



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament



ANNOUNCEMENT

9th INTERNATIONAL PROFESSIONAL DEVELOPMENT FELLOWSHIP PROGRAMME – 2014

07 NIGHTS AND 08 DAYS TO BALI (INDONESIA), SINGAPORE & MALAYSIA

The Institute of Company Secretaries of India (ICSI) is organizing 9th International Professional Development Fellowship Programme - 2014 from Sunday, the 29th June, 2014 (night) to Monday, the 07th July, 2014 (Arrival in India 07th July 2014). The participating Members of ICSI and their families are the recipients of the services of the tour operator and the money collected from them would be paid to the tour operator on their behalf.

- **International Conference will be held on Sunday, the 06th July 2014, at Kuala Lumpur. (Tentative)**
- **The participating Members will be entitled to Ten Programme Credit Hours (10 PCH).**
- **Package covers return airfare, hotel accommodation, travel insurance (condition applied), visa fee, sightseeing, etc. as mentioned under the head "Package cost includes".**

Registration

The number of Delegates including their accompanying spouse and children is limited to 80 only. Seats are available on first paid first admitted basis as per terms of payment of delegate fee. For the purpose of determining 80 numbers, accompanying children upto the age of 12 years will not be counted. In case the numbers of pax are decreased from the minimum guarantee, the cost shall be taken from the person proportionately.

The Number of pax is as under:

Delhi	25 Pax	Mumbai	25 Pax
Chennai	15 Pax	Kolkata	15 pax

In case of additional applications rates will be different & will be subject to availability

Travel and other administrative arrangements:

PLACES TO BE COVERED	: BALI (INDONESIA) + SINGAPORE + KUALA LUMPUR (MALAYSIA).
DATES	: From Sunday, the 29th June, 2014 (Arrival on 30th June 2014) To Monday, the 07th July, 2014
DEPARTURE	: DELHI/ MUMBAI/ CHENNAI / KOLKATA
TOUR OPERATOR	: COX & KINGS LIMITED, KAMAL CINEMA COMMERCIAL COMPLEX, BLOCK A&B SAFDARJUNG ENCLAVE, NEW DELHI-110029, INDIA

FLIGHT DETAILS

EX - DELHI

SQ 407 29 JUN DEL SIN 2150 0605
SQ 940 30 JUN SIN DPS 0705 0935 (Delhi to Bali via Singapore)
02 JUL (Local flight from Bali to Singapore - Time TBA)
MI 327 07 JUL KUL SIN 1430 1530
SQ 406 07 JUL SIN DEL 1725 2005 (Kuala Lumpur to Delhi via Singapore)

EX - MUMBAI

SQ 423 30 JUN BOM SIN 0015 0815
SQ 942 30 JUN SIN DPS 0935 1205 (Mumbai to Bali via Singapore)
02 JUL (Local flight from Bali to Singapore - Time TBA)
MI 327 07 JUL KUL SIN 1430 1530
SQ 424 07 JUL SIN BOM 1915 2155 (Kuala Lumpur to Mumbai via Singapore)

EX - CHENNAI

SQ 529 29 JUN MAA SIN 2315 #0605
SQ 940 30 JUN SIN DPS 0705 0935 (Chennai to Bali via Singapore)
02 JUL (Local flight from Bali to Singapore - Time TBA)
MI 339 07 JUL KUL SIN 1805 1900
SQ 528 07 JUL SIN MAA 2025 2200 (Kuala Lumpur to Chennai via Singapore)

