



THE INSTITUTE OF
Company Secretaries of India

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

17th INTERNATIONAL PROFESSIONAL
DEVELOPMENT & FELLOWSHIP
PROGRAMME – 2024

VIETNAM & CAMBODIA
7 NIGHTS & 8 DAYS

PLACE OF BOARDING
DELHI & MUMBAI

The Institute of Company Secretaries of India (ICSI) is organising 17th International Professional Development & Fellowship Programme - 2024 from 28th May 2024 (Departure 27th May 2024 late night) to 4th June, 2024 for its members. The International Conference will be held on 29th May 2024, in Hanoi. During Business Breakfast stimulating discussion on topics of professional interest will be organised.

The participating Members and official of ICSI, their spouses and children 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. Package cost covers return airfare, hotel accommodation, travel insurance, visa, taxes etc. as mentioned under the head “Package cost includes”.

Participants will not be eligible to avail Input Tax Credit (ITC) of GST on the payment of delegate fee.

The participating Members will be entitled to the CPE Credits as per ICSI (Continuous Professional Education) Guidelines, 2019.

Registration:

The number of Delegates including their accompanying spouse and children is limited to 40/80 only. Seats are available on **first paid first admitted basis** as per terms of payment of delegate fee. For the purpose of determining 40/80 numbers, accompanying children 2-12 years will be counted. Children below 2 years will not be counted for the limits as specified above. Flights may be divided into two different airlines with similar timings as per the availability at the time of issuance of flight tickets. Further, timings of flights (between Vietnam and Cambodia) may change subject to availability.

In case, number of delegates exceeds, such further applications may be processed for registration after getting confirmation from the Tour Operator on a case-to-case basis and subject to availability.

TRAVEL ARRANGEMENTS

Places	Vietnam & Cambodia
Dates	28 May 2024 (Departure 27 th May 2024 late night) – 04 June 2024
Hubs for Departure and Arrival	Delhi & Mumbai Only
Tour Operator	Abhac Group (Franchisee of Make My Trip India Private Limited)

FLIGHT DETAILS

Airlines seats & Fare is subject to availability at the time of confirmation.

FLIGHT DETAILS

Ex-Delhi

Flight	Date	Sector	Dep. Arr.
VN-970	27/05/24	DEL-HAN	23:35 – 05:20(28 TH May)
VN-843	31/5/24	HAN-SAI	18:15 -19:50
VN-812	02/6/24	SAI-SGN	18:20-19:35
VN-977	04/6/24	SGN-DEL	18:25 -22:05

Ex-Mumbai

Flight	Date	Sector	Dep. Arr.
VJ-910	28/05/24 (Late night of 27 May 2024)	BOM-HAN	00:40 – 07:10
VN-843	31/5/24	HAN-SAI	18:15 -19:50
VN-812	02/6/24	SAI-SGN	18:20-19:35
VJ-883	04/6/24	SGN-BOM	20:05 PM - 23:40 PM

DELEGATE REGISTRATION FEE

Category	Registration (on or after 28th April 2024)
Per Person on Double Occupancy basis	INR 1,32,500/-
Per Person on Single Occupancy basis	INR 1,62,500/-
Child with bed (Between 07– less than 12 yrs.)-	INR 1,22,500/-

Child without bed (Between 02 – less than 07 yrs.)	INR 1,05,500/-
Infant (Below 02 yrs.)	INR 20,000/-

CANCELLATIONS

	DUE TO ANY OTHER REASON	DUE TO VISA REJECTION
60% of delegate fee	on or before 06 th May 2024	on or before 12 th May 2024
100% of delegate fee	after 06 th May 2024	after 12 th May 2024

