



32<sup>nd</sup> Transportation Working Group Meeting



# **32nd APEC Transport Working Group Meeting (APEC TPTWG32)**

## **Administrative Circular No.1**

**27 July to 30 July 2009  
Raffles City Convention Centre  
Singapore**

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## 32<sup>nd</sup> Transportation Working Group Meeting



### 1. MEETING OVERVIEW

The Singapore Ministry of Transport warmly welcomes all participants to the 32<sup>nd</sup> APEC Transport Working Group Meeting (32<sup>nd</sup> APEC TPTWG Meeting), which will be held in Singapore at Raffles City Convention Centre, from Monday 27 July 2009 to Thursday 30 July 2009.

### 2. PROGRAM

Please see the draft program of 32<sup>nd</sup> APEC TPTWG Meeting included in **Annex A**.

### 3. 32<sup>nd</sup> APEC TPTWG MEETING SECRETARIAT

The 32<sup>nd</sup> APEC TPTWG Meeting Secretariat is in charge of all administrative and logistical arrangements, accreditation, documentation, facilities, and others.

For **liaison** matters, please contact:

Ms Stephanie Ho

Ministry of Transport, Singapore

Tel: 65-6375-2513

Fax: 65-6375-7734

Email: [motweb1@singnet.com.sg](mailto:motweb1@singnet.com.sg)

For **accreditation** matters, please contact:

Ms Ariel Tng

Civil Aviation Authority of Singapore

Tel: 65-6541-3462

Fax: 65-6546-5035

Email: [motweb1@singnet.com.sg](mailto:motweb1@singnet.com.sg)



## 32<sup>nd</sup> Transportation Working Group Meeting



For **meeting, facilities, equipment and documentation** matters, please contact:

Mr Shahul Hameed s/o Mohd Usuf  
Maritime and Port Authority of Singapore  
Tel: 65-6375-1616  
Fax: 65-6375-1633  
Email: motweb2@singnet.com.sg

For **transport** matters, please contact:

Mr Kong Yew Mun  
Land Transport Authority  
Tel: 65-6396-1311  
Fax: 65-6396-1585  
Email: motweb1@singnet.com.sg

#### 4. MEETING VENUE

Strategically located in the heart of Singapore's business, cultural, shopping and entertainment districts, Raffles City Convention Centre (RCCC) provides easy access to all parts of Singapore. Located 20 minutes away from Singapore Changi International Airport, RCCC is housed by one of the Meeting's Official Hotels – Swissotel The Stamford Singapore, and is conveniently situated above of one the major stations (City Hall station) in the Mass Rapid Transit (subway) system.

RCCC offers more than 70,000 square feet of function space, with 27 versatile meeting rooms, 3 magnificent ballrooms and advanced technologies.

For more information, please visit the [official website](http://www.swissotel.com/singapore-stamford) at <http://www.swissotel.com/singapore-stamford>

## 5. ACCREDITATION PROCESS

### 5.1 Nomination of Delegation Accreditation Officer (DAO)

All Economies are requested to nominate a Delegation Accreditation Officer (hereinafter referred to as DAO) **before Monday 25 May 2009** to (motweb1@singnet.com.sg) in the following format:

1. Representing Economy
2. Family Name
3. Given Name
4. Email Address
5. Contact Number
6. Organisation

DAOs shall be the main channel of communication between the Host Economy and attending delegations for matters relating to accreditation.

### 5.2 On-line Accreditation and Registration Process

All APEC Economies, APEC Secretariat, and APEC Official Observers and Invited Guests (including business people and non-member participants) are requested to contact their Delegation Accreditation Officer (DAO). The DAOs contact list will be furnished in the second administrative circular.

On-line accreditation will be available from **Monday 25 May to Friday 3 July**. You are encouraged to submit your accreditation within this time limit to ensure efficient processing of information and the proper issuance of ID Badges.

### 5.3 Delegates' Kit

On-site registration for the 32<sup>nd</sup> APEC Transport Working Group Meeting will be at Raffles City Convention Centre.

Upon arrival, delegates can proceed to collect their name badges and delegates' kit at the Registration Desks located at Level 4 Foyer, RCCC.

Operation hours of the Registration Desk are as follows:

Sunday 26 July 2009	1400 – 1800 hrs
Monday 27 July 2009	0730 – 1700 hrs

Name badges should be worn at all times and will be required for entry to all meeting venues.

