrangements for travel insurance.
13. Please note that, in Singapore and Malaysia, all money transactions are made in Singaporean Dollar and Malaysian Ringitt respectively.
14. The Council reserves the right to cancel the tour in case of any unforeseen circumstances. Participants will be refunded accordingly.
15. 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. 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
Tour to Singapore and Malaysia
Programme

ANNEX I

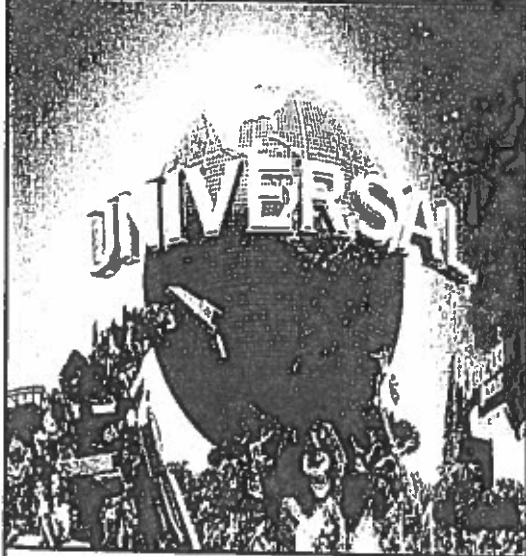


Wednesday 13 November 2019
1740 hours - Check in at SSR International Airport
Departure at 2040 hours (Mauritian Time)
Air Mauritius Flight MK 646

Thursday 14 November 2019

- 0750 hrs - Arrival at Changi International Airport, Singapore
- 0900 hrs - Meet and greet by local tour guide
- 0930 hrs - Singapore City Tour
- 1230 hrs - Lunch at Restaurant
- 1400 hrs - Check-In at Grand Central Hotel
- 1730 hrs - Visit to Gardens by the Bay (Flower Dome & Cloud Forest)
And Light Show
- 2030 hrs - Back to Hotel

Participants have to arrange for dinner on their own. (food outlets and restaurants available at Orchard Road)



Friday 15 November 2019

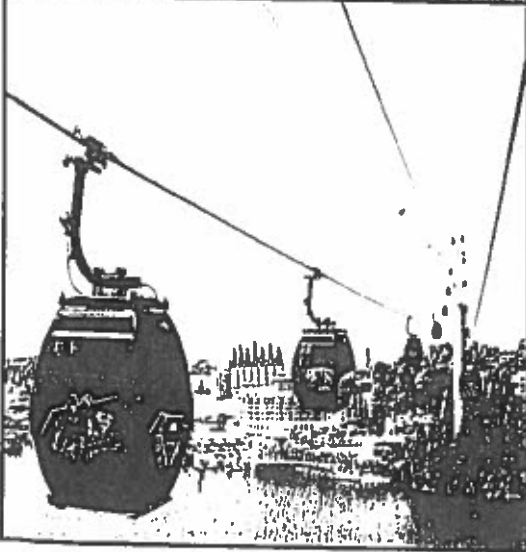
- 0700 hrs - Breakfast at Hotel
- 0900 hrs - Transfer to Mount Faber Park
- 0930 hrs - Cable Car Ride to Sentosa Island
- 1000 hrs - Full Day Universal Studio, Sentosa Island
- 1940 hrs - Wings of Time (Outdoor Night Show)
- 2100 hrs - Back to hotel

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

Saturday 16 November 2019

- 0700 hrs - Breakfast at Hotel
- 0830 hrs - Check-Out from Grand Central Hotel
- 0930 hrs - Transfer to Kuala Lumpur, Malaysia by coach
- 1230 hrs - Lunch at Restaurant
- 1500 hrs - Putrajaya Tour
- 1800 hrs - Check-In at Holiday Inn Express Hotel

Participants have to arrange for dinner on their own. (food outlets and restaurants available at Bukit Bintang)



Sunday 17 November 2019

- 0700 hrs - Breakfast at Hotel

Free Day

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



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Monday 18 November 2019

- 0700 hrs - Breakfast at Hotel
- 0930 hrs - Proceed to Genting Highlands

Full Day at Genting Highlands

- 2000 hrs - Back to Hotel

*Participants have to arrange for lunch and dinner on their own.
(food outlets available at Genting Highlands and Bukit Bintang)*

Tuesday 19 November 2019

- 0700 hrs - Breakfast at hotel
- 0900 hrs - Kuala Lumpur City Tour

Free Leisure Time after City Tour

- 1900 hrs - Dinner with Cultural Show at The Love @ Matic Restaurant
- 2100 hrs - Back to Hotel

Participants have to arrange for lunch on their own.

