



Shell

## Experienced Hire Final Assessment

Travel Information – Kuala Lumpur

CONTENTS

- Welcome to Shell – Introduction ..... 3
- Travel and Local Information ..... 3
  - Your Safety ..... 3
  - Journey Management Plan ..... 3
  - Personal Insurance ..... 3
- Candidate Travel booking Process ..... 4
- Assessment Venue ..... 5
  - Office Address ..... 5
  - Map ..... 5
  - Directions to Shell Location ..... 5
- Accommodation
  - Hotel Information ..... 6
  - Accommodation ..... 7
- Expenses ..... 9

### WELCOME TO SHELL – INTRODUCTION

Well done progressing to the Final Assessment! We look forward to meeting you soon and finding out more about your background and great experiences. This guide should help you arrange your travel and answer any questions you have regarding travel arrangements. If you do have any further questions or queries, please do not hesitate to contact your scheduling coordinator. We wish you the best of luck with your assessment on the day! Thanks for applying to Shell.

Please click [here](#) to watch a video about Shell's Employee Value Proposition.

### TRAVEL AND LOCAL INFORMATION

#### YOUR SAFETY

At Shell we care about your safety and are committed to ensuring that Health, Safety, Security and Environment (HSSE) features as a key element of our recruitment events. With this in mind, we have produced some safety advice to help you stay safe during your visit. Please be sure to read our [safety guide](#).

If you need to fly to your assessment location, our travel agency Carlson Wagonlit Travel (CWT) will book and arrange payment for your flights or train. Once a date for the assessment is confirmed the Scheduling Coordinator will send you the authorization form.

#### JOURNEY MANAGEMENT PLAN

In keeping with Shell's commitment to safety, please complete the [Candidate Journey Management Plan](#) and return to your scheduling coordinator no later than 48 hours before your assessment.

#### PERSONAL INSURANCE

It is your responsibility to arrange any appropriate travel insurance. Shell is unable to accept liability for loss or damage to any items of luggage. It is advisable to take out appropriate cover with your travel agent but you will need to cover the cost of this yourself.

## CANDIDATE TRAVEL BOOKING PROCESS

SHELL TRAVEL AGENCY  
Carlson Wagonlit Travel (CWT)  
Shell Travel Agency

No. 1 Jalan Seri Utara 1  
Seri Utara, Off Jalan Ipoh  
68100 Kuala Lumpur, West Malaysia

Tel : +60 3 6286 6119  
Fax : +60 3 6286 6119  
Email : [shell@holidaytours.com.my](mailto:shell@holidaytours.com.my)

### Hotel & Air Transportation

Shell will provide air travel and, if no day return flight is available, one night hotel accommodation. Please note this is subject to approval upon assessment confirmation.

The invitation assumes you are living at the address currently stated on your application form. If this has changed, please contact your scheduling coordinator.

Please follow the guidelines below for the booking process:

Within 24 hours of receiving this email invite, forward it to CWT at [shell@holidaytours.com.my](mailto:shell@holidaytours.com.my) and copy [careers@shell.com](mailto:careers@shell.com) by using the 'cc' function. Please include the following details together with the Travel Approval Form attached in your email:

- 1) Name as per Identity Card / Passport: **XXX**
- 2) Nationality: **XXX**
- 3) Email Address: **XXX@XXX.com**
- 4) Mobile / Contact Number: **XXX**

Please note that your arrival time will be one to two hours before your final assessment and return time will be one to two hours after your final assessment.

