

The committee cannot hold themselves responsible for any personal injury or loss sustained on the Club premises.

Times of Service.

Restaurant — 0700-0830, 1000-1030, 1100-1400
1530-2200.

Tavern — A 'MEN ONLY' BAR

1200-1300 (Weekdays for beer only)
1800-2200

Lounge - 1800-2200 daily, Sat & Sun 1200-1300,
1800-2200.

Guest Room — 1200-1300, 1800-2200.

Billiard Room — 1100-2200,

Barber Shop — 1000-2100.

Pavilion — By special arrangement only.

The Armada Pavilion is sited near the main club building and is available to ships for dances or other special functions. Application should be made as far in advance as possible to the Chairman of the Club.

Dances are organised by the committee monthly for the entertainment of members; details being posted on notice boards from time to time.

Cinema shows are given each Monday at 2000.

Social are held on alternate Wednesdays commencing at 1930.

Whist Drives are held each Friday unless the Pavilion is booked.

ARMADA WIVES CLUB

Armada Club wives meet at 0930 on Wednesdays in the Armada Club. All wives are very welcome - it is hoped that you will join and support this club.

Talks, outings and visits to many interesting places and factories are organised for most weeks; a term programme being issued well in advance. Make sure that you obtain a copy of the programme and join in the fun.

SUBMARINE WIVES CLUB

The Submarine wives meet at 0930 on Thursdays in the Armada Club. Submariners' wives, come and join us, you are made most welcome. Talks, Films, outings and visits to many interesting places are often arranged.

NAVAL BASE WIVES GUILD

This Club aims to foster social, cultural and recreational activities among its numbers, which include the wives of Officers and Ratings of the Royal Navy and Royal marines and wives of civilians working with or on behalf of the Royal Navy.

Everyone is warmly invited to join.

Meetings are held at the Dockyard Club, Lagos Circle (off Canada Road) on Tuesdays at 0930 during the school term.

J.B. NAVAL WIVES' CLUB

Club meeting at the Garrison Welfare Centre, Kebun Teh Park, (behind the Medical Centre) at 0930 on the 1st and 3rd Thursday of each month.

The TROPICANA CLUB - H.M.S. TERROR

Membership is extended to all JUNIOR rates of H.M.S. TERROR's SHIPS COMPANY and their families.

The Club, the premises of which is situated adjacent to the Church of England and is air-conditioned, partakes in various activities and organises its own dances, whist drives, socials and

interesting runs ashore. Joining fee \$2, thence \$1 per day.

THE ROYAL NAVAL OFFICERS' CLUB

Ordinary Members — All Commonwealth, Naval, Royal Marine, W.R.N.S., Q.A.R.N.N.S. Sisters and RFA Officers selected by RFA Masters serving with the Far East Fleet or ashore in the Area.

Family Members - Wives and children under 18 years and Nannies' of Ordinary members.

Single Members - Children over 18 years of age and Nannies' of Ordinary members.

Guests — of Ordinary members, their wives and children over 18 years are allowed under the conditions as laid down in the Rules of the Club.

IN THE NAVAL BASE RECREATION

Cinema Shows. The Naval Base Cinema is in Admiralty Road East, and is for Admiralty personnel, both Naval and Civilian. Daily performances from 1600. (Tel. N. Singapore 591141. Ext. 91).

Naval Base Sailing Club. Situated in the Red House in H.M.S. Terror. Full membership is open to all Naval Officers. Honorary Sailing Membership is open to all ratings automatically on race days, if taking part in the racing.

Associate membership is open to bona-fide members of U.K. yachting organisations.

Theatre Club. On an average, four plays are presented annually, in its own theatre, and there is constant requirement for actors and actresses, those interested in scenery production, stage management, electricians and all back-stage tasks, skilled and unskilled.

Lack of experience is no bar. Several successful debuts have been made on this stage by members who have never before faced the footlights and some of the most admired acts have been designed and built by newcomers to this art.

Toc H - Women's Association. The Singapore Naval Base Branch hold weekly meetings, in St. Andrew's Church Hall, on Fridays at 0930. (See also *Outside the Naval Base*).

The Naval Base Singers. An independent society open to all civilian and naval personnel, normally stages two shows a year, one Gilbert and Sullivan operetta and on musical comedy. Recent productions include - *The Merry Widow* and *the Mikado*.

Further details are available from the Secretary, through the Dockyard Welfare Officer, (5586).

OTHER FACILITIES

N.A.A.E.L. Families Shop. This is situated just outside the Shipyard main Gate on the road to H.M.S. Terror.

Other Shops — including a Hairdressers, Florists (Interflora), and a Photographer are situated in the same area as the N.A.A.F.I. Shop.

A Newsagent and a cold storage shop are situated just inside the Sembawang Gate.

Garages - where one can obtain petrol, spares, servicing, repairs, taxis - one just inside the Sembawang gate (Kuttys- N.B. Ext. 51584) and the other, outside TERROR Main Gate (Caltex - N.B. Ext. No. 51394).

Banks - situated just outside MYNGS gate is the Chartered Bank. (Dockyard No. 5304).

The Naval Base Exchange Shop. The Naval Base Exchange Shop is situated in St. Peter's Church Hall on the main Admiralty Road through the Base.

The shop is open every Wednesday between 0830 and 1030.

