



Singapore Association of Administrative Professionals

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2 March 2026

Emerald Legacy: Honouring the Past, Inspiring the Future

🌟 Celebrate Our 55th Anniversary in Style 🌟 2D1N in Malacca – 11 & 12 July 2026

Join Us for an Unforgettable Experience!

We are delighted to invite you on a special trip to celebrate our anniversary with fun, relaxation and great company. This memorable journey is heavily subsidised by SAAP, making it the perfect opportunity to come together and enjoy the occasion.

🌟 Trip Highlights:

- 📍 **Destination:** Malacca
- 📅 **Dates:** 11 – 12 July 2026 (Saturday & Sunday)
- 🧳 **Package Includes:** Comfortable accommodation, transportation, delicious meals and exciting activities
- 🎉 **Special Features:** Anniversary Dinner & Durian Feast 🍷 🌿

Reconnect, relax and celebrate with fellow members on this well-curated journey. **Full itinerary attached!**

💰 Booking Details:

- **Price:** Twin-Sharing - S\$80 (Member) S\$180 (Ex-Member) S\$380 (Non-Member)
- **Price:** Single - S\$130 (Member) S\$230 (Ex-Member) S\$430 (Non-Member)
- **Registration Deadline:** 30 June 2026, or when the maximum capacity of 40 persons has been reached.

✅ Important Notes

- **Limited to the first 40 participants!**
- **Full payment must be made together with registration.**

Best regards

TEO SER CHER

Chairman, 55th Anniversary Celebration Organising Committee

Member of: Singapore Council of Women's Organisation (SCWO)
Association of Secretaries and Administrative Professionals in Asia Pacific (ASA)

In partnership with: NTUC U Associate (NTUC UA)
Management Development Institute of Singapore (MDIS)
EON Consulting & Training Pte Ltd



2D1N in Malacca - Itinerary

Day 1	11 July: Singapore -> Malacca
06:15am	Assemble at Lavender MRT station, opposite ICA Building.
06:30am	Assemble at Bus Stop opposite Marsiling MRT station. Depart Singapore via Woodlands Checkpoint to Johor Bahru for immigration clearance. Upon arrival, meet and greet our Malaysia Tour Guide, who will assist with the transit to the Malaysia coach for the onward journey.
09:30am	Stop for breakfast (own expense)
10:30am	Depart for Malacca
12:00pm	Lunch at local restaurant
01:00pm	Continue our journey to Malacca Upon arrival, stroll along Jonker Walk – Explore antiques, collectibles and authentic artifacts.
03:30pm	Check-in to Hatten Hotel (if rooms are ready)
05:30pm	55 th Anniversary Celebration Dress Code: Emerald Glam
10:00pm	Good Night

Day 2	12 July: Malacca -> Singapore
	Breakfast at Hatten Hotel. Free and easy till check out.
12:00pm	Check out and proceed to have Durians in Malacca.
01:00pm	Durian Feast (featuring Mao Shan Wang durians). No lunch.
02:30pm	Commence journey back to Johor Bahru
06:00pm	End the tour with a Sumptuous Dinner at Johor Bahru local restaurants.
10:00pm	Arrival back in Singapore.

Tour Price Per Person based on	Member	Ex-Member	Non-Member
Twin-Sharing	S\$80.00	S\$180.00	S\$380.00
Single Occupancy	S\$130.00	S\$230.00	S\$430.00

The above tour fares for Member and Ex-Member are heavily subsidised by SAAP.



Tour fare INCLUDES:

- One-way transfer on a Singapore-registered, air-conditioned tour coach from Singapore to Johor Bahru via Woodlands Checkpoint.
- Travel on an air-conditioned, 44-seat Malaysian tour coach from Johor Bahru Checkpoint for the remainder of the journey, including the return trip from Johor Bahru to Singapore.
- One-night stay in a Studio or Junior Suite room at Hatten Hotel, Malacca, with breakfast included.
- Meals: Lunch and dinner on Day 1; durian and dinner on Day 2.
- Group Travel Insurance Covering S\$10,000 Personal Accident and S\$500 Medical Expenses for accidental injuries only (For travelers aged 15 years to 80 years).
- Tips for Driver and Tour Guide.

Tour fare EXCLUDES:

- All items of personal nature.
- Visa fees (where applicable).

Force Majeure:

SAAP shall be released from its obligations, without liability, in the event of circumstances beyond its reasonable control, including but not limited to acts of God, government orders or restrictions, fire, flood, power outages, contamination, essential construction or renovation works, legal seizures, strikes, labor disruptions, or any other unforeseen events that prevent the fulfilment of arrangements.

Payment, Cancellation and Attendance Policies:

- Full payment is required upon registration and is **NON-REFUNDABLE**.
- Cancellations are **NOT permitted**. However, up to 7 days prior to departure date, if a participant is medically unfit to travel (as certified by the medical doctor with supporting documentation), an equivalent **replacement may be allowed, before 4th July 2026**. Such approval must be endorsed by the 55th Anniversary Celebration Organising Committee (“**55 ACOC**”).
- **Any cancellation after 4th July 2026, NO REPLACEMENT is allowed and full payment will be forfeited.**
- For Twin-Sharing, name of roommate to be indicated correspondingly in the registration form. If no roommate is indicated, the Organising Committee will assist in pairing participants accordingly.



IMPORTANT NOTE:

- Passport must be valid for at least 6 months from tour date.
- Timings are approximate and may vary depending on actual duration spent at each location and prevailing traffic conditions.
- The itinerary is subject to change, with or without prior notice, depending on circumstances.
- Participants with special dietary needs (e.g., vegetarian, halal, allergies, or other restrictions) must indicate their requirements clearly at the time of registration. While every effort will be made to accommodate dietary preferences, options may be limited depending on local arrangements. The Organising Committee will endeavor to provide alternatives where possible.



Click Google link below:

or

Scan QR Code



Mode of Payment:

1. **PAYNOW: SAAP UEN S71SS0058A**
2. **SAAP Internet banking: DBS 048-014396-2**

After making payment, please screenshot proof of payment and send it to admin@saap.org.sg

Kindly indicate your membership number (if applicable) when submitting proof of payment.