Wednesday 20 November 2019

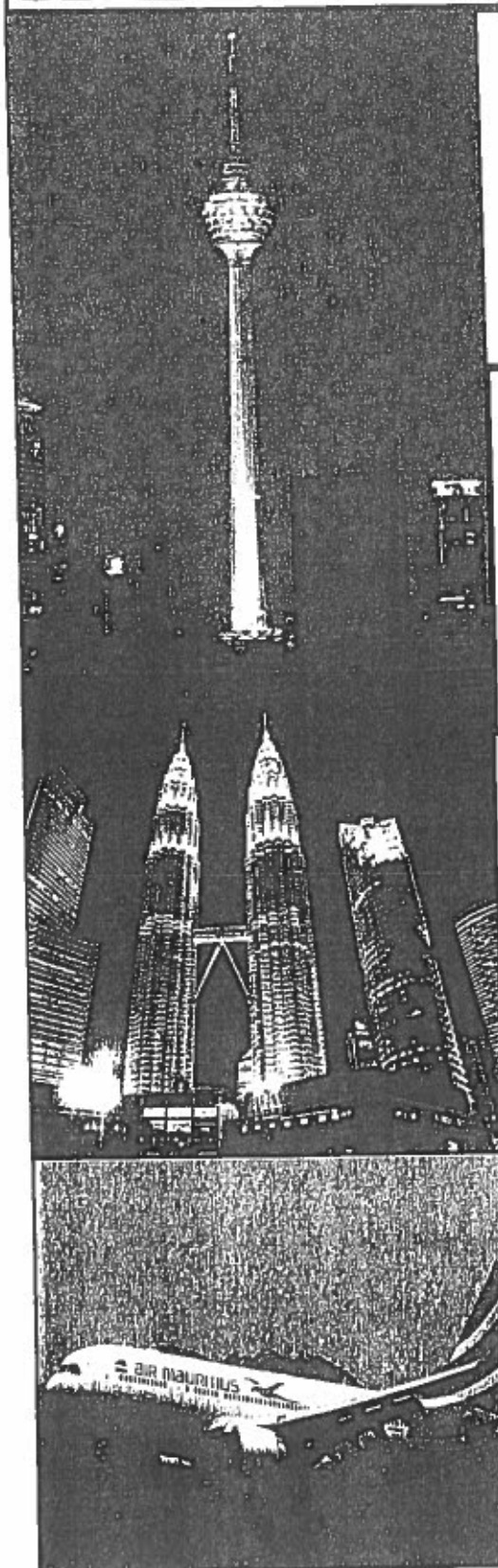
- 0700 hrs - Breakfast at Hotel
- 0900 hrs - Visit to Batu Caves
- 1300 hrs - Visit to Geneva Watch Factory Gallery
- 1400 hrs - Back to Hotel
- 1800 hrs - Visit to KL Tower Observation Deck
- 1900 hrs - Dinner at Atmosphere 360 Revolving Restaurant
- 2100 hrs - Back to Hotel

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

Thursday 21 November 2019

- 0700 hrs - Breakfast at Hotel
- 0900 hrs - Check Out from Hotel
- 1130 hrs - Arrival at Kuala Lumpur International Airport
- 1335 hrs - Departure for Mauritius on Flight MK 647
- 1815 hrs - Landing at SSR International Airport (Mauritian Time)

END OF PROGRAMME





Tour to Singapore and Malaysia
Wednesday 13 to Thursday 21 November 2019
Participation Form

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

Designation:

Ministry/Department:

Residential Address:

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

Email Address:

Emergency Contact Person: Phone Number:

Accompanied by:

| Name | Relationship | D.O.B. | Age | Non Veg | Veg | Amount (MUR) |
|--------------|--------------|--------|-----|---------|-----|--------------|
| Self | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| TOTAL | | | | | | |

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 should bear responsibility of any mishap caused by themselves or accompanied members of their family during the tour.
- (v) Participants are 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. _____

Payment Effected by: Cash:

Cheque:

Bank Card:

Cheque No:

