



SABAH TOURISM BOARD
MINISTRY OF TOURISM, CULTURE AND ENVIRONMENT
STATE GOVERNMENT OF SABAH, MALAYSIA

Location : No. 51, Jalan Gaya, 88000 Kota Kinabalu, Sabah, Malaysia

Postal Address : Mail Bag 112, 88993 Kota Kinabalu, Sabah, Malaysia

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Enquiry Platform : helpdesk.sabahtourism.com

Website : www.sabahtourism.com

IT 07

Updated on 12 July 2023



WEB LISTING APPLICATION FORM FOR ACCOMMODATION (MICE UNIT)

Accommodation Name			
Address	Phone		
	Fax		
	E-mail		
	Website		
	Director/CEO/GM		
License Registration No.	Total Rooms	Published Rate (RM) from _____ to _____	
Accommodation Type		Star Rating	
<input type="checkbox"/> Business Hotel	<input type="checkbox"/> Island Resort	<input type="checkbox"/> 3 stars	<input type="checkbox"/> 3 Orchids
<input type="checkbox"/> Apartment / Condominium	<input type="checkbox"/> Budget Hotel	<input type="checkbox"/> 5 stars	<input type="checkbox"/> 2 stars
<input type="checkbox"/> Beach Resort	<input type="checkbox"/> Bed & Breakfast	<input type="checkbox"/> 4 stars	<input type="checkbox"/> 1 star
	<input type="checkbox"/> Hostel / Dormitory		<input type="checkbox"/> 2 Orchids
	<input type="checkbox"/> Lodges		<input type="checkbox"/> 1 Orchid
General Facilities		<input type="checkbox"/> Tennis Court	
<input type="checkbox"/> 24hours WiFi	<input type="checkbox"/> Entertainment	<input type="checkbox"/> Lift	<input type="checkbox"/> Water Sports
<input type="checkbox"/> Audio Visual System	<input type="checkbox"/> Facilities for the Disabled	<input type="checkbox"/> Parking Space	<input type="checkbox"/>
<input type="checkbox"/> Bar & Cocktail Lounge	<input type="checkbox"/> Fitness / Health Centre	<input type="checkbox"/> Room Service	<input type="checkbox"/>
<input type="checkbox"/> Business Centre	<input type="checkbox"/> Golf Course	<input type="checkbox"/> Saloon	<input type="checkbox"/>
<input type="checkbox"/> Coffee Shop / Restaurant	<input type="checkbox"/> In-room Voice-mail	<input type="checkbox"/> Shopping / Drug Store	<input type="checkbox"/>
<input type="checkbox"/> Conference / Convention Facilities*	<input type="checkbox"/> International Direct Dial	<input type="checkbox"/> Spa & Wellness Centre	<input type="checkbox"/>
<input type="checkbox"/> Children's Club	<input type="checkbox"/> Jogging Track	<input type="checkbox"/> Squash Court	<input type="checkbox"/>
	<input type="checkbox"/> Laundry Service	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/>
Room Facilities		<input type="checkbox"/>	
<input type="checkbox"/> Cable / Satellite TV	<input type="checkbox"/> Fan	<input type="checkbox"/> Iron	<input type="checkbox"/>
<input type="checkbox"/> Coffee / Tea Making Facilities	<input type="checkbox"/> Hair Dryer	<input type="checkbox"/> Mini Bar	<input type="checkbox"/>
	<input type="checkbox"/> Individually controlled air conditioning	<input type="checkbox"/> Power / Hot Shower	<input type="checkbox"/>
Google Map Coordinates	Latitude: _____	Longitude: _____	

REQUIREMENTS

Applicant is required to submit a copy of the following documents:

- Valid trading license
- Certificate of Fitness (CF) | Certificate of Fire & Occupancy (CFO)
- * Factsheet for Conference / Convention Facilities
- Copyright-free photos of your business. (Email them to webmaster@sabahtourism.com or snail mail them in a CD or pendrive.)

Notes:

1. All new application requires a minimum of 7 working days to be processed before the information can be updated into our website.
2. Failure to comply most of the requirements may affect your application status. Sabah Tourism Board has the right to decline without notice.
3. Applicant is fully liable for information provided in this application form.
4. * Please include factsheet for Conference / Convention Facilities
5. All web applications are **FREE**. However, Sabah Tourism Board reserves the right to charge administration fees where management see fits.

FOR STB OFFICE USE ONLY

<p>MICE Unit</p> <p>Checked by : _____</p> <p><input type="checkbox"/> Verified for listing <input type="checkbox"/> Form / document not complete</p> <p>Note : _____</p> <p>Signature : _____ Date : _____</p>	<p>IT Unit</p> <p>Checked by : _____</p> <p>Note : _____</p> <p>Signature : _____ Date : _____</p>
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