HOTELS & ITINERARY

Date	Accommodation
28 May – 30 May	The Light Hotel Hanoi or similar 4*
30 May – 31 May	Golden Cruise (Luxury) or similar 4*
31 May – 02 Jun	Tara Angkor hotel or similar 4*
02 Jun – 04 Jun	Bay Hotel Saigon or similar 4*
Date	Itinerary
28 May 2024	Arrival at Hanoi Airport – Half day City Tour
29 May 2024	Hanoi – Half Day Conference at Hotel – Hanoi Half Day City tour
30 May 2024	Hanoi – Ha-long Bay Overnight Cruise
31 May 2024	Ha Long Bay – Hanoi Airport – SIEM REAP ARRIVAL – Local Sightseeing - Dinner with Apsara Show
01 Jun 2024	Siem Reap – Angkor Wat – Ta Prohm – Angkor Thom
02 Jun 2024	Siem Reap - Ho Chi Minh
03 Jun 2024	Full-day Mekong Delta: Vinh Trang Pagoda - My Tho – Cu Chi Tunnel – Ho chi Minh
04 Jun 2024	HO CHI MINH – DEPARTURE

DETAILED ITINERARY

Day 1 – 28 May 2024

Arrival at Hanoi Airport – Half day city tour

Arrival at Hanoi airport by..... Pick up and transfer to hotel for check in (**Early check in included with breakfast**).

Pick up from hotel & drive to Visit the Temple of Literature, Vietnam's first university, after that. Continue to visit Hoan Kiem Lake, drop of at your hotel in Hanoi.

Entrance Included: Temple of Literature

Lunch & Dinner at Outside Indian Restaurant

Day 2 – 29 May 2024

Hanoi – Half Day Conference at Hotel – Hanoi Half Day City tour

This day in Vietnam you will traverse through one of the historical monuments in Hanoi, the Ho Chi Minh Mausoleum & Complex. The tour guide will give a brief story of Ho Chi Minh's life and his conquest for freedom and independency for all of Vietnamese. On your exit out of the complex, make sure to stop by the One-Pillar Pagoda, best known for its intricacies of architecture, surrounded by the beauty of lotus flowers. Namely the Ngoc Son Temple, which resides in the centre of the university's serene lake. After that, you will be strolling through Hanoi Old Quarter, a tourism gem nestled in the most cultured part of Hanoi city.

Entrance Included: Ho Chi Minh Museum + Ho Chi Minh Mausoleum

Lunch & Dinner at Outside Indian Restaurant

Accommodation in Hanoi

Day 3 – 30 May 2024

Hanoi – Halong bay Overnight Cruise (Cruising Itinerary Varies upon Cruise)

From Hanoi, you will travel to Halong Bay in a well-conditioned car. Embark on your cruise, where the crew welcomes you with a scrumptious lunch buffet. You can have memorable family times on the sundeck with the backdrop of thousands of limestone karsts, dotted with isles covered in lush green nature. If you'd prefer exciting activities, kayaking is a must-try activity with your family. In the afternoon, you can join a cooking course guiding you to make Vietnamese spring rolls, a fun addition to your appetite. When the sky is full of stars, it might be a perfect time to catch some fish, maybe even a fun side competition with your friends.

Entrance Included: As per the cruising Itinerary

Lunch and Dinner at Cruise

Accommodation in Hanoi (Ha Long Bay Cruise)

Day 4 – 31 May 2024

Ha Long Bay – Hanoi Airport – SIEM REAP ARRIVAL - DINNER WITH APSARA SHOW

Check out and then transfer you to the airport for your flight to Siem Reap.

Upon arrival in Siem Reap, greeting by Local guide and driver transfer you to hotel check in. (Official check in 14:00, and check out 12:00pm). Getting Lunch time at Indian Restaurant. Late afternoon around 4:00pm, Afternoon, meet local guide and driver to enjoy at Tonle Sap Lake - Chong Keas not far from the town 10km. we enjoy the boat trip on Tonle Sap lake - Chong Keas that is complete with schools, hospitals, restaurants, Karaoke, shops etc. Welcome to the Amazon Angkor Restaurant-Theatre . To pursue the spirit of your visit to the temples we are happy to introduce you to another example of our rich cultural heritage: Traditional Dancing. Located in the heart of Siem Reap, Cambodia and close to major hotels, Amazon Angkor features traditional Khmer cuisine together with a taste of Japanese, Vietnamese, Chinese, European and western dishes. In addition to this, we offer a taste of Cambodian BBQ plus a wide variety of Sukiyaki soups and individual cooking stations prepared for your viewing enjoyment.