EX - KOLKATA

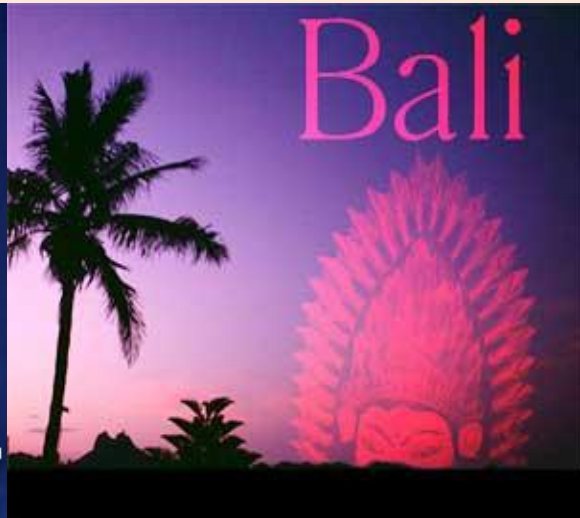
MI 487 29 JUN CCU SIN 2350 #0635
SQ 942 30 JUN SIN DPS 0935 1205 (Kolkata to Bali via Singapore)
02 JUL (Local flight from Bali to Singapore - Time TBA)
MI 341 07 JUL KUL SIN 1805 1900
SQ 516 07 JUL SIN CCU 2100 2235 (Kuala Lumpur to Kolkata via Singapore)

INTERNAL FLIGHT FOR DENPASAR TO SINGAPORE

***Since the capacity of the local carrier at Singapore - Denpasar - Singapore is less , the tour operator have to split the group in 02 different flights for both the internal sectors.**

Note: 5 JULY - Singapore to Kuala Lumpur (Malaysia) Journey by AC Coach.

TRAVEL ITINERARY





SUGGESTED ITINERARY:

<u>Date</u>	<u>Activity / Details</u>
<p>DAY 00 (29th June) – INDIA - BALI</p>	<p>INDIA - BALI (DENPASAR) VIA SINGAPORE Assemble at the international airport 03 hours prior to the departure to Board your flight for Denpasar (Bali)</p> <p>Board your flight from India</p>
<p>DAY 01 (30th Jun) - DENPASAR/ BALI</p>	<p>BALI</p> <p>Arrive Singapore Take a connecting flight to Bali 1205 hrs Arrive Bali Our local representative will meet & greet you at the airport. Time will be given to the people to get freshen up at the airport Visa on Arrival Transfer to Indian restaurant for Lunch Check in at the hotel Evening enjoy Bounty Cruise with dinner & entertainment Overnight stay at hotel</p>
<p>DAY 02 (01st July) – BALI</p>	<p>BALI</p> <p>Breakfast at the hotel Half day city tour of Bali / Dropping at Tanjung Bena Beach for water activities Beach side Indian lunch Shopping drop at Krishna Mall Dinner at Indian restaurant Overnight at the hotel</p>

<p>DAY 03 (02ND JULY) BALI - SINGAPORE</p>	<p>BALI - SINGAPORE</p> <p>Breakfast at the hotel Check out and transfer to airport for your flight to Singapore Arrive Singapore Lunch at Indian restaurant Check in at the hotel Leave for Night Safari Dinner at Indian restaurant Overnight at the hotel</p>
<p>DAY 04 (03RD JULY) SINGAPORE</p>	<p>SINGAPORE</p> <p>Breakfast at the hotel Assemble in the lobby to leave for JURONG BIRD PARK Lunch at Indian restaurant After lunch leave for EVENING SENTOSA TOUR including one way cable car ride, underwater world, Images of Singapore, Dolphin Lagoon + 4D Magix ** Luge (Optional) @ SGD 18 per person ** SOS - Musical Fountains are closed for renovation from 04th May - 01st week of June 2014 Dinner at local Indian restaurant at Sentosa Back to the hotel. Overnight at the hotel.</p>
<p>DAY 05 (04TH JUL) – SINGAPORE</p>	<p>SINGAPORE</p> <p>0830 hrs Breakfast at the hotel 0930 hrs Assemble in the lobby to leave for UNIVERSAL STUDIO with lunch coupon @ SGD 10 per person Evening back to the hotel Dinner at Indian restaurant Overnight at the hotel</p>
<p>DAY 06 (05TH JUL) - SIN - KUL</p>	<p>SINGAPORE - KUALA LUMPUR (BY COACH)</p> <p>Breakfast at the hotel Check out from the hotel Enjoy shopping Lunch at Indian restaurant Later enjoy SINGAPORE FLYER Evening leave for Kuala Lumpur by ac coach Enroute dinner Arrive KL and check in at the hotel</p>
<p>DAY 07 (06TH JUL) - KUL</p>	<p>KUALA LUMPUR</p> <p>Breakfast at the hotel Enjoy Half day Conference at the hotel + tea/coffee break FOR 40 PAX Lunch at hotel City tour of Kuala Lumpur including entrance to KL tower Gala dinner at Indian restaurant including cocktails, soda, soft drinks, juices, beer, 02 veg + 02 non veg snacks + DJ</p>