## 6. ACCOMMODATION

Delegates of the 32<sup>nd</sup> APEC TPTWG Meeting may arrange to stay at the hotels listed in **Annex C**.

The Meeting Secretariat has made pre-bookings with these suggested hotels; pre-booking will be available until **26 June 2009**. Booking of rooms made after the deadline will be subjected to room availability. Delegates are requested to reserve, guarantee and arrange payment of their rooms on their own accord with these hotels directly. More information may be found in **Annex C**.

Shuttle bus services are available to and from RCCC and the supporting hotels listed in **Annex C** from Monday 27 July to Thursday 30 July 2009.

## 7. TECHNICAL VISITS (Information will be provided shortly)

## 8. CULTURAL TOURS (Information will be provided shortly)

## 9. SOCIAL FUNCTION

### 9.1 Welcome Dinner

A Welcome Dinner will be held on Monday 27 July 2009 at the Collyer Ballroom, Level 4, RCCC. The dress code is smart casual attire.

### 9.2 Farewell Lunch

A Farewell Lunch will be held on Thursday 30 July 2009 at the Canning Ballroom, Level 4, RCCC. The dress code is smart casual attire.

## 10. DOCUMENT REPRODUCTION AND PRESENTATIONS

### 10.1 Important requirements for submission of meeting document

Please submit **all documents in soft copy**. No document will be accepted or reproduced unless it is submitted in soft copy together with a **Document Reproduction Request Form (DRRF)**. Please refer to **Annex D**.

Please submit documents by the stipulated **deadlines**. This will allow papers to be produced in advance, and will allow time for their review by the delegates before they are discussed.

Please use separate emails to submit papers for different meetings.

Please **do not** password-protect your files (Word, PPT, PDF etc) as the Documentation Center will need to insert the standard cover page into each document.

### 10.2 Submission of APEC TPTWG Papers

All documents and Power Point presentations for the 32<sup>nd</sup> APEC TPTWG Meeting must be submitted in **soft copy** via email by **Monday 6 July 2009** to:

APEC TPTWG32 Documents

Tel: 65-6375-1616

Fax: 65-6375-1633

Email: motweb2@singnet.com.sg

### 10.3 Document Production Centre

A Document Production Centre will be available at Bailey Room, Level 4, RCCC and will be open daily from **8.00 am to 8.00 pm**.

### 10.4 Document Distribution

Documents for meetings will be distributed in the appropriate meeting rooms before the start of each meeting.

## **11. OFFICIAL LANGUAGE OF THE MEETING**

English will be the official and working language used at the 32<sup>nd</sup> APEC TPTWG Meeting.

## **12. FACILITIES**

### **12.1 Ad-hoc Meetings**

Bilateral meeting rooms will be available for the 32<sup>nd</sup> APEC TPTWG Meeting, and will be operational from Monday 27 July to Thursday 30 July 2009.

Delegates are encouraged to book bilateral meeting rooms in advance to secure an appropriate meeting space (subject to availability) by contacting:

32<sup>nd</sup> APEC TPTWG Meeting Secretariat

Tel: 65-6375-1616

Fax: 65-6375-1633

Email: [motweb2@singnet.com.sg](mailto:motweb2@singnet.com.sg)

### **12.2 Prayer Room**

A Prayer Room will be provided at Clark Room, Level 4, RCCC.

## **13. DRESS CODE**

The dress code for all the meetings is business attire unless otherwise advised.

## **14. DIETARY REQUIREMENTS**

### **14.1 Halal**

All food provided at the Welcome Dinner, Farewell Lunch, teabreaks and lunches from Monday 27 July to Thursday 30 July 2009 are halal-certified. Non-alcoholic beverages will be served.

## 14.2 Vegetarian

A special meal card will be provided in the Delegate Kit for delegates who have indicated a preference for vegetarian food.

## 15. ARRIVAL AND ENTRY FORMALITIES

### 15.1 Arrival Formalities

All APEC delegates are required to possess a passport (at least 6 months validity) to enter Singapore. A business visa is required for delegates from certain Economies entering Singapore for the purpose of the APEC meetings. Please see **Annex E** for details.

Additional entry requirements are available from the [Singapore Immigration and Checkpoints Authority](http://www.ica.gov.sg) website (www.ica.gov.sg).

Delegates can apply for their business visa via their respective Singapore Overseas Missions. Please visit the respective missions' websites for detailed procedures. Alternatively, delegates can apply via their trusted partners as specified in the [Singapore Immigration and Checkpoints Authority](http://www.ica.gov.sg) website (www.ica.gov.sg).

At all Singapore Changi Airport terminals, a dedicated APEC lane will be available to facilitate immigration clearance for delegates.

Upon arrival, APEC delegates are to present their passport and a completed Disembarkation / Embarkation Card (provided in-flight by airline) to the Immigration and Checkpoints Authority officer. After immigration clearance, the Disembarkation portion will be retained by the officer. The Embarkation portion will be returned to the delegate. Delegates are advised to check their passports for exit endorsements before they leave the checkpoint.

Upon departure from Singapore, the Embarkation portion retained by the delegate should be presented to the Immigration and Checkpoints Authority officer.

All delegates must present the same passport upon arrival in Singapore as the one used in their application for accreditation.

## 15.2 Departure Formalities

In line with international practices, APEC delegates are required to go through security checks at the airport.

All checked baggage will be screened by airport security. The following items are prohibited and should not be brought on board all flights entering into and departing from Singapore:

- Firearms of any type including replicas or toys;
- Explosives including fireworks, flares, toy gun caps;
- Gases including compressed gas cylinders, tear gas, mace, pepper sprays, household aerosols;
- Flammable materials including petrol, lighter fuel, paint, thinners, non-safety matches, fire lighters, flammable glue;
- Poisons including weed killers, pesticides, insecticides;
- Corrosive substances including batteries, mercury;
- Other dangerous goods such as magnetized or radioactive material, toxic or infectious substances like laboratory diagnostic samples.

Further information on aviation security in Singapore, restricted baggage items can be retrieved from:

[http://www.changiairport.com/changi/en/airport\\_guide/departure/safety\\_n\\_security/restricted\\_baggage.html?\\_locale=en](http://www.changiairport.com/changi/en/airport_guide/departure/safety_n_security/restricted_baggage.html?_locale=en)

Guidelines that restrict the amount of Liquids, Aerosols and Gels (LAGs) that passengers can carry in their hand-carried luggage apply to all flights departing from Singapore. Passengers are advised to check in all LAGs that do not meet the new guidelines. LAGs should be packed in accordance with the new guidelines:

- LAGs for personal use on board the flight must be in containers with a maximum capacity of not more than 100ml each. LAGs in containers larger than 100ml will not be accepted, even if the container is partially-filled;



- Containers must be placed in a transparent re-sealable plastic bag with a maximum capacity not exceeding 1-litre. These containers must fit comfortably within the transparent re-sealable plastic bag, which must be completely closed;
- Each passenger is allowed to carry only one transparent re-sealable plastic bag, which must be presented separately for examination at the security screening point;
- Exemptions will be made for medications, baby food and special dietary items. These items will be subjected to additional checks at the security screening point.

Further information on the new guidelines is available at the [Guidelines for Liquids, Aerosols and Gels in Hand-Carried Luggage](#) webpage.

### 15.3 Ground Transport Centre (GTC)

A Ground Transport Centre (GTC) is available at the Arrival Hall of Terminals 1, 2 and 3 to help arrange transportation services into the city.

#### Airport Shuttle Service:

You need to make a booking at the Airport Shuttle Service Counter at the Arrival Hall and pay the fare in cash at the counter. Please refer to Airport Shuttle Service Counter for charges.

#### Maxi Cabs:

This service uses dedicated taxis and brings you to any destination in Singapore. Please approach the Service Counter at the Arrival Halls.

Fare: Between SGD16 to SGD20 plus metered fare from the Airport to RCCC.

Contact Information is available as follows:

- Terminal 1 : (65) 6545 7525
- Terminal 2 : (65) 6545 4616
- Terminal 3 : (65) 6241 9482
- Budget Terminal: (65) 6546 6523

Taxis:

Taxi stands are available at the Arrival Hall. Taxi services are available 24 hours daily, and advance bookings can be made with taxi companies with a booking charge. To book a taxi in advance, please call 6552-1111 or 6552-2222.

Travel Fare: Approximately SGD18 – SGD32

A surcharge is payable for all trips originating from Changi Airport as follows:

Fridays – Sundays from 5pm to midnight: SGD5

All other times: SGD3

Midnight surcharge: 50% of metered fare (0000 – 0559 hours)

Peak hour surcharge: 35% of metered fare at the following period:

Mondays – Fridays from 7am to 9.30am

Mondays – Saturdays from 5pm to 8pm

Public Buses:

Bus terminals are located at the basement of Terminals 1, 2 and 3. Information on bus services is available near the bus stands.

Travel Fare: Usually below SGD3.

Trains (Mass Rapid Transit):

The Mass Rapid Transit (MRT) station is located under Terminal 2 and 3 and is also accessible via the Skytrain from Terminal 1. It takes about 30 minutes to reach the city.

Changi Airport Station to City Hall Station (Change of Train at Station EW4, Tanah Merah):

First Train: 0531 hours

Last Train: 2318 hours

Travel Fare / Destination: SGD2.70

## 15.4 Tipping

Tipping is not customary in Singapore. Most hotels and restaurants already impose a 10% service charge, and a gratuity is not expected in excess of this.

## 16. GENERAL INFORMATION

**SINGAPORE** is made up of one main island with 63 surrounding islets. The main island has a total land area of 682 square km. However, its compact size belies its economic growth. In just 150 years, Singapore has grown into a thriving centre of commerce and industry.

Singapore is located at one of the crossroads of the world. Its strategic position has helped it grow into a major center for trade, communications, and tourism. Singapore has the world's busiest container port and has an airport served by over 80 airlines, linking to more than 180 cities in over 50 countries.

One of the world's major oil refining and distribution centres, Singapore is a major supplier of electronic components and a leader in shipbuilding and repairing. It has also become one of the most important financial centres of Asia, with more than 130 banks. Business dealings are facilitated by Singapore's superb communications network which links the nation to the rest of the world via satellite, 24-hour telegraph and telephone systems.

Singapore's strategic location, excellent facilities, fascinating cultural contrasts and tourist attractions contribute to its success as a leading destination for both business and pleasure

### 16.1 Climate / Clothing

Singapore is a tropical country. Generally, temperatures reach around 31°C (88°F) during the day and 24°C (75°F) at night with relatively high humidity.

### 16.2 Banking and Currency

The local currency is Singapore dollars and cents. Notes come in denominations of SGD2, SGD5, SGD10, SGD20, SGD50, SGD100, SGD500 and SGD1,000. Coins come in denominations of 1, 5, 10, 20 and 50 cents and SGD1.

Passports are required when cashing travellers' cheques. You will also find money changers in shopping centres. Normal banking hours are Mondays to Fridays: 1000 - 1500 hours, and Saturdays: 0930 – 1300 hours. Some bank branches, however, particularly those in Orchard Road are open until 1500 hours on Saturdays.

### 16.3 Time

Standard time zone: UTC/GMT +8

### 16.4 Language

There are four official languages in Singapore: English, Malay, Mandarin, and Tamil. English, is the usual business language and is widely spoken and written.

### 16.5 Electricity and Drinking Water

The voltage in Singapore is 220 - 240 volts AC, 50 cycles per second. Most hotels provide transformers and adapters on request.

Tap water is safe for drinking. Bottled mineral water is available at any local supermarket or convenience store.

### 16.6 Phone and Mobile Services

#### 16.6.1 Useful Phone Numbers

Police:	999 (toll-free)
Emergencies/Ambulance/Fire Brigade:	995 (toll-free)
Advance booking numbers for taxis:	
Common Taxi Booking number (for all companies)	(65) 6342 5222
Comfort Citycab Dial-A-Cab	(65) 6552 1111
Comfort Premier Cabs	(65) 6552 2828
Premier Taxis	(65) 6363 6888
SMRT Taxis Skytrek Bookings/Premier Cabs	(65) 6555 8888
CityCab Mercedes Cab (4 seater) & MaxiCab (6 seater)	(65) 6210 4816/9
Flight Enquiry Hotline	(65) 1800 542 4422

\*Please note that different surcharges on advance bookings apply for different taxi companies.

#### 16.6.2 Hotel Phone Services

Most hotels offer in-room international direct dial (IDD) telephone services. However, some hotels may impose a minimal surcharge for each successful call transaction. As there are

different IDD service providers in Singapore, rates and access codes are dependent on the service provider used by the hotel. Generally, local calls are charged at SGD0.10 for every three minutes.

### 16.6.3 Mobile Phones

There are three mobile phone networks – GSM 900; GSM 1800 and 3G GSM – and three mobile telephone service providers – SingTel, M1 and Starhub. For SingTel Mobile, the access code is 001, for M1, the access code is 002 and for Starhub, the access code is 008.

