Alpha
Consulting Engineers Pte Ltd

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Our Ref: OM-OA/111

8 August 2024

MEMORANDUM

To : Members of the Staff

From : Loh Fook Yuen

Subject : **COMPANY TRIP TO VIETNAM**

We are organising a 4 days/3 nights trip to Vietnam. As this trip is part of our team-building efforts, it will be confined to the staff only for maximum interaction amongst the staff and all are encouraged to participate in this event.

The details are as follows:

Flight Details (subject to confirmation from tour agent):

31 October 2024 (Thursday)	Singapore/Vietnam	SQ178 Depart 0950/Arrive 1100 hrs
3 November 2024 (Sunday)	Vietnam/Singapore	SQ183 Depart 1615/Arrive 1930 hrs

Participants will not be required to take leave on 1 November 2024 but those not participating in this trip will be required to take one day leave or report to work on that day. For information, 31 October 2024 is a public holiday (Deepavali).

The tentative itinerary from the tour agent is attached for your easy reference.

The total tour cost based on twin sharing accommodation inclusive of taxes, flights, land transport, tipping, breakfasts, lunches, dinners & Group Insurance (estimated to be S$1,200/pax) will be fully subsidised by the Company.

For those who wish to upgrade from twin sharing to single bed accommodation, they will have to pay the difference of S$200 and this is subject to availability of hotel rooms. Food without pork and lard will be catered for all staff.

Please note that you will have to bear the cancellation charges if you withdraw from the trip after confirmation unless it is covered by the travel insurance. Please refer to attached Schedule of Cancellation Charges from the travel agent.

The travel insurance to be paid by the Company will be based on the single trip deluxe plan from Etiqa as attached.

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SOCOTEC ISO 9001 ISO 14001 SAC Accredited Certification Body QS-1999-05 ES-2018-07

All participants are to ensure that their passports are valid for at least six months from the date of departure from Singapore. For those requiring visas to enter Vietnam, the travel agent will be able to assist in applying for their visas but they will have to bear the cost of the visa.

Please confirm your participation and request for upgrading of hotel accommodation by e-mailing to Julaila by **14 August 2024 noon** in order for us to confirm the total number of participants and hotel accommodation with the travel agent.

LOH FOOK YUEN
DIRECTOR

cc CCG/GSH
cc Memo File

LFY/ji

Itinerary (Tentative)

DAY	DATE	DESCRIPTIONS	MEALS	HOTEL
D1	31 Oct	**SINGAPORE ✈ SAIGON** Upon arrival at Tan Son Nhat International Airport, our representative will meet and transfer the group to city center to **visit Independence Palace, The Hundreds Years Red Cathedral, Old Post Office, The People's Committee Hall, French Opera House.** Then check-in hotel, Dinner & overnight in Saigon.	Dinner	Saigon
D2	01 Nov	**SAIGON - CUCHI - HALF DAY TEAM BUILDING** After breakfast, proceed to **Cu Chi Tunnels** – a network of tunnels more than 200km long and 3 – 8 m deep, dug during the warfare days and is about 75km north west of the city, back to Ho Chi Minh.Lunch at local restaurant. Then starting join half day team building (program as per attached) : 1. The fee for English speaking MC for the entire of program 2. The fee for supporters of program for teams referee at each station 3. The team shirts for teams 4. The sound system for team building event 5. The fee of preparing materials 6. The gifts for the winner in the event. Transfer to Dinner and transfer back hotel & overnight in Saigon.	Breakfast Lunch Dinner	Saigon
D3	02 Nov	**SAIGON - MYTHO** After breakfast, depart for **My Tho** - about 75km from the city, on The way visit **Vinh Trang Pagoda**, take a leisurely boat ride along the river visit to **Thai Son Islet** and **The Fruit Garden** to enjoy the fresh fruit. Enjoy Vietnamese local food serves with special "Elephant Ear Fish", back to Ho Chi Minh City, shopping at **Dong Khoi Str** and **Ben Thanh Market.** Dinner & overnight in Saigon.	Breakfast Lunch Dinner	Saigon
D4	03 Nov	**SAIGON ✈ SINGAPORE** After breakfast, free at leisure then transfer to Airport for flight home with sweet memories.	Breakfast	