The shop has a very good selection of second hand books toys, household goods, men's suits, blazers, shorts, shirts and other articles of clothing, etc., at very reasonable prices. There is also a varied selection of basket work made by the Johore Anti-Tuberculosis Rehabilitation Organization.

Persons who have just arrived or who are about to leave the station find the shop of particular appeal.

The shop undertakes to sell clothes, books etc., for any person, who receives 80% of the proceeds. The remaining 20% is donated to St. Peter's Church.

The Exchange shop is staffed by voluntary workers under an honorary manageress.

The Royal Sailors' Rest - "Aggies". This is a splendid new establishment situated just outside the Shipyard Main Gate.

Facilities which are available to Naval and Royal Marine Families until 1600 daily except Sundays, include Restaurant, games and reading rooms and swimming pool.

OUTSIDE THE NAVAL BASE

N.A.A.F.I. Families Shop and Clubs. There are N.A.A.F.I. families shops at:-

- Serangoon Garden Estate.
- Tanglin - H.Q. Far East Land Forces.
- Kebun Teh - Johore Bahru.
- Serene - Johore Bahru.

Residents in J.B. require a permit before they can deal with N.A.A.F.I. (this permit should be retained and not deposited with N.A.A.F.I.); residents in Singapore require a ration card before they can purchase duty free beer (this card should be passed to the N.A.A.F.I. Manager with whom you deal).

Permits and ration Cards may be obtained from the staff in the Family Housing Section in H.M.S. Terror.

Detached ships may have drawn permits and ration cards in bulk; those concerned should enquire from their own ships first.

JOHORE BAHRU (Kebun teh Park)

The Garrison Club.

Air conditioned with Bar adjoining.
A social centre for families providing facilities for dancing, Bingo, Whist, etc.

Bar Hours.

1200 - 1400 daily except Sunday. (1100 - 1400)
1900 - 2230 daily incl. Sunday.

Attap Restaurant.

Open daily from 0900
Monday; Tuesday, Thursday & Friday:
0900-1300; 1400-1630
Saturday: 0900 - 1200
Wednesday - Closed

Cinema.

2000 on Tuesday, Thursday & Sunday at the Garrison Club. Seats bookable in advance - Phone. J.B. 2030.
Childrens Matinees Wednesdays and Saturdays.

Childrens Swimming Pool.

Situated in the playing field of the R.N. Infants School.

SINGAPORE CITY

Britannia Club, Beach Road, Singapore. The club, run by the N.A.A.F.I. is for the use of all Naval ratings, Royal Marine other ranks and their families.

Facilities include a snack bar and restaurant, lounge bar and tavern, games and reading rooms, a swimming pool and sports shop.

Commonwealth Services Club, North Bridge Road, Singapore. This Club is for use of all Naval ratings and Royal Marine other ranks only.

Similar amenities as the Britannia Club but there is no swimming pool.

Toc H and Toc H Women's Association. The Singapore *Joint* Group hold weekly meetings in Talbot House, 11 Scotts Road, Singapore 9, at 2030 every Tuesday.

LEAVE CENTRES

The following are the recognised leave centres for Officers and Ratings:-

- Cameron Highlands.
- Fraser's Hill.
- Port Dickson.
- Mariners Club, Penang.
- King George National Park.
- "Sandycroft" Leave Centre,
- Tanjong Bungah, Penang. (Ratings only).
- Runnymede Hotel, Penang (Officers only).

Details of these leave centres may be found in Singapore Recreational Memoranda.



Troika - elegant and intimate. Service - special. Cuisine - superbly prepared - Wine - select. The Captain's Bar - comfortable, relaxing. Coffee shop - great coffee, delicious snacks. Beer - draught. Just a little bit of Russian atmosphere!

COFFEE HOUSE on Lower Ground Floor,
RESTAURANT on Top of Liat Towers, Orchard Road, Singapore.
Telephones: 2328617, 25980 & 361613



SECTION IV
CHURCHES

Buses run to St. Peters and St. Andrews Churches and return, each Sunday from:

SINGAPORE

Braddell Road Roundabout	9.45 a.m.
Thomson Rise	9.47 a.m.
Adelphi Park	10.00 a.m.
Sembawang Hills	10.05 a.m.
Nee Soon	10.10 a.m.

JOHORE BAHRU

Cathay Cinema	9.30 a.m.
Jalan Storey	9.30 a.m.
Majedee	9.40 a.m.
Radio Malaysia	9.50 a.m.
Jalan Water Works	
Fresh Breezes	10.00 a.m.
General Hospital	10.05 a.m.

Buses leave Church for the return journeys at 11.05 a.m.

CHURCH OF ENGLAND

St. Peters Church
Admiralty Road
H.M. Naval Base.

SUNDAYS

- 8.00 a.m. **HOLY COMMUNION**
- 10.30 a.m. **DIVINE SERVICE**
An Amah is provided in the Vestry to look after the younger children while their parents are in Church at the 1030 service. On the first Sunday of each month this Service is a Parish Communion.
- 10.30 a.m. **SUNDAY SCHOOL**
Held in St. Peter's Hall
- 12.00 a.m. **HOLY BAPTISM**
By prior arrangement with the Chaplain. Parents are asked to get in touch with him in good time so that he can meet them to arrange the details.
- 6.30 p.m. **EVENSONG**
After both Morning and Evening Service the members of the Congregation are invited to the Church Hall so that they may meet each other over a cold drink.