### 16.7 Internet

Wireless@SG is a wireless broadband programme developed by Infocomm Development Authority of Singapore (IDA) as part of its Next Generation National Infocomm Infrastructure initiative. Users can enjoy free, both in-door and outdoor seamless wireless broadband access with speeds of up to 512kbps at most public areas.

To connect to the Wireless@SG wireless broadband network, a user just needs a WiFi-enabled device, such as a laptop computer or a PDA, a web browser, and a registered Wireless@SG account. With this registered account, the user is able to roam within any of Wireless@SG's coverage areas, regardless of the operators' network. .

### 16.8 Smoking

Smoking is not permitted in enclosed spaces such as vehicles, museums, libraries, lifts (elevators), theatres, cinemas, air- conditioned restaurants, supermarkets, department stores and government offices as well as in air-conditioned pubs, discos, karaoke bars, night-spots and most non-air-conditioned eating places.

Smoking is also prohibited at indoor public places (eg. shops, shopping/neighbourhood centres, factories, offices) regardless of whether they are air-conditioned; lift and hotel lobbies; within 5 metres of entrances and exits to indoor area of buildings and facilities where smoking is prohibited; playgrounds and exercise areas; markets; multi-storey and basement car parks; and ferry terminals.

## 16.9 Taxes

There is a 7% sales tax, called the Goods and Services Tax (GST). Tax refunds may be obtained at Global Refund Singapore counters at Changi Airport.

For more information on Singapore, please visit [www.visitsingapore.com](http://www.visitsingapore.com)

## 17. MEDICAL AND DENTAL FACILITIES

Medical and Dental facilities are available at the meeting venue.

### **Raffles Medical Clinic**

252 North Bridge Road  
#02-17 Raffles City Shopping Centre  
Singapore 179103  
Tel: 65-6339-6911  
Fax: 65-6334-6311

### **Lu – Ally Dental Surgery**

252 North Bridge Road  
#05-04 Raffles City Tower  
Singapore 179101  
Tel: 65-6339-0990  
Fax: 65-6337-3168

### **Operating Hours**

Mon to Fri: 7.30am to 1.00pm  
2.00pm to 5.30pm  
Saturday: 7.30am to 1.00pm

### **Operating Hours**

Mon to Fri: 9.00am to 6.00pm  
Saturday: 9.00am to 2.00pm

Delegates are advised to contact the medical clinics, pharmacies and dental surgery services available at the shopping centre.

In addition, all designated hotels have arrangements for medical and emergency assistance when required by the delegates. Delegates are advised to contact the hotel front office staff for medical assistance. Should a delegate require referral to a doctor or hospital, the expenses incurred will be borne by the delegate.

**ANNEX A**

**DRAFT PROVISIONAL PROGRAM**

TIME	ACTIVITY	VENUE
<b>SUNDAY, 26 JULY 2009 (DAY 0)</b>		
1400-1800	Registration	Convention Foyer, Level 4
<b>MONDAY, 27 JULY 2009 (DAY 1)</b>		
0730-1700	Registration	Clark, Level 4
0900-1000	Heads of Delegation (HOD) Meeting	Stamford Ballroom, Level 4
1000-1030	Coffee Break	Stamford Foyer, Level 4
1030-1215	Opening Plenary - <i>Opening Remarks by Mr Choi Shing Kwok, Permanent Secretary, Ministry of Transport, Singapore</i>	Stamford Ballroom, Level 4
1215-1330	Lunch	Plaza Market Cafe, Level 2
1330-1500	<u>Experts Group Break-out Meetings:</u>	
	○ Aviation Experts Group (AEG)	Stamford Ballroom, Level 4
	○ Maritime Experts Group (MEG)	Moor & Morrison, Level 4
	○ Land Experts Group (LEG)	Bras Basah, Level 4
	○ Intermodal and ITS Experts Group (IEG)	Indiana, Level 4
1500-1530	Coffee Break	
1530- 1800	Sub-Group Break-out Meetings:	
	○ Air Services Sub-Group	Minto, Level 4
	○ Aviation Safety Sub-Group	Mercury, Level 4
	○ Aviation Security Sub-Group	Enterprise, Level 4
	○ Maritime Experts Group	Hullet, Level 4
	○ Maritime Security Sub-Group	Moor & Morrison, Level 4
	○ Vehicle Standards Harmonization Sub-Group	Bras Basah, Level 4
	○ Road Safety Sub-Group	Orchard, Level 4
	○ Intermodal & ITS Experts Group	Indiana, Level 4
1900	Welcome Dinner <i>hosted by Mr Lee Yuen Hee, Deputy Secretary (International) Ministry of Transport, Singapore</i>	Collyer, Level 4