Lunch at Indian Restaurant

Dinner Show at Angkor Amazon Restaurant

Accommodation: Hotel in Siem reap

Day 5 – 01 Jun 2024

SIEM REAP – ANGKOR WAT – TA PROHM – ANGKOR THOM (Included Breakfast / Lunch / Dinner)

After breakfast in hotel, meet local guide and driver to visit the ancient capital of Angkor Thom (12th century) by private vehicle. See the South Gate with its huge statues depicting the churning of the ocean of milk, Bayon temple (unique for its 54 towers decorated with over 200 smiling faces of Avolokitesvara), Baphuon, the Royal Enclosure, the Elephants Terrace, the Terrace of the Leper King. Continue to visit the largest of FIG tree at Ta Prohm temple, one of the area's most beautiful temples, Ta Prohm has been relatively untouched since it was discovered and retains much of its mystery. Its appeal lies in the fact that, unlike the other monuments of Angkor, it was abandoned and swallowed by the jungle, looking very much the ways most of the Angkor temples appeared when European explorers first stumbled upon them. Lunch at Indian Restaurant in town.

In afternoon, visit the most famous of all the temples on the plain of Angkor: Angkor Wat. The temple complex covers 81 hectares and is comparable in size to the Imperial Palace in Beijing. Its distinctive five towers are emblazoned on the Cambodian flag and the 12th century masterpiece is considered by art historians to be the prime example of classical Khmer art and architecture. Angkor Wat's five towers symbolize Meru's five peaks - the enclosed wall represents the mountains at the edge of the world and the surrounding moat, the ocean beyond.

Meal included: Breakfast at hotel, Lunch and Dinner at Indian Restaurant

Accommodation: Hotel in Siem reap

Day 6 – 02 Jun 2024

Siem Reap to Ho Chi Minh

Ho chi Minh Arrive

Located in the North of Vietnam, the “Indochina Pearl” – Ho Chi Minh City, or formerly known as Saigon, is your first stop of the tour. On arrival, our friendly tour guide with private driver will welcome you at Tan Son Nhat International Airport. Just a short transfer to the city Centre. Check in your hotel and then take your free time at leisure.

Dinner at Outside Indian Restaurant - Ho chi Minh

Accommodation in Ho chi Minh

Day 7 – 03 Jun 2024

Full-day Mekong Delta: Vinh Trang Pagoda - My Tho – Cu Chi Tunnel - Ho chi Minh

"Pick up at hotel and transfer to My Tho to visit Vinh Trang Pagoda. Continue to My Tho Boat Station, board on Cruise on the Mekong River for sightseeing: the view of the river’s banks, fish – floating Market and islands of Dragon, Unicorn, Turtle, and Phoenix. And on Unicorn Island: Visit a bee-farm and enjoy honey-tea. Visit coconut candy workshop, taste fresh candies.

Get on an electric on the countryside road. Visit an orchard of tropical fruits, enjoy seasonal fruits and listen to Southern traditional music. Discover natural canals by rowing boat.

Have lunch at the local restaurant.

Return to MY Tho boat station and transfer back to Ho Chi Minh city

Entrance Included: Mekong Delta Boat

Local Lunch

Dinner at Outside Indian Restaurant

Accommodation in Ho Chi Minh

Day 8 – 04 Jun 2024

HO CHI MINH – DEPARTURE (Included Breakfast & Lunch) Guide and Driver transfer out

Breakfast at hotel till meet local driver, and guide transfer you to Airport for the next destination.