## ASSESSMENT VENUE

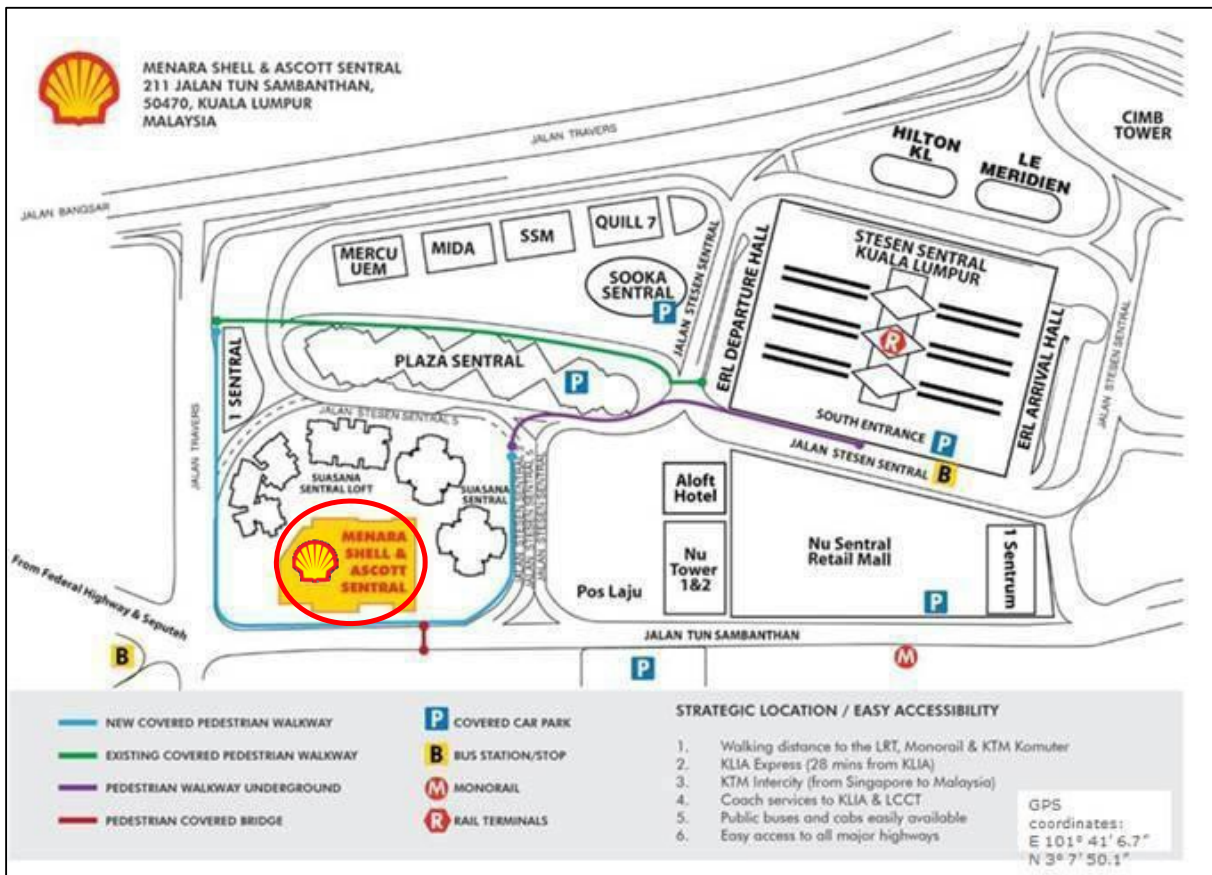
Location: Kuala Lumpur

Shell People Services (Asia) Sdn Bhd  
Menara Shell,  
No. 211, Jalan Tun Sambanthan  
50470 Kuala Lumpur