WEEKDAYS	7.15 a.m. HOLY COMMUNION
TUESDAYS	9.00 a.m. HOLY COMMUNION
FRIDAYS	(May be a time more suitable for some.)
THURSDAYS	

The special intention at this service is for the sick and the Chaplain is always pleased to receive names of friends or relatives either here or at home to be remembered at this service.

- FRIDAYS**
5.15 p.m. **CHOIR PRACTICE** in the Church. All invited to sing in the Choir and if you are interested please come to the practice and meet the Chaplain. On major festivals extra services may be arranged (Please see Notice Boards and Naval News).

- WEDNESDAYS**
8.30 a.m.-10.30 a.m. **EXCHANGE SHOP** in St. Peter's Hall. Newcomers will find a visit can be surprisingly rewarding.

CONFIRMATION CLASSES are held once a year for boys and girls and regularly throughout the year for adults. Refresher courses are also held for those who have been confirmed. Notice of starting dates are given in the Naval Base News and in Church.

WEDDINGS are held in St. Peter's Church and the Chaplain will be very pleased to help with necessary legal arrangements in accordance with the Laws of the State of Singapore. Please give as much notice as possible.

Many other activities take place in St. Peter's Hall from time to time for members of the Church, friends and children. These are announced in the Naval Base News.

THE CHAPLAIN'S OFFICE is on the ground floor of the Administration Block in the Dockyard-telephone 5714.

The Chaplain's house is at the rear of the Church telephone 51533.

St. George's Royal Naval Barracks Church.
H.M.S. Terror

St. George's is the Ship's Chapel of H.M.S. Terror dedicated by the Chaplain of the Fleet in 1962. It is a beautiful airy Church, as benefits the climate of Singapore, and Families are welcomed at St. George's and a good number come along; it is hoped that when the present accommodation shortage allows, it will be possible to organize a class for children attending the Church with their parents.

SUNDAYS

- 7.55 a.m. **HOLY COMMUNION**
- 9.30 a.m. **MORNING SERVICE**
On the second Sunday of each month this Service is a Parish Communion. There is always a cold drink on the Church lawn for the congregation after Morning Service.
- 11.00 a.m. **HOLY BAPTISM**
(By Prior Arrangement)

WEEKDAYS

MONDAY	} 7.15 a.m. HOLY COMMUNION
WEDNESDAY	
SATURDAY	

WEDDINGS By arrangement with Chaplain.
CONFIRMATION INSTRUCTION
By arrangement with the Chaplain.
The Chaplain's Office is alongside the Church where he can usually be found 9.30 a.m. - 10.00 a.m. on any weekly morning except Thursday.
TELEPHONE: 51387

CHURCH OF SCOTLAND, BAPTIST, CONGREGATIONAL, METHODIST, PRESBYTERIAN AND OTHER FREE CHURCHES PERSONNEL
St. Andrew's Church
Sembawang Gate
H.M. Naval Base.

- SUNDAYS**
10.30 a.m. **MORNING SERVICE** and **SUNDAY SCHOOL** (Creche in Church Hall).

7.30 p.m. **EVENING SERVICE**
HOLY COMMUNION on the first Sunday of the month at 11.15 a.m. and at Festivals.

WEEKLY ACTIVITIES

MONDAY
 9.30 a.m. The **WOMEN'S FELLOWSHIP** Meets in the Church Hall. All ladies in the Base are invited to join the Fellowship.
 8.00 p.m. **SCOTTISH COUNTRY DANCING** in the Church Hall.

TUESDAY
 5.00 p.m. **JUNIOR YOUTH CLUB** for children (Aged 6-11 yrs.)

WEDNESDAY
 8.15 p.m. **WHIST DRIVE**

THURSDAY
 5.15 p.m. Choir practice
 7.30 p.m. **BOYS BRIGADE SENIORS** (Age 11 yrs. upwards.)

FRIDAYS
 9.30 a.m. Ladies Toe H.
 7.00 p.m. **SENIORS YOUTH CLUB** (Age 16-20 yrs.)

The **TELEPHONE** number of the Office which is behind the Church, is 5391.

ROMAN CATHOLIC CHURCH

St. James' Church **H.M.S. Terror**

SUNDAYS
 7.30 a.m. **HOLY MASS** (1st Sunday in month in LATIN).
 10.15 a.m. **HOLY MASS** (Greater Feasts and 2nd Sunday in the month-SUNG MASS. 4th Sunday-CHILDREN'S MASS.

WEEK-DAYS

7.15 a.m. **HOLY MASS**. Monday to Thursday

5.30 p.m. **HOLY MASS**. Friday
 10.00 a.m. Saturday (Children's Mass followed by choir Practice).

CONFESSION

Friday 5.00 p.m.- 5.25 p.m.

Saturday 9.30 a.m.- 9.55 a.m.

11.00 a.m.-11.30 a.m.

Sunday Before Mass, for ships companies only.

BAPTISM

By appointment.

MARRIAGE

The Church is registered for marriages. At least one month's notice is required.

CHOIR

We have a choir to lead the singing at the monthly Sung Mass and the hymns on Sundays. New members are urgently needed, and will be most welcome.

