



Shell

## Experienced Hire Final Assessment

Travel Information - Singapore

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### 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.

#### VISA REQUIREMENTS

A Singapore visa is not an immigration pass. It is a pre-entry permission for the holder of a valid Singapore visa to travel to, and seek entry, into Singapore. The grant of an immigration pass will be determined by the Immigration & Checkpoints Authority (ICA) officers at the point of entry. Possession of a valid visa alone does not guarantee entry into Singapore.

A holder of a valid Singapore visa who is found suitable for entry into Singapore will be issued with an immigration pass to enter and remain in Singapore. You are advised to check your passport for the arrival visit pass endorsement when in Singapore and take note of the period of stay granted before leaving the checkpoint. The period of stay granted is shown on the visit pass endorsement given on your passport and it is not tied to the validity of your visa.

For more information on Countries/Regions Requiring Visa to enter Singapore, please visit: <http://www.ica.gov.sg/page.aspx?pageid=96>.

## ASSESSMENT VENUE

### OFFICE ADDRESS

The Metropolis  
SHELL EASTERN PETROLEUM (PTE) LTD  
9 North Buona Vista Drive,  
Tower 1 – Level 6 Reception  
Singapore 138588  
Tel: +65 6384 8000

### Map



### DIRECTIONS TO SHELL LOCATION



Transport Guide to  
the Metropolis.pdf

### 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.

#### LIST OF HOTELS & DIRECTIONS

1. Dorsett Singapore  
Add: 333 New Bridge Road, Singapore, 088765,  
Singapore <http://www.dorsetthotels.com/singapore/>
2. Park Hotel Alexandra.  
Add: 323 Alexandra Rd, Singapore, 159972, Singapore  
<http://www.parkhotelgroup.com>
3. Park Avenue Rochester  
Add: 31 Rochester Drive, Singapore, 138637, Singapore  
<http://www.parkavenuerochester.com>
4. Orchard Hotel Singapore  
Add: 442 Orchard Rd, Singapore, 238879, Singapore  
<http://www.orchardhotel.com.sg>
5. Novotel Singapore Clarke Quay  
Add: 177a River Valley Rd, Singapore, 179031,  
Singapore <http://www.accorhotels.com>

### EXPENSES

#### WHAT YOU CAN CLAIM:

To claim your travel expenses, you will need to complete [Candidate Expense Form](#) and return it to the Candidate Coordinator before leaving the assessment centre to ensure reimbursement within 30-days of your Final Assessment

- Please provide all receipts and proof of flight trips (economy) to substantiate your claims. Claims not supported by receipts or documents will not be reimbursed.
- We must have your bank details so that we can reimburse your expenses directly into your bank account. Failure to provide the necessary information will result in payments being delayed.
- Reimbursement (Travel plus Hotel) will be based on the origin point of departure as stated in the expense form and amount will be based on the Reimbursement rate.
- Please allow 3 to 5 weeks for us to process your claim from the date of receipt of your claim.

#### Expense Guide

|               |   |
|---------------|---|
| Accommodation | Shell will pay the hotel directly for a one night stay. If you wish to stay longer, this will be at your own expense.   |
| Air fare      | Your economy return ticket will be booked and paid for by Shell.  |
| Bus fare      | Your economy return ticket will be reimbursed.  |
| Carparking    | Airport parking will be reimbursed if you drive your car to the airport. A receipt is necessary for reimbursement. Please consider alternatives to driving to the Shell Offices, public transport is preferred. However, we will reimburse your car parking tickets to a reasonable amount. |
| Rail fare     | Your economy return ticket will be reimbursed.  |
| Taxi          | Taxis will only be paid in exceptional circumstances or if advised  |

#### 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.

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!