Tel: +60 3 2385 2888

Parking Rate for Menara Shell: Basement Parking – RM4 per hour

Map to Menara Shell



### ACCOMMODATION

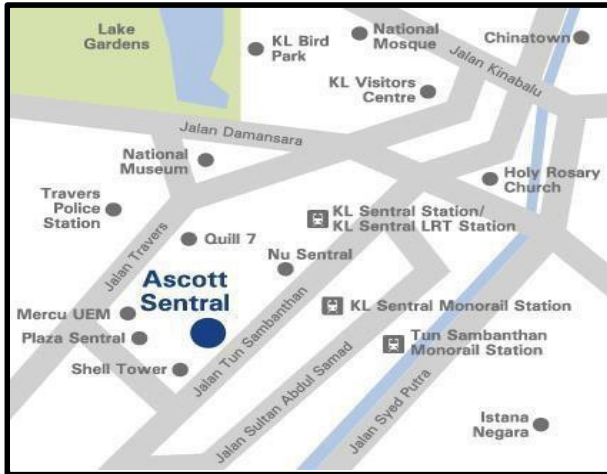
Your hotel accommodation has automatically been booked for you under your name and paid for by Shell, this includes the cost of your breakfast. All incidental charges such as telephone calls will be for your own account. Please settle these upon departure. If you wish to stay longer, this will be at your own expense.

If you do not wish to stay in the hotel room or wish to cancel your booking prior to the Final Assessment, please notify your Scheduling Coordinator as soon as possible otherwise, we will be charged for your non-arrival.

You should check out of your hotel before the Final Assessment.

## ACCOMMODATION

### LIST OF HOTELS & DIRECTIONS

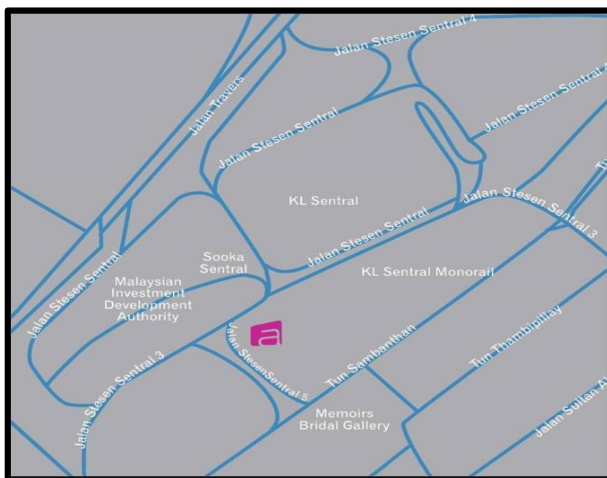


Ascott Sentral Kuala Lumpur

No. 211, Jalan Tun Sambanthan,  
50470 Kuala Lumpur, Malaysia

Tel: (603) 2727 9999  
Fax: (603) 2727 9998

Website: [www.the-ascott.com](http://www.the-ascott.com)



Aloft Kuala Lumpur Sentral

No. 5, Jalan Stesen Sentral,  
50470 Kuala Lumpur, Malaysia

Tel: (603) 2723 1188  
Fax: (603) 2723 1588

Website: [www.aloftkualalumpursentral.com](http://www.aloftkualalumpursentral.com)



Hotel Pullman Kuala Lumpur City Centre Hotel and Residences

4, Jalan Conlay, 50450 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia

Tel: (603) 2170-8888  
Fax: (603) 2170-8808

E-mail: [reservations@pullman-klcc.com](mailto:reservations@pullman-klcc.com)  
Website: <http://www.pullmanhotels.com/gb/hotel-AOC5-pullman-kuala-lumpur-city-centre-hotel-and-residences/index.shtml>

## Welcome to Shell – Travel Information



Grand Millennium Kuala Lumpur

160 Jl. Bukit Bintang, Kuala Lumpur 55100

Tel: (60) 3 21174888

Fax: (60) 3 21421441

Website:

[www.millenniumhotels.com/my/millenniumkualalumpur](http://www.millenniumhotels.com/my/millenniumkualalumpur)



### EXPENSES

#### WHAT YOU CAN CLAIM:

To claim your travel expenses, you will need to complete [Candidate Expense Form](#) and send it to [careers@shell.com](mailto:careers@shell.com) within 60-days of your Final Assessment.

- Please provide all receipts and proof of purchase to substantiate your claims. Claims not supported by receipts or documents will not be reimbursed. In the event you are unable to scan your receipts, please return the form together with all the original receipts to your Scheduling Coordinator.
- We must have your bank details (including your IBAN number) so that we can reimburse your expenses directly into your bank account. Failure to provide the necessary information will result in payments being delayed to your base country currency.
- Please allow 3 to 5 weeks for us to process your payment from the date of receipt of your claim.

