**CONTROLLED ITINERARY**

**[SAMPLE]**

**DISCLAIMER**

*The controlled itinerary allows for travel between places of business and accommodation, and business/official meetings.*

*For the first 14 days of the traveller’s stay in Singapore (or in the case of Indonesia, for the duration of the traveller’s stay in Singapore), the traveller must abide strictly by his/her declared controlled itinerary. The burden of proving compliance with the controlled itinerary lies with the traveller and the traveller should stand ready to provide proof of his whereabouts upon request. Examples of proof of compliance that may be requested include retention of screenshots of SafeEntry passes and prompt answering of phonecalls or text messages to verify the traveller’s location.*

*The traveller should also adhere to prevailing public health regulations for the general population, including the Ministry of Manpower (MOM) safe management measures (SMM) at workplaces (https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures). In addition, they should also comply with the following measures: (i) Travellers shall have meals alone, with the exception of business-hosted meals and meals with the same travel delegation to Singapore; and (ii) Travellers shall not hold meetings with more than 10 attendees (inclusive of the traveller).*

*Failure to abide by the controlled itinerary can result in penalties against the Host Company and traveller.*

**Personal Information**

1. STP Application Ref Number: Click or tap here to enter text.
2. Name of Traveller: Click or tap here to enter text.
3. Date of Arrival in Singapore: Click or tap to enter a date.
4. Date of Departure from Singapore: Click or tap to enter a date.
5. Host Company: Click or tap here to enter text.
6. Accommodation Details in Singapore for first 14 days (Hotel or apartment name, **must be non-residential address**): Click or tap here to enter text.

**Itinerary in Singapore**

|  |  |  |
| --- | --- | --- |
| **Date/Time** | **Event** | **Location** |
| *Please include details and location of all activities, and as far as possible, people that the traveller has arranged to meet. Itinerary should cover the* ***full activities of each day*** *that the traveller is in Singapore.* | | |
| *E.g. 22 Jun 2020, 1000 – 1200hrs* | *E.g. Official Meeting with MTI, involvement list* | *e.g. L8 Meeting Room A*  *100 High Street, The Treasury, S179434* |
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**[END]**