CHOIR PRACTICE ON MONDAYS FROM 5.30 - 6.30 p.m.

UNITED SERVICES CATHOLIC ASSOCIATION (U.S.C.A.) Meeting. 5 p.m. 1st Monday in month.

The R.C. Chaplain's Office is at St. James' Church, Telephone 51395.

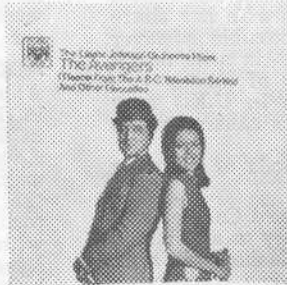
R.C. Chapel of St. Patrick's H.M.S. Simbang.

(Old Sickbay Chapel & Chaplain's Office)
 Sunday 8.45 a.m. Holy Mass.

R.C. Church of our Lady, Canberra Gate, Chong Pang (Phone 59366).

Sunday Masses
 7.00 a.m., 8.30 a.m. and 6.00 p.m.

**YOU GET
 THE BEST BUY
 ON**



The Laurie Johnson Orchestra Plays The Avengers (MAL 695)



ANTONIO PEDRO HATCH The Cool Latin Sound (NPL 18217)



VAL DOONICAN ROCKS But Gently (NPL 18204)



THE GREATEST PIANO Hits Holloway Style (NSPL 18188)



FROM THE FOUNDATIONS (NSPL 18026)



COSDEL (SINGAPORE) PRIVATE LIMITED

SECTION V
FINANCE

"Every Dollar is shilling spent or a half-crown saved".

Currency. The local currencies are the Singapore and Malaysian Dollar (\$) of which there are 7.35 to the £ Sterling. Each dollar is worth 2s. 8d. approx Sterling.

Coin	—	1	=	—	—	1½	approx.
Coin	—	5	=	—	—	1½	"
Coin	—	10	=	—	—	3	"
Coin	—	50	=	—	1	4	"
Note	1	—	=	—	2	8½	"
Note	6	—	=	—	13	7	"
Note	10	—	=	—	1	7	3
Note	50	—	=	—	6	16	1
Note	100	—	=	—	13	12	3
£	s.	d.		\$	c.		
		1	=		3		approx.
		6	=		18½		"
	1	—	=		37		"
	2	—	=		73½		"
	10	—	=		3	67	"
1.	—	—	=		7	35	"

Drawing Your Pay. If you are a rating's wife you will have handed in your allotment books before you left U.K.

During your absence from U.K. you will not have an allotment book, all your allowances including Family and Local Overseas allowances being credited to your husband's pay account. Soon after arrival your husband will be required to say how you wish to draw your money.

A rating may draw all his pay and allowances in cash at the pay table, giving his wife her share directly. This may not always be possible however in a seagoing ship and on shore it is still not a very wise thing to do. Large sums of money (remembering that you get more than in U.K.) may easily be mislaid or even stolen, thus causing much unnecessary distress.

There are two alternative methods of drawing money:-

- (a) An allotment to the Dockyard Cashier and drawn in much the same way as allotments are drawn in U.K., or the Cashier will send you a cheque.

The *Cashiers Office* is in Naval Headquarters - far left corner of the Main Entrance Hall. N.H.Q. as it's called, is situated inside Myngs Gate-the Chartered Bank being just outside Myngs Gate.

- (b) An allotment to a bank, which can be easily drawn on as required, as in a bank in U.K. (See note below).

Note:- If you wish to transfer money from your U.K. Bank account you will probably find it more convenient to have it sent to the Naval Base bank (the drill is widely known by most bank in U.K.)

Address:-
The Chartered Bank,
H.M. Naval Base,
Singapore, 27.

The alternative in (b) above saves the wife having to make frequent trips to the Naval Base to draw her money. and most people find it by far the best arrangement.

U.K. currency may be exchanged for Singapore Dollars at the cash counter in the Base Supply Block, H.M.S. Terror (by the Armada Club).

ALLOWANCES

Local Overseas Allowances. This allowance is designed to cover the essential extra cost, as compared with U.K., of maintaining a reasonable standard of living.

After a few months you will find this allowance quite adequate, providing you are prudent, and you should be able to recoup your initial expenses without undue difficulty before you leave.

DO NOT, HOWEVER, ACCEPT EVERY OFFER OF CREDIT FACILITIES AS SOON AS YOU ARRIVE

The unwise (and there are many who "jump before looking") soon find that they have insufficient financial resources to cover the cost of their mounting bills and the dreadful disease of financial embarrassment is the resultant malady. Whilst the Navy can under no circumstances make itself responsible for the private debts of the individual, on occasion it may be necessary to take action where the lack of fore-thought reflects adversely on the service as a whole. It is essential therefore that personnel exercise the utmost restraint in using traders ready credit facilities and remain free from the worry and strain of heavy financial burdens or debts.

Overseas Family Allowance. The allowance is paid from Naval funds in place of family allowance which ceased on departure of the family from U.K. The rates and conditions of entitlement are the same.

A "Cost of Living Addition" to family allowance is also payable, the present rates being 13/3d per week for the first eligible child and 16/6d per week for each additional eligible child.

Application for Allowances.

Application for Allowances. Forms are available in the Pay Office and should be completed on arrival in Singapore.