<b>TUESDAY, 28 JULY 2009 (DAY 2)</b>		
0830-1000	Sub-Group Break-out Meetings:	
	○ Air Services Sub-Group	Minto, Level 4
	○ Aviation Safety Sub-Group	Mercury, Level 4
	○ Aviation Security Sub-Group	Enterprise, Level 4
	○ Maritime Experts Group	Hullet, Level 4
	○ Maritime Security Sub-Group	Moor & Morrison, Level 4
	○ Vehicle Standards Harmonization Sub-Group	Bras Basah, Level 4
	○ Road Safety Sub-Group	Orchard, Level 4
	○ Intermodal & ITS Experts Group	Indiana, Level 4
1000-1030	Coffee Break	
1030- 1200	Sub-Group Break-out Meetings (continued)	
1200-1330	Lunch	Plaza Market Café, Level 2
1330-1530	Sub-Group Break-out Meetings (continued)	
1530-1600	Coffee Break	
1600-1800	Preparation of Final Reports by Sub-groups for Modal Group Chairs	

TIME	ACTIVITY	VENUE
<b>WEDNESDAY, 29 JULY 2009 (DAY 3)</b>		
0830-1000	<u>Experts Group Break-out Meetings:</u>	
	○ Aviation Experts Group (AEG)	Olivia, Level 4
	○ Maritime Experts Group (MEG)	Sophia, Level 4
	○ Land Experts Group (LEG)	Moor & Morrison, Level 4
	○ Intermodal and ITS Experts Groups (IEG)	Hullet, Level 4
1000-1030	Coffee Break	
1000-1200	Experts Group Break-out Meetings (continued)	
1200-1330	Lunch	Canning, Level 4
1330-1530	Experts Group Break-out Meetings (continued)	
1530-1600	Coffee Break	
1600-1800	Preparation of Experts Group Reports for HODs and Closing Plenary	
1800-2245	Cultural Tour Pick up from Raffles City Convention Centre	Swissotel The Stamford Lobby
<b>THURSDAY, 30 JULY 2009 (DAY 4)</b>		
0900-1015	HOD Meeting	Stamford Ballroom, Level 4
1015-1045	Coffee Break	
1045-1215	Closing Plenary	Stamford Ballroom, Level 4
1200-1330	Farewell Lunch	Canning, Level 4
1400-1800	Technical Tours (3 options) Tour Option 1 Tour Option 2 Tour Option 3  Pick up from Raffles City Convention Centre	Swissotel The Stamford Lobby

ANNEX B

LOCATION MAP

Meeting Venues, Level 4, RCCC



**ANNEX C**

**List of Suggested Hotels**

**Official Hotel**

Hotel Name Address and Contact Details	Hotel Category	Room Category	Distance to Meeting Venue	Room Rate	Breakfast Rate (per person per day)
<a href="#"><u>Swissotel The Stamford</u></a>  2 Stamford Road Singapore 178882 Tel: 65-6339-6633 Fax: 65-6336-5117 Email: <a href="mailto:reservations.singapore@swissotel.com"><u>reservations.singapore@swissotel.com</u></a>	5 Star	Deluxe Room	0	S\$280.00++	Inclusive

**Supporting Hotels**

Hotel Name Address and Contact Details	Hotel Category	Room Category	Distance to Meeting Venue	Room Rate	Breakfast Rate (per person per day)
<a href="#"><u>Orchard Hotel Singapore</u></a>  442 Orchard Road Singapore 238879 Tel: 65-6734-8595 Fax: 65-6739-6645 Email: <a href="mailto:reservations@orchardhotel.com.sg"><u>reservations@orchardhotel.com.sg</u></a>	5 Star	Deluxe Room	15 min drive*	S\$235.00++	Inclusive
		Superior Room		S\$215.00++	Inclusive
<a href="#"><u>M Hotel Singapore</u></a>  81 Anson Road Singapore 079908 Tel: 65-6500-6161 Fax: 65-6223-1681 Email: <a href="mailto:reservations@m-hotel.com"><u>reservations@m-hotel.com</u></a>	4 Star	Deluxe Room	10 min drive*	S\$235.00++	Inclusive
		Superior Room		S\$215.00++	Inclusive
<a href="#"><u>Copthorne Orchid Hotel Singapore</u></a>  214 Dunearn Road Singapore 299526 Tel: 65-6415-6028 Fax: 65-6250-9292 Email: <a href="mailto:rsvn@copthorneorchid.com.sg"><u>rsvn@copthorneorchid.com.sg</u></a>	4 Star	Deluxe Room	20 min drive*	S\$180.00++	Inclusive
		Superior Room		S\$160.00++	Inclusive