Land Tour Fare Quotation (without Air Ticket)

Saigon Hotel	Adult Single (SGD / pax)	Adult Twin / Triple (SGD / pax)	Included Tour Leader (SGD / pax)
Palace Saigon 4* / Athena Saigon 4* / Royal Saigon 4*or similar	**688**	**518**	**+ 40**

Air ticket & Insurance = $682 p/pax

Travel Infinite

Table of Benefits				
Limits (per Insured Person)				
Personal Accident Benefits		**Classic**	**Deluxe**	**Suite**
Section 1	**Personal Accident (Accidental Death and Permanent Disablement)**			
	Adult aged below 70 years old	$150,000	$300,000	$500,000
	Adult aged 70 years old and above	$50,000	$100,000	$150,000
	Child	$50,000	$100,000	$100,000
Section 2	**Personal Accident (Accidental Death and Permanent Disablement due to Natural Disaster)**			
	Adult aged below 70 years old	NA	$450,000	$750,000
	Adult aged 70 years old and above	NA	$150,000	$225,000
	Child	NA	$150,000	$150,000
Section 3	**Child Education Grant (Maximum $7,500 per Child)**	NA	$20,000	$20,000
Overseas Medical Benefits		**Classic**	**Deluxe**	**Suite**
Section 4	**Medical Expenses Incurred Overseas**			
	Adult aged below 70 years old	$200,000	$1,000,000	$2,500,000
	Adult aged 70 years old and above	$50,000	$75,000	$200,000
	Child	$200,000	$200,000	$300,000
	Maximum Per Family	$500,000	$1,500,000	$3,000,000
Section 5	**Overseas Traditional Chinese Medicine Expenses**	NA	$500	$750
Section 6	**Hospital Visit**	$5,000	$10,000	$15,000
Section 7	**Compassionate Visit**	$3,000	$5,000	$10,000
Section 8	**Child(ren) Guardian**	$3,000	$5,000	$10,000
Section 9	**Hotel Extension**	$500	$750	$1,000
Section 10	**Overseas Hospital Income ($200 every 24 hours)**	$10,000	$30,000	$50,000
Section 11	**Mobility Aid Reimbursement**	NA	$1,000	$2,000
Section 12	**Women's Benefits (Coverage after 12 Weeks)**	$2,000	$5,000	$8,000
Local Medical Benefits		**Classic**	**Deluxe**	**Suite**
Section 13	**Post-Trip Medical Expenses Incurred in Singapore**			
Section 13A	**1) For Injury Sustained While Overseas** **2) For Illness Sustained While Overseas where Emergency Medical Evacuation has been Arranged to Return You to Singapore**			
	Adult aged below 70 years old	$10,000	$25,000	$50,000
	Adult aged 70 years old and above	$1,000	$2,500	$5,000
	Child	$10,000	$10,000	$10,000

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Section 13B	**For Illness Sustained While Overseas and Medical Treatment or Follow-up Medical Treatment upon Return to Singapore**			
	Adult aged below 70 years old	$3,000 (excess of $50)	$10,000	$15,000
	Adult aged 70 years old and above	$1,000	$2,500	$5,000
	Child	$1,000	$2,500	$5,000
Section 14	**Continuation of Traditional Chinese Medicine Treatment After Return to Singapore**	NA	$500	$750
Section 15	**Hospital Income in Singapore ($100 every 24 hours)**	$3,000	$3,000	$3,000
Section 16	**Local Quarantine Allowance ($50 per Day)**	NA	$300	$300
Travel Assistance Benefits		**Classic**	**Deluxe**	**Suite**
Section 17	**Emergency Medical Evacuation**			
	Adult aged below 70 years old	$500,000	Unlimited	Unlimited
	Adult aged 70 years old and above	$500,000	Unlimited	Unlimited
	Child	$500,000	Unlimited	Unlimited
Section 18	**A) Repatriation of Mortal Remains to Singapore**	Unlimited	Unlimited	Unlimited
	B) Repatriation of Mortal Remains to Singapore due to Pre-Existing Condition			
	Adult aged below 70 years old	$150,000	$150,000	$150,000
	Adult aged 70 years old and above	$75,000	$75,000	$75,000
	Child	$100,000	$100,000	$100,000
Section 19	**A) Direct Repatriation of Mortal Remains to Home Country**	Unlimited	Unlimited	Unlimited
	B) Direct Repatriation of Mortal Remains to Home Country due to Pre-Existing Condition			
	Adult aged below 70 years old	$150,000	$150,000	$150,000
	Adult aged 70 years old and above	$75,000	$75,000	$75,000
	Child	$100,000	$100,000	$100,000
Section 20	**Emergency Telephone Charges**	$100	$250	$300
Liability Benefits		**Classic**	**Deluxe**	**Suite**
Section 21	**Personal Liability Abroad**	$750,000	$1,000,000	$1,500,000
Travel Inconvenience Benefits		**Classic**	**Deluxe**	**Suite**
Section 22	**Trip Cancellation and Loss of Deposit (Up to 30 Days before Departure)**	$5,000	$10,000	$15,000
Section 23	**Travel Curtailment (Including Hijacking)**	$5,000	$10,000	$15,000
Section 24	**Travel Postponement (Up to 30 Days before Departure)**	$500	$1,000	$2,000
Section 25	**Replacement Traveller (Up to 30 Days before Departure)**	NA	$500	$1,000
Section 26	**Travel Delay ($50 every 3 hours)**	$1,000	$2,000	$3,000