Advance of Disturbance Allowance. Those entitled may draw an advance immediately on arrival of the family. After having completed the necessary form the remainder is normally ready for payment within 6 to 8 weeks.

Rent Compensation. If accommodation is reserved before arrival of the family, the rent paid (within a monthly maximum of £59 10s. for officers or £42 10s. for ratings) can be reclaimed from the Supply Officer.

Advance of Pay

In accordance with D.C.I. (RN) 1457/66, up to 15 days pay and allowances (this includes L.A.O.)

This will, to a great extent, cover the extra expense of setting up home, especially if you have had to take a private unfurnished or partly furnished dwelling.

This loan is repayable over 12 months - this is done automatically by the Pay Office.

POST OFFICE SAVING BANK

Business for *servicing personnel* attached to H.M.S. TERROR, is transacted in the Base Supply Office, ~~H.M.S. Terror~~ as follows:-

Monday	0900 - 1200	Thursday	0900 - 1200
Tuesday	1000-1200		1330-1500
	1330-1500	Friday	0900 - 1200
Wednesday	0900-1100		1330-1500

The regulations do not permit Supply Officers to undertake P.O.S.B. business on behalf of families.

CHANGES OF ADDRESS MUST BE NOTIFIED-FORM SRO 01

SECTION VI

HOUSING

The administration of Naval Married Quarters and Hirings in Singapore and Johore Bahru and assistance to families seeking private accommodation is the responsibility of the Family Housing

Section which is situated in the basement of the Petty Officers' Block, H.M.S. TERROR. There are about 2,500 Naval families living in Singapore and Johore Bahru.

You are required to report at the Family Housing Office (see map on page 1) at 0900 on the morning following your arrival or at 0900 on the Monday if you arrive on a Saturday. Transport is normally provided between 0830 and 0900 for those families staying at hotels arranged by H.M.S. Terror.

Personnel who intend to bring their families out at a later date are to report at the Family Housing Office at 0900 on the first morning after their arrival that they can be spared from duty.

Married Quarters

The waiting time for Married Quarters in the Naval Base varies considerably, but averages about eighteen months for both officers and ratings. Ratings serving at Kranji may have to wait a similar period, but officers' quarters are allocated almost immediately.

There are no Married Quarters available for general allocation to Naval personnel serving at HMS SIMBANG, British Military Hospital or Phoenix Park.

Separate Married Quarters Rosters are kept for Captains, Commanders, Lieutenant Commanders and for Lieutenants and Sub Lieutenants. All ratings go on the same roster, irrespective of rate. There is no "points" or priority system: the names of entitled personnel are added to the roster automatically with a basic date of "Date Left UK".

Personnel who travel out in advance of their families must apply for their names to be added to the roster as soon as possible after arrival, if their basic date is to be the date husband left the U.K.

Hirings

The waiting time for existing Naval Hirings cannot be stated: for an attractive house in an attractive area it might be as much as a year, but others may be available almost immediately.

If you find suitable accommodation of the required standard, you can propose it as a hiring and have it taken on fairly quickly.

Ratings' hirings becoming available are advertised on (entitled) ships' notice boards and on the Family Housing Section notice board. If you want one of the hirings advertised, put your name and "date left UK" in the space provided on the list. It is important to inspect the hiring before you do this, as once it has been allocated to you, you are under an obligation to take it. You may opt for more than one house, in which case you should number them in order of preference. Wives are welcome to apply for hirings if their husband are absent on

duty.

Because of the shortage of suitable accommodation within a reasonable distance of the Naval Base, there are very few officers hirings. Nine MOD(N) furnished houses are available for allocation to Captains and Commanders at Straits View Gardens, Johore Bahru.

Defects occurring in hirings should be reported to the Family Housing Section.

Rents

Rents applicable to the various types of Married Quarters and Hirings are displayed in the Family Housing Office.

PRIVATE ACCOMMODATION

WHERE TO LIVE (see map)

Competition for the relatively few houses close to the Naval Base is fierce and you are not likely to find one for some months at least. Most of the "European" estates are situated between six and fifteen miles from the base, in both Johore Bahru and on Singapore Island.

Houses in Johore Bahru are more plentiful, of a better standard and cheaper to rent than those in Singapore. On the other hand, "the cost of living" in Singapore is less than in J.B., and Customs duty is payable on goods taken across the Causeway. J.B. Additional irritations are traffic queues at the Causeway at holiday times and immigration and customs clearances etc.

Estates on both sides of the Causeway are well served by primary schools, clinics, shops, etc. Free transport is provided from all areas to all Service schools.

If you have children of secondary school age you are strongly recommended to live in Singapore island as these schools are situated near the City. If your preference is for Johore Bahru you should give serious consideration to the long, hot and sticky school bus journeys which your children will undergo.

Finding A House

There are many points to watch for when inspecting local properties and these are listed below for your guidance.

Situation. Situated in a largely European area that can be guarded in the event of civil unrest. Well clear of swamp or land liable to flooding, jungle, kampongs (villages), dirty attap or wooden huts, "massage parlours," etc. If the house is near a river or tidal waters, make sure there are no smells at low tide. Well-spaced-out houses avoid neighbourly noise and nuisance. The higher the house is situated, the more likely it is to catch the breeze.