++ denotes 10% service charge and prevailing rates of Goods and Services Tax of 7%

\* Traveling distance is subject to traffic conditions



**APEC TRANSPORT WORKING GROUP  
26 – 30 July 2009**

**Millennium & Copthorne Intl Ltd  
Room Reservations**

COMPLETE DETAILS IN FULL		
<b>Title:</b>	Mr / Mrs / Ms (please circle the correct one)	
<b>Given/First name:</b>		
<b>Family/Last name:</b>		
<b>Company:</b>		
<b>Job title:</b>		
<b>Address:</b>		
<b>Passport Number:</b>	<b>Date of Birth:</b>	
<b>Tel. No.:</b>	<b>Fax No.:</b>	<b>Email:</b>

FLIGHT DETAILS		
<b>Arrival Date:</b>	<b>Flight No:</b>	<b>Arrival Time:</b>
<b>Departure Date:</b>	<b>Flight No:</b>	<b>Departure Time:</b>

Please tick the following options:

HOTELS	Address	ROOM RATES INCLUSIVE OF BUFFET BREAKFAST FOR 1 PERSON
<input type="checkbox"/> Orchard Hotel	442 Orchard Road, Singapore 238879 Tel : 6734 7766	<input type="checkbox"/> Superior (SGL) S\$215 ++ / night <input type="checkbox"/> Deluxe (SGL) S\$235 ++ / night Additional Breakfast at S\$20 ++ / day
<input type="checkbox"/> M Hotel Singapore	81 Anson Road, Singapore 079908 Tel : 6224 1133	<input type="checkbox"/> Superior (SGL) S\$215 ++ / night <input type="checkbox"/> Deluxe (SGL) S\$235 ++ / night Additional Breakfast at S\$20 ++ / day
<input type="checkbox"/> Copthorne Orchid Singapore	214 Dunearn Road Singapore 299526 Tel : 6415 6000	<input type="checkbox"/> Superior (SGL) S\$160 ++ / night <input type="checkbox"/> Deluxe (SGL) S\$180 ++ / night Additional Breakfast at S\$15 ++ / day
<input type="checkbox"/> Single <input type="checkbox"/> Twin <input type="checkbox"/> Smoking <input type="checkbox"/> Non-smoking		

**APEC TRANSPORT WORKING GROUP  
26 – 30 July 2009**

**Millennium & Copthorne Intl Ltd  
Room Reservations**

- *Rates quoted are exclusively for delegates attending the APEC Transport Working Group.*
- *Rates quoted are in Singapore dollars and exclusive of 10% service charge and prevailing taxes.*
- *Rates are based single occupancy, inclusive of Buffet Breakfast. Additional Breakfast can be arranged at special rates indicated.*
- *All Rooms are subjected to availability.*
- *M & C website: <http://www.millenniumhotels.com>*

**Check in/check out time policy**

Check in Time: 1400 hours

Check out Time: 1200 hours

*Check out after 1200 hours but not before 1800 hours will be charged at 50% of the applicable room rates. A full day charge will apply for checkout after 1800 hours.*

**Method of Payment**

All the above room charges and other incidental charges will be settled by guest's own accounts, credit card details needed for the above reservation.

**No Show/ Cancellation**

No-show or cancellation will be imposed with full duration charge. All reservations made are considered confirmed and guaranteed.