#### Expense Guide

Visa	We reimburse the costs of your visa (if applicable)
Taxi	Taxi fares to and from the airport (budget taxi), for candidates <u>who are not residing in</u> : <ul style="list-style-type: none"> <li>• Klang Valley (including Cyberjaya) – for interview in KL or Cyberjaya</li> <li>• Miri – for interview in Miri</li> <li>• Bintulu – for interview in Bintulu</li> <li>• Kota Kinabalu – for interview in Kota Kinabalu</li> <li>• Kuching – for interview in Kuching</li> </ul> Taxis will only be paid for in exceptional circumstances. First-class fares will not be reimbursed.
Mileage	Public transport is preferred. If you are travelling by car we will refund your petrol costs at MYR0.60 per kilometer, for candidates <u>who are not residing in</u> : <ul style="list-style-type: none"> <li>• Klang Valley (including Cyberjaya) – for interview in KL or Cyberjaya</li> <li>• Miri – for interview in Miri</li> <li>• Bintulu – for interview in Bintulu</li> <li>• Kota Kinabalu – for interview in Kota Kinabalu</li> <li>• Kuching – for interview in Kuching</li> </ul> Please refer to your Recruitment Services Advisor to ascertain the maximum round trip rates for reimbursements.
Rail fare	Your economy return ticket will be reimbursed.
Air fare	If you need to fly to the interview location, our travel agency Carlson Wagonlit Travel (CWT) will book and arrange payment for your flights. Shell will not reimburse a booking that did not go through Carlson Wagonlit Travel (CWT).
Bus fare	Your economy return ticket will be reimbursed.
Accommodation	One night of hotel accommodation will be booked for you only if there is no day return flight available (subject to approval). Shell will be invoiced directly for this.

## Welcome to Shell – Travel Information

### WHAT YOU CANNOT CLAIM:

Expenses will only be reimbursed for claims listed on the 'expense guide'. The invitation assumes you are living at the address currently stated on your application form. If this has changed, please contact your Scheduling Coordinator.

- In the hotel, you are responsible for paying all incidental charges such as telephone calls. Please settle these charges when you check out.
- First-class fares will not be reimbursed.

Failure to provide all details requested could result in a delay in the reimbursement of expenses. Please make sure you make copies of your expenses and keep them until you have been reimbursed.

### MALAYSIAN BANK SWIFT CODE

Please refer below for the list of Malaysian Bank Swift Code of the most common banks in Malaysia. For Foreign Candidates, please consult your local bank for the Bank Swift Code.

Bank Name	Swift Codes
Affin Bank	PHBMMYKLXXX
Alliance Bank	MFBBMYKLXXX
Ambank	ARBKMYKLXXX
CIMB Bank Bhd (FKA Bumiputera Commerce)	CIBBMYKLXXX
Citibank	CITIMYKLXXX
EON Bank	EOBBMYKLXXX
Hong Leong Bank	HLBBMYKLXXX
HSBC	HBMBMYKLXXX
MAYBANK	MBBEMYKLXXX
OCBC	OCBCMYKLXXX
Public Bank	PBBEMYKLXXX
RHB Bank	RHBBMYKLXXX
United Overseas Bank (Malaysia) Bhd	UOVBYMYKLXXX
Bank Simpanan Nasional Kuala Lumpur	BSNAMYK1XXX
Deutsche Bank AG Kuala Lumpur	DEUTMYKLXXX
Bank Islam Malaysia	BIMBMYKLXXX
Bank Muamalat	BMMBMYKLXXX
Bank Rakyat	BKRMMYK1XXX

Should you still have any questions, please ask your Scheduling Coordinator. Take time to read all the information carefully and make sure you are well prepared for the Final Assessment. We look forward to meeting you soon!