Our ref: POWC/TMS/17/2

Date: 14 September 2017

From: Organising Secretary, Public Officers' Welfare Council

To: Supervising Officers i/c Ministries/Departments

Public Officers' Welfare Council

Promoting the welfare of Public Officers and their families

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 13 to Tuesday 21 November 2017.

2. The flight details are as follows:

<table>
<thead>
<tr>
<th>7 Nights’ Stay</th>
<th>Departure from Mauritius (SSR International Airport) Air Mauritius</th>
<th>Departure from Kuala Lumpur (Kuala Lumpur International Airport) Air Mauritius</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Flight No.</td>
<td>Time (Hours)</td>
</tr>
<tr>
<td>Monday 13 November 2017</td>
<td>MK 646</td>
<td>2040</td>
</tr>
</tbody>
</table>

3. The package comprises the following:

- a return air ticket
- hotel accommodation with daily breakfast
  - 2 nights’ stay at Grand Central (4 Star Hotel in Singapore)
  - 5 nights’ stay at Verdant Hill (4 Star Hotel in Malaysia)
- transfers: Airport-Hotel-Airport
- transfer from Singapore to Malaysia by coach
- English speaking guide
- 4 lunches and 1 dinner 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:

<table>
<thead>
<tr>
<th>Room Combination</th>
<th>Rate (MUR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Room</td>
<td>56 100</td>
</tr>
<tr>
<td>Per Adult in Double Sharing Room</td>
<td>46 200</td>
</tr>
<tr>
<td>Per Adult in Triple Sharing Room</td>
<td>46 200</td>
</tr>
<tr>
<td>Child Policy</td>
<td>Rate (MUR)</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Child aged 12 years old requiring additional bed</td>
<td>42 800</td>
</tr>
<tr>
<td>Child aged 12 years old sharing parents' bed</td>
<td>36 700</td>
</tr>
<tr>
<td>Child aged between 03 to 11 years old requiring additional bed</td>
<td>38 800</td>
</tr>
<tr>
<td>Child aged between 03 to 11 years old sharing parents' bed</td>
<td>32 700</td>
</tr>
<tr>
<td>Child aged between 24 to 35 months</td>
<td>20 700</td>
</tr>
<tr>
<td>Infants (up to 23 months)</td>
<td>3 100</td>
</tr>
</tbody>
</table>

**Note:**

(i) A person aged up to 23 months is considered as an infant;

(ii) A person aged between 24 months 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.

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. 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 serving a 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 until renewal of passport. 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 07 October 2017 from 0900 to 1430 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 09 October 2017 from 0930 to 1400 hours](#).

**Applicants 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 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://powe.govmu.org

S. Bundhoo
Organising Secretary

Copy to: Presidents of Staff Welfare Associations
Public Officers’ Welfare Council
Programme-Tour to Singapore and Malaysia
Monday 13 to Tuesday 21 November 2017

Monday 13 November 2017
1740 hours - Check in at SSR International Airport
Departure at 2040 hours (Mauritian Time)
Air Mauritius Flight MK 646

Day 1 - Tuesday 14 November 2017
0750 hrs - Arrival at Changi International Airport, Singapore
0830 hrs - Meet and greet by local tour guide
0930 hrs - Singapore City Tour
1230 hrs - Lunch at Local Restaurant
1330 hrs - Visit to Garden by the Bay (02 Domes)
1600 hrs - Check-In to Grand Central Hotel

Participants have to arrange for dinner on their own.

Day 2 - Wednesday 15 November 2017
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 16 November 2017
0700 hrs - Breakfast at Hotel
0845 hrs - Check-Out from Grand Central Hotel
0900 hrs - Transfer to Kuala Lampur by coach
1130 hrs - Meet and Greet by Kuala Lumpur guide at Malaysia Immigration
1300 hrs - Lunch at Local Restaurant
1800 hrs - Check-In to Verdant Hill Hotel

Participants have to arrange for dinner on their own.

Day 4 - Friday 17 November 2017
0700 hrs - Breakfast at Hotel
0830 hrs - Proceed to Batu Caves
1230 hrs - Visit to Geneva Watch Factory Gallery and Souvenir Shop
1300 hrs - Lunch at Local Restaurant
1500 hrs - Back to Hotel
1630 hrs - Proceed to Night City Tour with photo-stop at Petronas Twin Tower
1900 hrs - Dinner at Atmosphere 360 Revolving Restaurant, KL Tower
2030 hrs - Back to Hotel
Day 5 - Saturday 18 November 2017

0700 hrs - Breakfast at hotel

*Free Day*

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

Day 6 - Sunday 19 November 2017

0700 hrs - Breakfast at Hotel
0900 hrs - Visit to Birds Park
1200 hrs - Lunch at Local Restaurant
1500 hrs - Back to Hotel

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

Day 7 - Monday 20 November 2017

0700 hrs - Breakfast at Hotel

*Free Time*

1500 hrs - Visit to I-City

(Entrance to Snow Walk, Red Carpet, Trick Art Museum, House of Horror, Space Mission & City of Digital Lights)

1930 hrs - Back to Hotel

Day 8 - Tuesday 21 November 2017

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 (Mauritian Time) - Landing at SSR International Airport

END OF PROGRAMME
Tour to Singapore and Malaysia

Participation Form

Monday 13 to Tuesday 21 November 2017

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>D.O.B.</th>
<th>Age</th>
<th>Non Veg</th>
<th>Veg</th>
<th>Amount (MUR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self</td>
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<td>TOTAL</td>
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</tbody>
</table>

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. _________________