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Section 27	**A) Travel Misconnection & B) Flight Diversion ($100 every 6 hours)**	$500	$750	$1,000
Section 28	**Personal Effects Including Laptop Computer**			
	Individual	$3,000	$5,000	$10,000
	Maximum per Family	$6,000	$10,000	$20,000
Section 29	**Jewellery (Due to Robbery, Theft or Burglary)**	NA	$500	$1,000
Section 30	**Baggage Delay ($100 every 6 hours)**	$500	$1,000	$1,500
Section 31	**Loss of Travel Documents (Including Money)**	$1,000	$5,000	$8,000
	Limit per Individual for Money	$100	$200	$300
Section 32	**Fraudulent Credit Card Usage**	$1,000	$2,000	$3,000
Section 33	**Hijacking ($250 every 24 hours)**	$3,000	$5,000	$10,000
Section 34	**Kidnapping or Hostage ($250 every 24 hours)**	$3,000	$5,000	$10,000
Section 35	**Home Contents Cover**	NA	$5,000	$5,000
Section 36	**Rental Vehicle Excess**	NA	$1,000	$1,500
Section 37	**Pet Care ($50 every 6 hours)**	NA	$500	$750
Section 38	**Golf Cover**			
	A) Golf Hole-In-One	NA	$250	$250
	B) Golf Equipment	NA	$1,000	$1,500
	C) Unused Green Fee	NA	$250	$250
Section 39	**Loss of Frequent Flyer Miles**	$100	$500	$750
Section 40	**Sports Equipment Protector**	NA	$1,000	$2,000
Section 41	**Loss of Deposit due to Insolvency of Travel Agent**	$1,000	$3,000	$5,000
Other Benefits		**Classic**	**Deluxe**	**Suite**
Section 42	**Terrorism Extension**	NA	Included	Included
Section 43	**Worldwide Emergency Medical Assistance**	Included	Included	Included
Section 44	**24-hour Travel Hotline**	Included	Included	Included
Section 45	**Free Automatic Extension (Up to 30 days)**	Included	Included	Included
COVID-19 Coverage		**Classic**	**Deluxe**	**Suite**
Section 46	**Travel Postponement**	$500	$1,000	$1,500
Section 47	**Trip Cancellation and Loss of Deposit**	$3,000	$4,000	$5,000
Section 48	**Medical Expenses Incurred Overseas**	$100,000	$200,000	$300,000
Section 49	**Overseas COVID-19 Diagnosis Quarantine Allowance**	$500 ($100/24 hrs)	$1,000 ($100/24 hrs)	$1,500 ($100/24 hrs)
Section 50	**Emergency Medical Evacuation & Repatriation of Mortal Remains to Singapore**	$300,000	$400,000	$600,000
Section 51	**Travel Curtailment & Disruption**	$3,000	$4,000	$5,000
Section 52	**Hospitalization & Home Recovery Benefit in Singapore**	-	$300	$300

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