Security. See also "Situation". Security grills on all windows, preferably built into the wall. Security gates on external doors are desirable. The fence

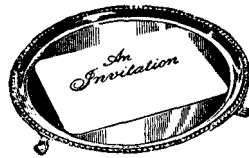
should be unbroken, and the higher it is, the better. Access by a lockable gate.

Hygiene. See also "Situation". Adequate arrangements for sewage disposal; avoid open sewers and ensure that there are no holes or cracks in septic tank/cesspit covers. Unbroken guttering and monsoon drains to dispose of the heavy rainfall. Cupboards, furniture, beds cushions and false roof clear of vermin. Covered watertanks.

Structure. 2/3/4 bedrooms; lounge/dining room; bathroom(s); kitchen; amah's room with separate toilet and washplace, patio/garage for car(s);

garden. Large airy rooms preferably with mosaic. Good decorative order. No marks on ceilings indicating roof leaks. Lighting, electric and natural, is adequate.

Fittings. Make sure that the refrigerator, cooker, cisterns, fans, taps and water heaters work. Check that the furniture is adequate and in good order, particularly beds, some of which may have boards instead of springs. Foam cushions and mattresses are better than kapok. Avoid plastic chairs; they will make you sweat. Curtain rails and towel rails are a help.



... *Especially for you!*

We cordially invite you to visit us to choose from a wide variety of fresh meats imported from Australia and New Zealand. However, if you cannot call personally, please do not hesitate to Ring 591956 to place your order.

The shop is fully airconditioned; has efficient and experienced staff to look after your requirements and provides FREE and prompt delivery service to your home! Credit facilities are also available.

We do hope we shall have the pleasure of seeing or hearing from you and can assure you YOUR satisfaction is our most earnest wish.

JOSEPH BUTCHERY

18, JALAN TAMPANG, SEMBAWANG GARDEN ARCADE,

SINGAPORE. TEL: 591956

FURNITURE

If the house you want is being let unfurnished, it is possible to hire an outfit of furniture for between \$60 and \$80 a month from one of the firms specialising in this trade. If you can afford the outlay, it is cheaper in the long run to buy a set of furniture from a family returning to the U.K. Advertisements appear on ships' noticeboards and in the NAAFI shops.

Linen, pillows, pots, pans, crockery, cutlery and cleaning gear are not normally provided in rented houses. The Family Housing Section will advise you of hardware merchants who charge reasonable prices without wasting time haggling. The Crock Shop, adjacent to the Family Housing Section, will loan you an outfit of pots, pans, crockery and cutlery for a nominal charge, for up to two months after you arrive or until your heavy baggage arrives. The Crock Shop is open from 0945-1145 daily except Saturday and Sunday.

APPROVAL FOR YOUR HOUSE

When you have found a house that suits you negotiate the lowest rent possible with the landlord and tell him what improvements you want carried out. Tell him you will take the house only if it is approved by the Joint Services Housing Agency. **DO NOT SIGN ANY AGREEMENT** until you have consulted the JSHA.

You must then complete a JSHA Form and take it to the Family Housing Office HMS Terror as soon as possible. If you encounter any difficulty, telephone the JSHA (Military Network No. 28225 or 31247) or the Family Housing Office (Military Network No. 51384).

The objects of the JSHA are to maintain high standards of accommodation for the Serviceman, to protect him from victimisation, to guide him in negotiating rents and tenancy agreements and to keep him out of unsuitable accommodation in unsuitable areas.

If the JSHA for any reason does not approve your house, contact the Family Housing Office for details of other properties available.

Electricity and Water

You should give the authorities as much notice as you possibly can of your requirements for the reconnection of electricity and water supplies.

In Singapore, water and electricity are controlled by the Public Utilities Board (PUB). A combined deposit of \$80 is required before these services can be reconnected.

Public Utilities Board.

1st Floor
City Hall, St. Andrews Road,
Singapore, 6.

Monday - Friday - 8.30 a.m.-1.00 p.m.
2.00 p.m.-4.30 p.m.

Saturday 8.30 a.m.-1.00 p.m.

In Johore Bahru, the Water and Electricity Boards are separate undertakings. Deposits for water and electricity are required.

Water Dept.

Saturday - Wednesday
9.00 a.m.- 12.30 p.m.
2.15 p.m. - 3.30 p.m.
Thursday
9.00 a.m. - 12.30 p.m.

Electricity Dept.

Monday - Friday
8.30 a.m. - 12.45 p.m.
2.00 p.m. - 4.00 p.m.

Saturday

It is advisable to have these deposits in your wife's name in case it is necessary for her to move while you are at sea.

Arrangements for water and electricity supplies to Married Quarters and Naval Hirings are made by the Family Housing Section: no deposits are payable.

Electricity and Water Meters are read and billed monthly. Keep a record of meter readings and report any discrepancies immediately you spot them.

Telephones

Subscription rates for telephones are shown in the front of the local directories. It is difficult to get a private telephone installed in a house in Johore Bahru but relatively easy in Singapore.

Television

The Services Kinema Corporation operates a TV Hire Service in both Johore Bahru and Singapore. Telephone Singapore 647111 extension 21117 or J.B. 4096 for further details.

NAAFI PASSES

It is necessary to have NAAFI Beer Ration Card if you live in Singapore or a NAAFI Trading Permit if you live in J.B. You can obtain these from the Family Housing Office or from the Regulating Office of your ship. At the same time you will be given a free \$5 voucher to spend with your first order. NAAFI will also give 10% discount (instead of the usual 5%) off your first order.