	Overnight at the hotel
DAY 08 (07TH JUL) - KUL - INDIA	KUALA LUMPUR - INDIA - VIA SINGAPORE American Breakfast at the Hotel Check out your rooms & clear your personal dues. Shopping drop Lunch at Indian restaurant Transfer to the airport for your flight to India

- **Reaching in India on 07TH JULY, 2014**

Package cost: (per person)

The cost of the tour per person on the basis of twin/multiple sharing/single occupancy, all inclusive is as follows:

Sl	Particulars	Package Cost Per Person			
		Ex-Mumbai (25Pax)	Ex-Delhi (25 Pax)	Ex- Chennai (15 Pax)	Ex- Kolkata (15 Pax)
A	Cost Per Adult (Twin / Double) Sharing basis	Rs. INR 1, 01, 983 - (Rupees One Thousand Nine Hundred Eighty Three Only)	Rs.1, 02, 983/- (Rupees One Lakh Two Thousand Nine Hundred and Eight Three Only)	Rs.1, 00, 983 (Rupees One Lakh Nine Hundred and Eighty Three Only)	Rs.97, 892 (Rupees Ninety seven Thousand Eight Hundred and Ninety Two Only)
B	Child without bed (Age 2 – 12 yrs)	Rs. 90, 860/- (Rupees Ninety Thousand Eight Hundred and Sixty only)	Rs.92, 175/- (Rupees Ninety Two thousand One Hundred & Seventy Five Only)	Rs. 90, 175/- (Rupees Ninety thousand One Hundred & Seventy Five Only)	Rs. 87, 175/- (Rupees Eighty Seven thousand One Hundred Seventy Five Only)
C	Child with bed (Age 2- 12)	Rs. 97, 880/- (Rupees Ninety Seven Thousand Eight Hundred and Eighty only)	Rs. 99, 195/- (Rupees Ninety Nine Thousand One Two hundred Ninety Five only)	Rs. 97, 195/- (Rupees Ninety Seven Thousand One hundred and Ninety Five only)	Rs. 94, 195/- (Rupees Ninety Four Thousand One hundred Ninety Five only)
D	Infant (upto – 2 Yrs)	Rs. 26, 885/- per infant (Twenty Six Thousand Eight Hundred Eighty five only)	Rs. 26, 115/- per infant (Twenty Six Thousand One hundred and fifteen only)	Rs. 26, 260/- per infant (Twenty Six Thousand Six Eighty only)	Rs. 25, 575/- per infant (Twenty Five Thousand Five hundred seventy five only)
E	Single Occupancy	Rs1,31, 465/- (Rupees One Lakh thirty One Thousand Four Hundred Sixty Five only)	Rs 1,32, 475/- (Rupees One Lakh Thirty Two Thousand Four Hundred Seventy Five only)	Rs1,30,475/- (Rupees One Lakh Sixty Thousand Four Hundred Seventy Five only)	Rs1,28,475/- (Rupees One Lakh twenty Eight Thousand Four Hundred Seventy Five only)

The above cost is based on 75-80 pax. In case the number of pax reduced the cost of the touring pax will be increased proportionately.