PACKAGE COST INCLUSIONS & EXCLUSIONS

INCLUSIONS

- Accommodation for 07 nights
- Return airfare EX MUMBAI & DELHI as per the above-mentioned carrier
- Transfer Airport-Hotel-Airport
- Transport and sightseeing services according to the program

- All Inclusive Meal Plan (All Meals served on Buffet Style) including wherever possible Jain meals.
- All taxes including GST, local tax, green tax etc.
- Travel Insurance up to the age of 60 years only. The persons above 60yrs of age shall need to give their Medical Fitness Certificate for the Overseas Travel & Medical Insurance. The extra cost of Insurance for person above 60yrs will be paid by delegate to tour operator.
- Service of Tour Manager
- Complimentary 2 x 500 ML water Bottles per person per day
- Complimentary Coffee Tasting for Group
- Complimentary Gift (Colonial Hat) for Each Pax on Arrival
- Travel Kit (Printed Itinerary, Luggage Tags, Sanitizer, Face Mask, Charger etc.)
- Visa charges of Vietnam (Multiple entry) & Cambodia

EXCLUSIONS:

- Porter Services at Airport or at hotel
- Personal expenses
- Permissions of photo/video shooting at the museums and objects.
- Expenses of personal nature like laundry, telephone, fax, internet, beverages, snacks, (beyond what is provided within the itinerary) medical expenses etc.
- Any other services not mentioned in Price Inclusions above

VISA CHECKLIST & DOCUMENTS

- The normal processing time for is around 10 - 12 working days for both.
- Please find below the E-Visa Requirements that needs to be completed from your end.
- Colored Passport Front Page copy
- Colored Passport Back Page copy
- Photograph (35 X 45 mm with white Background in JPG format). Please make sure your teeth are not visible. If you wear eye glasses, please wear transparent/white lenses while getting the picture clicked. Embassies usually reject photographs of subjects wearing colored lenses.
- Vaccination certificate.
- Travel Insurance
- Air Tickets
- Hotel confirmation vouchers.

IMPORTANT INFORMATION

- If tour strength reduces, 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, tour operator is not liable as it entirely depends upon Embassy's discretion.
- If the delegate does not arrive or depart on time with the group as per the itinerary, any additional charges for the transfer will be incurred by the delegate only.
- No refund or reduction will be given for any services, which are not utilized and are mentioned in the Tour inclusions.
- All arrangements made by the ICSI for Members / their families are in the capacity of facilitator only. ICSI and Tour operator 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.
- It may further be noted that considering limited number of seats, the registration for this Program will be made on **first-paid -first-admitted basis**.

PAYMENT DETAILS

Participant shall make full payment as mentioned in the Package cost by RTGS to the ICSI in below mentioned bank account:

RTGS DETAILS

National Electronic Fund Transfer (NEFT) Mandate Form (Mandate for Receiving Payment Through NEFT/RTGS)

Vendor Name	THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
Address of Vendor	22, ICSI HOUSE, LODHI ROAD INSTITUTIONAL AREA, NEW DELHI – 110003
Registered Address	C-37, ICSI HOUSE, INSTITUTIONAL AREA, SECTOR 62 NOIDA, Uttar Pradesh, 2013094
Billing Address (if different from Registered Address)	C-37, ICSI HOUSE, INSTITUTIONAL AREA, SECTOR 62 NOIDA, Uttar Pradesh, 2013094

	Permanent Account Number (PAN)	AAATT1103F
	GST Number	09AAATT1103F2ZX
7.	Particulars of Bank Account	
	A. Name of Bank	AXIS BANK
	B. Name of Branch	SWASTHYA VIHAR
	C. Address	C-58 BASEMENT & GROUND FLOOR, PREET VIHAR, MAIN VIKAS MARG.NEW DELHI-92
	D. City Name	NEW DELHI
	E. Swift Code (OUTSIDE COUNTRY)	AXISINBB055
	F. IFSC Code (11 digits)	UTIB0000055
	G. 9-digit MICR Code appearing on Cheque Book	110211010
	H. Type of Account (10/11/13)	SAVINGS (10)
	I. Account No.	912010040104826
8.	Date of Online Transfer to ICSI Account	
	Email ids for message	

E-MAIL IMPS/NEFT/RTGS DETAILS FOR REGISTRATION

Please provide details via an email to Mr. Shandilya Saroj as per the following format, giving the UTR number and the details of the passengers, for registration after making the IMPS/ NEFT / 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 Copy of front and back of passport (including accompanying family member)

For any query, please feel free to contact:

Mr. Shandilya Saroj
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