If you haven't already done so, hand in your JSHA Form and SR001 18 at the same time as you collect your NAAFI Pass.

Moving House

The Landlord is entitled by law to one month's notice from the first day of the month, irrespective of the date the rent falls due, or a month's rent in lieu unless he has signed the "escape clause" shown on J.S.H.A. Forms.

When you have moved, remember to fill in a Form SR001. This is the form that amends the information you gave when you first joined. It is most important for security and welfare reasons that your home address is kept up to date in official records, and you are the only person who can do this.

Name Boards

Every Naval family must display a board or plate on the gate or fence of the house in which it lives, so that it can be easily identified by visiting doctors or protected in the event of an emergency.

The board should show name and rank rating in white on a blue background.

Boards/Plates are obtainable from
Singapore: Lai Choon, 975 Sembawang Road,
Chong Pang Village (just outside
Canberra Gate) @ 3 dollars each.
Johore Bahru: Headquarter, J.B. Garrison, Jalan
Kebun Teh Park Johore Bahru @ 2
dollars each.

EMPLOYMENTS OF AMAHS,

As a married accompanied man living in the Far East you will, almost inevitably, find it neces-

sary to employ an amah; indeed, Local Overseas Allowance recognises this. The following information and advice will assist you in this respect.

When engaging an Amah, you are well advised to employ one who is capable of caring for and controlling children, by day and overnight in an emergency.

Medical

Although a Service medical examination is not insisted upon, you are very strongly advised to have your Amah medically examined. Such examination will bring to light any infection that may not be apparent but which is being 'carried' by her. Remember, your children are particularly susceptible to infection in a tropical climate.

Medical examinations are carried out free of charge by the Naval Medical Officer of Health, Naval Base Hospital. For examination, your prospective Amah, (accompanied by you or your wife), should report to the Enquiry Office, Naval Base Hospital, between 0830 and 1030 on any Thursday. A stool specimen should be brought in a waxed carton which will be provided by the hospital. It will be necessary to make a second visit on the following Tuesday at the same time, for the final medical examination.

AT STAKE - THE SAFETY OF YOUR FAMILY AND YOURSELF

Wages

It is for you to negotiate with the amah how much to pay her, in the light of the duties and work you require of her, the size of your family and house, and other local circumstance. It is, however, suggested that you should follow the local interpretation of "good employer" practice. As a guide, to rates of pay it was the practice of Service Departments to pay an amah employed fulltime on household duties, including cooking as necessary, for a minimum of 48 hours a week, \$114 or \$130 a month according to whether she lived "in" or "out". It is advisable for the rates of pay given by a British Serviceman not be in marked contrast to these rates. Part-time employment should be paid for pro rata.

Insurance

To protect yourself against any claim arising from an accident to your Amah (electrical fault, falls, cuts, etc.), you are advised to take out Accident insurance.

It is inadvisable to arrange with door to door agents. Some Firms make special terms for Service personnel. e.g. Sime Darby, Crosby House, 71 Robinson Road, Singapore. Tel Sing. 76161.

The above company will give a comprehensive accident insurance for \$5.25 per annum. They will undertake to cover service families in both Singapore and J.B.

Singapore Central Provident Fund (Singapore Residents only)

It is a legal requirement for you to register with the Central Provident Fund Board as an employer and pay contributions on behalf of your Amah towards her retirement benefits. The contributions are payable monthly at the rate of 8% of the wages paid (e.g. in respect of an Amah who is paid \$130 a month, you will be required to pay \$10.40 a month). As soon as you decide to engage an Amah, therefore, you must register yourself as an employer with the Central Provident Fund Board

and your Amah as your employee, even though she may already have a Provident Fund Membership number. To do this, either write to the Board at 79, Anson Road, Singapore or telephone (Singapore 79563) and you will be sent the appropriate forms and a booklet explaining the procedure.

Malayan Employees' Provident Fund (Johore Residents)

In Malaya, servants in private households are excluded from the provisions of the Employees Provident Fund, and if you live on that side of the Causeway you will not be required to pay contributions or register yourself or your Amah. However, if you reside initially in Johore and later move to Singapore, then you must follow the Singapore routine in paragraph above.

Conditions of Employment

No binding rules are laid down about conditions of service (hours of work, time off, payment during sickness, etc.), which are a matter for mutual agreement between yourself and the Amah. You

are, however, strongly advised to be reasonable in your demands. It is usual to allow one day off per week, and some public holidays (in particular 2 or 3 days at Chinese New Year). Similarly, it is usual to continue to pay the Amah during casual sickness.

If you live on Singapore Island the following will apply to you - it does not apply if you are resident in Johore Bahru.

Before you employ a full time or part time amah, cook boy or the like, you should determine whether he or she is a Singapore Citizen, this can be established either by birth or registration as follows:

(a) Any person who claims Singapore Citizenship by birth should produce his birth certificate; you should check that the name on the birth certificate corresponds with the name of the persons identity card.

(b) Any person who holds an unnamed birth certificate and has a Singapore identity card issued in 1949 or earlier stating that his/her place of birth is Singapore can be presumed to be a Singapore Citizen.