Package cost Includes:

- Return economy class class airfare as per the above mentioned carrier
- 07 nights accommodation as per the above itineraries with breakfast 4* hotels
- Return airport & internal transfers by AC coach as mentioned in the itinerary
- All sightseeing and transfers as mentioned in the itinerary
- Meals: as per the itinerary
- Singapore, malaysia & Indonesia Visa (Visa on arrival for Indonesia) charges
- CNK Tour Escort with the group from India
- English Speaking guide
- 02 500ml water bottle for the group per person per day
- 01 Cocktail dinner (Extra Cost for non residential guests).
- Tips to the coach driver, if any.
- All currently applicable airline & other related taxes.
- Overseas Travel & Medical Insurance covering amount USD 50000/- per Delegates. (valid for 60yrs & below)

Note

- Should the tour strength reduce, the tour cost will be amended accordingly.
- In case of any unprecedented hike in Airfare, Hotel or Transportation Tariff, the tour cost will be amended accordingly.
- In case of any visa rejection, entire fees will be forfeited. Cox & Kings is not liable for any visa rejection as is entirely depends upon Embassy's discretion.
- We are not holding the domestic flight as it being a low cost carrier cannot hold the seats without paying 100% advance
- The persons above 60 shall give their Medical Fitness Certificate for the Overseas Travel & Medical Insurance

Package Cost excludes:

- 1- Anything not specifically mentioned in the "Tour price includes" as above.
- 2- Any other expenses of personal nature.
 - a. Cost of US \$ 25,000 granted by RBI under the basic travel quota (BTQ) scheme.
 - b. Porterage at hotels, airports, tips, laundry, wines, additional mineral water and all items of personal nature not forming part of the tour menus.
 - c. Anything not specifically mentioned in the "Package includes" as above.
- 3- Delegate Fee(the expenditure per head to be part of the conference) for the conference (Rs. 5,440) for the delegates who are not part of the tour.
- 4- Cocktail Dinner (USD 55 per person for non residential guests).

Payment Terms:

Mode of Payment for Delegates:

Booking amount full payment as mentioned in the Package cost on or before 28rd May 2014 by RTGS to the ICSI. The details of the mode of the payment are appended below:

Cancellation charges:

- After issue of the ticket or file visa - 35% non refundable after the booking

- Cancelled 15 working days prior - 75% of the tour price (Visa cost is non refundable)
- Cancelled 7 working days prior - 100% of the tour cost
- Cancelled between 0 - 07 of Journey/failed to join the programme.- 100% cancellation

* Determination date for cancellation charges would be subject to actual date of procurement of air ticket and filing of application for visa.

Special Note:

- 1- Please Note that the above package price is based on minimum **75-80 people** traveling from the hub(s) given and any reduction or addition to the same can change the costs provided, and subject to availability
- 2- Check in time is 1400 hrs and Check out time is 1200 noon. Early check in / Late Checkout is subject to availability at the hotel. In case of confirmed early check-in are required, extra charges payable to the hotel will be applicable and the same be borne by the delegate.
- 3- Tour itinerary will be as mentioned above. Any modification in the terms of itinerary is not allowed unilaterally. Amendment in the same need to be mutually agreed.
- 4- If the delegate does not arrive or depart in time with the group as per the itinerary, any additional charges for the transfer will be incurred by the delegate only.
- 5- If groups arrive from different hubs and separate transfers are required or incase of any additional services required, then the applicable cost would be advised & charged to delegate.
- 6- Accommodation, meals and sightseeing/tour as per Hub wise itinerary.
- 7- No refund or reduction will be given for any services, which are not utilized, mentioned in the Tour inclusions.
- 8- All arrangements made by the ICSI is on behalf of the Members and COX AND KINGS LIMITED are in the capacity of an agent only. ICSI and COX AND KINGS LIMITED will not be liable for claims or expenses arising from circumstances beyond our control such as accidents, injuries, delayed or cancelled flights & acts or forces of nature. All passengers must be covered by suitable travel/health insurance prior to departure from the country of origin. The persons above 60 years must be ensure the Overseas Medical Travel Insurance by providing the Medical Fitness Certificate.
- 9- In the event of any changes in the flight schedule, the itinerary will change.
- 10- All timings are subject to local road and traffic conditions.
- 11- The general transportation included is not on disposal basis, and any extra running will be charged. All airline details depicted above are as on date, & beyond our control. The airlines may change the type or kind of aircraft.
- 12- All specified guide/assistant/interpreter languages are subject to availability.
- 13- Porterage & Room drop is not included in the cost
- 14- Kindly note that advance paid to the airlines to hold inventory is non refundable
- 15- Any incidental or actual expenses to be paid over and above the tour price to be borne by the individual delegate/traveller.
- 16- In case of change / extension of tickets, delegate/ traveller will incur the cost individually.
- 17- Please provide your meal request (Vegetarian/Non-vegetarian/Jain Meals) well in advance, at least 20 days prior to the departure.
- 18- All the delegates/travelers are requested not to shift from allocated seats because crew supply special meals on the bases of seats allocated as per the seat chart.
- 19- Cox & Kings Ltd. does not accept responsibility under any circumstances whatsoever, for visas refused and/or not applied for due to delayed documents. Cox & Kings Ltd. shall only assist passengers in securing and obtaining the necessary travel documents to the best of their ability. If the embassy or consulate requests for the traveler to be present for an interview, the traveler will have to make it on the designated place, time and date for the interview at his/her own cost.
- 20- Extra Baggage of 100Kg will be provided by the Cox &Kings Limited in the Airlines.

REGISTRATION PROCEDURE

Members of ICSI are requested to confirm their participation, with / without spouse and/or children by sending a covering letter accompanied by the photocopies of the passport and full amount of **as mentioned in the package cost** per person travelling by way of Demand Draft only issued in favour of the **“Institute of Company Secretaries of India”** payable at New Delhi or by / Electronic Fund Transfer(details shared) and has to reach the Deputy Director (SNM), **ICSI House, 22 Institutional Area, Lodi Road, New Delhi 110 003 on or before 28th May, 2014 positively**. Registration may however be withdrawn by a delegate subject to cancellation charges mentioned above. Any request received for withdrawal after this date shall attract forfeiture of said registration charges.

Please note that joining to this program is limited to members of the ICSI and their spouse and children.

It may further be noted that considering limited number of seats, the registration for this International Professional Development Programme will be made on first-paid -first-admitted basis.

VISA PROCESS TO BE FOLLOWED

- Cox & Kings Limited Ltd will undertake the entire Visa Process for each and every registered delegate
- Upon receipt of Delegate Registration Confirmation from ICSI, the delegate will send the requisite documents to Cox & Kings Limited office before the deadlines mentioned below. The name of concerned representative of Cox & Kings Limited is given as under in the Contact:

VISA REQUIREMENTS

Documents -

NOTE : We are open with the travel dates as per your choice but please keep in mind that we need at least 15 working days for processing Visa post we receive all the required documents for Visa from Applicants - Specification depicted below.

PHOTO SPECIFICATIONS:

The photograph must be in color.
It should be without border.
It should have a white background only.
It should have a close up of your head and top of your shoulders so that your face takes up 70-80% of the photograph.
It should be in sharp focus and clean.
It should be of high quality with no ink marks and creases.
The photograph must show you looking directly at the camera.
It should be 3.5 cm X 4.5 cm.

It should show your skin tone naturally.

It should have appropriate brightness and contrast.

The photograph should be a recent one not more than 3 months old.

It is to be taken without headgear.

It should be without hat/cap.

It should be without the applicant's hair tucked behind his/her ears.

The photograph should not have any staple marks.

Scanned & color photocopies would NOT be accepted.