**Credit Card Guarantee**

American Express

MasterCard

Visa

Card no.:

Expiry Date:

(dd-mm-yy)

Cardholder's name on credit card:

Signature:

**Please forward reservation to the respective hotel you selected:-**

**Orchard Hotel Singapore** - Fax: 65 6739 6645 (reservations)  
Tel: 65 6734 8595 (reservations)  
Email: [reservations@orchardhotel.com.sg](mailto:reservations@orchardhotel.com.sg)

**M Hotel Singapore** - Fax: 65 6223 1681  
Tel: 65 6500 6161  
Email: [reservations@m-hotel.com](mailto:reservations@m-hotel.com)

**Copthorne Orchid Singapore** - Fax: 65 6250 9292 (reservations)  
Tel: 65 6415 6028 / 29 / 30 (reservations)  
Email: [rsvn@copthorneorchid.com.sg](mailto:rsvn@copthorneorchid.com.sg)

**ANNEX D**

**DOCUMENTATION REPRODUCTION REQUEST FORM (DRRF)**

*\*Please use one DRRF per document.*

Meeting Name	
Meeting Date	

**CONTACT PERSON INFORMATION**

Title	<input type="checkbox"/> H.E <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.
First Name	
Last Name	
Organization	
Tel No.	
E-mail	

**DOCUMENT DETAILS**

*The information below will be used to create the cover page for each paper/presentation and to update the document classification list for each meeting.*

<b>Title</b>	
<b>Agenda Item</b>	
<b>Contact Person</b>	
<b>Purpose – Consideration OR Information</b>	
<b>Access - Public OR Restricted</b> If restricted, state reason e.g. draft, under consideration, working document, nonpaper, etc.	

<b>Submitted By</b> {Economy / Secretariat / Observer}	
{If identical document was tabled at an earlier meeting}	
<b>Forum Doc. No.</b>	
<b>No. of Pages:</b>	
<b>Estimated No. of Copies:</b>	

**Please send SOFT COPY of document and DRRF to:**

APEC TPTWG32 Documents

Tel: 65-6375-1616

Fax: 65-6375-1633

Email: [motweb2@singnet.com.sg](mailto:motweb2@singnet.com.sg)

**FOR OFFICIAL USE ONLY**

**Document No. Assigned:**

**ANNEX E**

**SINGAPORE BUSINESS VISA REQUIREMENTS**

The following table sets out the business visa requirements for various passport holders for entry into Singapore.

<b>Economy</b>	<b>Ordinary Passport</b>	<b>Diplomatic Passport</b>	<b>Official Passport</b>
Australia	Not required	Not required	Not required
Brunei Darussalam	Not required	Not required	Not required
Canada	Not required	Not required	Not required
Chile	Not required	Not required	Not required
People's Republic of China	Required	Not required (unless for a stay of more than 30 days)	Not required (unless for a stay of more than 30 days)
Hong Kong, China*	Not required	Not required	Not required
Indonesia	Not required	Not required	Not required
Japan	Not required	Not required	Not required
Republic of Korea	Not required	Not required	Not required
Malaysia	Not required	Not required	Not required
Mexico	Not required	Not required	Not required
New Zealand	Not required	Not required	Not required
Papua New Guinea	Not required	Not required	Not required
Peru	Not required	Not required	Not required
The Republic of the Philippines	Not required	Not required	Not required
The Russian Federation	Required	Not required (unless for a stay of more than 30 days)	Not required (unless for a stay of more than 30 days)
Chinese Taipei	Not required	Not required	Not required
Thailand	Not required	Not required	Not required
United States	Not required	Not required	Not required
Viet Nam	Not required	Not required	Not required

*\*Holders of Hong Kong Document of Identity are required to apply for Business Visa for entry into Singapore.*

*Note: Possession of a visa alone does not guarantee entry into Singapore. Visitors must also meet entry requirements such as holding a valid passport (more than 6 months validity), sufficient funds for the period of stay in Singapore and confirmed onward/return air ticket.*

*Source: [Immigration and Checkpoints Authority \(ICA\) website](#)*

## **APEC BUSINESS TRAVEL CARD (ABTC) HOLDERS**

The APEC Business Travel Card (ABTC) cuts through the red tape of business travel, and gives accredited business people pre-cleared entry to participating APEC economies.

There are nineteen APEC economies currently participating in the ABTC Scheme. Cardholders are also entitled to access "fast-track" air-crew lanes upon entry in the United States and Canada but will still need to present valid passports and visas if required by existing United States law and Canadian law.

The nineteen countries are as follows:

1. Australia
2. Brunei Darussalam
3. Chile
4. China
5. Hong Kong (China)
6. Indonesia
7. Japan
8. Korea
9. Malaysia
10. Mexico
11. New Zealand
12. Papua New Guinea
13. Peru
14. Philippines
15. Singapore
16. Chinese Taipei
17. Thailand
18. Vietnam
19. United States of America (currently a Transitional Member of the scheme)

For application of The APEC Business Travel Card, please visit the following website:  
<http://www.businessmobility.org/key/abtc.html>