(c) Any person who claims Singapore Citizenship by registration should produce his/her citizenship certificates: the name on his/her Citizenship certificate should correspond with the name of his/her identity card.

If you are in any doubt about the citizenship status of your employees, you should write to the Commissioner of Employment, 23 Chatsworth Road, Singapore. 10. (Telephone Nos. Singapore 646787 and 646788) giving full details and asking for a ruling.

If citizenship is established, you can engage the employee without further formality.

Termination of Employments

Under Common Law, it is necessary to give an Amah 14 days notice of discharge or 14 days pay in lieu.

Failure on the part of an employer to comply with this rule could involve him in lengthy and costly civil proceedings.

If your amah has a work permit, this should be recovered and returned to the Commissioner for Employment.

Moving House

If you move house from Johore Bahru to Singapore island and wish to continue to employ the same amah, you must obtain a Work Permit, if she is not a Singapore Citizen, before employing her in the Island.

Work Permits are only exceptionally granted and it is more probable that you will have to employ a Singapore Citizen.

SECTION VII

EDUCATION

1. Free education, conforming in type and scope to that of Local Education Authorities in England and Wales, is provided in Service Children's Schools in Singapore for the children of U.K. based servicemen and civilians.

2. The Royal Navy administers the Royal Naval Primary School in the Naval Base and the Royal Naval Primary School, Johore Bahru, West Malaysia. There are no Naval secondary schools.

3. The Army and RAF authorities administer a number of primary and secondary schools in Singapore and in outlying districts. Children will normally be admitted to the Service school nearest their home.

ADMISSION

Children of Primary School Age

(5 to 11 + years)

Places are available in Service Schools for children who are 5 years of age by the start of term, and it is sometimes possible to offer school places to children who will become 5 during the term.

5. If your children arrive in Singapore during term time, you should complete their school enrolment as soon as possible after your arrival. If they arrive during school holidays enrolment usually takes place on the Friday before the start of the term.

6. If resident in Johore Bahru, primary school children should be enrolled at the Service Children's Primary School (RN) Kebun Teh Park, Johore Bahru, telephone J.B. 2553.

7. For admission to the Naval Base School, advice may be sought by telephoning Singapore 591141 Extension 5395.

8. For admission to Army Primary Schools in Singapore parents are advised to telephone Singapore 647111, extension 2417. For admission to RAF Primary Schools, telephone the Command Education Officer, RAF Changi, telephone Singapore 491551 extension 61332.

9. Parents in doubt about which schools their children should attend are advised to telephone the Fleet instructor Officer for guidance.

Children of Secondary School Age

10. The Fleet Instructor Officer, Office of Commander, Far East Fleet, HM Naval Base, Singapore 27, deals with all enquiries in connection with secondary and Further Education. Interviews may be arranged by ringing his Secretary, Singapore 591141 extension 5301.

11. There are three Secondary Schools in Singapore.

- (i) An Army Comprehensive School which is split into two sections; Bourne, an intermediate school situated at Gillman Barracks, and St. John's, a senior school situated at Dover Road.
- (ii) An RAF Secondary Grammar School at Changi.
- (iii) An RAF Secondary Modern School at Seletar.

12. Children are allocated to courses depending on their performance in Secondary Selection Tests.

The schools follow curricula similar to those in UK with General Certificate of Education courses at Ordinary and Advanced levels for those children capable of taking them.

Staff

13. All teachers are fully qualified and, for advanced courses, are graduates. The majority are engaged from the UK. The staffing scale is at least as generous as at home and allows for a reasonable amount of personal attention.

14. The schools are inspected by Her Majesty's inspectors of Schools from UK approximately once every 3 years.

15. There are a number of vacancies for qualified teachers who have accompanied their husbands to Singapore. Applications should be made to the Fleet Instructor Officer, Office of Commander, Far East Fleet, Singapore 27.

School Transport

16. Free transport is provided for all children attending Service Schools, and details will be arranged when a child is enrolled.

17. For safety reasons there are strict rules governing behaviour on these vehicles. The provision of this service is a privilege which can be removed from individuals in the general interest of the majority. Parents are responsible for the behaviour of their children on this transport.

Hours of Work- Formal teaching is confirmed to the forenoons except in the Senior section of the Army Comprehensive school. The hours at St. John's are as follows:-

Monday to Friday	0800 - 1145 lessons. 1145 - 1245 lunch. 1245 - 1430 lessons. 1430 - 1545 activities.
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The hours at Bourne School are as follows:-	
Monday to Friday	0810 - 1320 lessons. 1320 - 1400 lunch break. 1400 - 1530 activities.

The Royal Naval Junior School works from 0830 to 1245 from Monday to Friday and, in addition either Monday or Tuesday afternoon from 1330 to 1530. Voluntary activities take place in the afternoons of Wednesday, Thursday and Friday.

The Royal Naval Infant's School works from 0830 to 1245 only, Monday, to Friday. The Secondary Schools also carry out a programme of voluntary extra-mural activities on various afternoons. These include football, swimming, boxing, singing, country and national dancing, cricket, fencing and athletics.

School Transport- Transport for children attending Service Schools is arranged centrally by the Naval Store Department, and is provided free. Volunteers for duty as coach escorts should apply to the Headmaster, Royal Naval Schools.

You are particularly asked to instruct your children on the need for good behaviour on the school buses.