FROM APPLICANTS SIDE

1. Visa form duly filled & Signed (Personal info to be filled by the applicant).
2. Passport should have min. 06 months validity from the date of arrival and total validity not exceed 10 years
3. 06 photographs with white background 35x45mm with 80% facial image (DO NOT STAPLE THE PHOTOS)
4. Covering letter / Visa request letter from the applicant side stating purpose of visit, dates etc (if self employed then must be on letter head or if employed then plain paper with NOC from employer)
5. Business card
6. In case of student School ID and NOC / Leave certificate from school

FROM COMPANY SIDE

1. Letter for stating purpose of visit with the naming list and passport number.
2. Company bank statement last three months in original.
3. Company tax returns last three years.

FROM TOUR OPERATOR SIDE

1. Hotel confirmation
 2. Medical insurance (only till 60 Years Otherwise Medical Certificates need to be Furnished)
 3. Return air tickets
 4. Day To Day tour plan
- Processing Time: 15 working days after the submission approx.

Time Taken in processing visa applications = 15 Working Days approximately

Note- Actual processing time may vary on a case to case basis and is at discretion of Embassy/Consulate. Also please note that numbers of days given above are working days (exclusive of Embassy/ Government Holidays).

VISA CO-ORDINATION WILL BE MADE BY COX & KINGS LIMITED TEAM

DEADLINES TO SEND DOCUMENTS TO COX & KINGS LIMITED

- First cut off – 30th May 2014
- Final deadline - 05 June 2014

Deadlines will not be extended after this.

Couriers should be sent on the below name and address:

COX & KINGS LIMITED CONTACT

DELHI:

ICSI SOUTHEAST ASIA TOUR

Cox & Kings Limited,
Kamla Cinema Commercial Complex,
Block A&B Safdarjung Enclave,
New Delhi-110029, India

Phone No: +91 -11-26767900/26768811
Mobile No +91- 9818717899
Concerned Email ID hasneet.bhatia@coxandkings.com

For any query, please feel free to contact:

S N Mishra

Deputy Director

The Institute of Company Secretaries of India

ICSI HOUSE', 22 Institutional Area,

Lodi Road, New Delhi – 110003

Tel.No.011-45341023 / 57

E-mail: surya.mishra@icsi.edu / abhishek.kumar@icsi.edu / ritu.dua@icsi.edu

RTGS DETAILS

National Electronic Fund Transfer (NEFT) Mandate Form

(Mandate for Receiving Payment Through NEFT/RTGS)

1	Vendor Name	THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
3	Address of Vendor	22, ICSI HOUSE, LODHI ROAD INSTITUTIONAL AREA, NEW DELHI - 110003
3	Permanent Account Number (PAN)	AAATT1103F

4	Particulars of Bank Account	
	A. Name of Bank	AXIS BANK
	B. Name of Branch	SWASTHYA VIHAR
	D. Address	C-58 BASEMENT & GROUND FLOOR, PREET VIHAR ,MAIN VIKAS MARG.NEW DELHI-92
	E. City Name	NEW DELHI
	G. IFSC Code (11 digits)	UTIB0000055
	H. 9 digit MICR Code appearing on the Cheque Book	110211010
	I. Type of Account (10/11/13)	SAVINGS (10)
	J. Account No.	912010040104826
5	Vendor's email ID	1. mahendra.gupta@icsi.edu 2. shandilya.saroj@icsi.edu 3. amit.kumar@icsi.edu
6	Date of effect	23/May/14

We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information we would not hold the company responsible.

Signature of Vendor

Bank Certificate

We certify that **The Institute of Company Secretaries of India** has a Account No.912010040104826 with us and we confirm that the details given above are correct as per our records.

Please provide the details to Mr. S N MISHRA as per the following format for registration after making the RTGS :

- i) Name
- ii) Address
- iii) Mobile No.
- iv) Membership no:
- v) Name of the bank through which RTGS effected
- vi) UTRN / Transaction No.
- vii) Amount paid
- viii) No of participants with details of children

Details of the Tour Programme are posted at www.icsi.edu