



**SUPPORT REQUEST FORM**

**Sabah BE here for you - MICE INCENTIVE 2020-2021  
(CORPORATE MEETINGS, INCENTIVES, CONFERENCE & EXHIBITION)**

This request for support applies to International and National corporate meetings, incentives groups, conference groups and exhibition organizer only. For consideration of Sabah Be here for you – MICE Incentive support, please complete the following details. Terms and condition apply.

**TYPE OF M.I.C.E**

<input type="checkbox"/> Meeting	<input type="checkbox"/> Incentive	<input type="checkbox"/> Conference <input type="checkbox"/> Seminar	<input type="checkbox"/> Exhibition <input type="checkbox"/> Event
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**SECTION.1**

**EVENT DETAILS**

Group/Event Name:		
Date of Event (DD/MM/YYYY to DD/MM/YYYY):		
Event Venue/hub:		
Name of Company/Organisation (Event Owner):		
Company License or Business Registration Number:		
Address:		
State/Province:		
Country:	Postcode/Zip code:	
Telephone:	Fax:	
Website:		
Contact person (salutation, first name, surname):		
Designation:		
Telephone:	Fax:	Mobile:
Email:		
Event Type:		
<input type="radio"/> Automotive	<input type="radio"/> Insurance	
<input type="radio"/> Banking & Finance	<input type="radio"/> Medical / Pharmaceutical	
<input type="radio"/> Direct Selling	<input type="radio"/> Technology	
<input type="radio"/> Electronics		
Others (Please specify):		

Type of event –	
In-Person <input type="checkbox"/>	Hybrid <input type="checkbox"/>
Virtual <input type="checkbox"/>	
Number of physical participants	Number of virtual participants

Breakdown of participants:  
 (Please attached participants name list (with passport/ID no. for in-person delegates))

INTERNATIONAL DELEGATES			NATIONAL DELEGATES		
Breakdown by Country/Nationality	No. of Participants	%	Breakdown by State	No. of Participants	%
			Peninsular Malaysia/ Sarawak/ Labuan Sabah Residence		
<b>TOTAL</b>			<b>TOTAL</b>		

Does your event have booths?	<input type="radio"/> No	<input type="radio"/> Yes
		How many booths?

Programme Duration (days):

Event History (Past and planned)

Date / Year	Destination	No. of Delegates	Venue/platform

**SECTION. 2**

<b>FOR IN-PERSON &amp; HYBRID EVENTS APPLICANTS</b>	
Is this a company sponsored programme?	
<input type="radio"/> Yes <input type="radio"/> No	
Is the programme confirmed to be held in the State of Sabah, Malaysia?	
<input type="radio"/> Yes <input type="radio"/> No	
Accommodation:	
Total Room Nights:	
Date of delegates arrival:	Date of delegates departure:
Budget per Participants:	
Amount:	Currency:

Programme Outline (Briefly outline your confirmed or proposed programme including arrival and departure details. Alternatively, you may enclose a copy of your confirmed or proposed programme / itinerary including arrival and departure details:		
Are you using a ground operator / Destination Management Company (DMC)/ Professional Conference Organiser (PCO) in Malaysia?		
<input type="radio"/> Yes <input type="radio"/> No		
Is yes, please provide the following details:		
Company:		
Address:		
Full Name (Salutation, first name, surname):		
Designation:		
Telephone:	Fax:	Mobile:
Email:		

SECTION. 3

**APPLICANT DETAILS:**

Company/ Organisation:				
Company License or Business Registration Number:				
Address:				
State/Province:				
Country:		Postcode/Zip code:		
Company Telephone:		Company Fax:		
Company Website:				
Company Type:				
<input type="checkbox"/> Destination Management Company (DMC)	<input type="checkbox"/> Professional Conference Organizer (PCO)	<input type="checkbox"/> Incentive House	<input type="checkbox"/> Local Associations	<input type="checkbox"/> Professional Bodies with local chapter in Sabah/Malaysia
<input type="checkbox"/> GLC/Agencies	<input type="checkbox"/> Corporation	<input type="checkbox"/> Others, Please Specify –		
CONTACT PERSON:				
Full Name (Salutation, first name, surname):				
Designation:				
Telephone:	Fax:	Mobile:		
Email:				

**\*\* Terms & Conditions:**

- Completed Support Request Form is to be submitted minimum 45 days prior to the date of group's arrival.
- Confirmed and final list of participants and programme/ itinerary must be submitted to MICE Committee minimum 14 days prior to group arrival.
- Inclusion of STB logo in event's backdrop
- Sabah Destination video to be shown in one of the official functions
- Submission of event's images for STB's future promotional purpose.
- Reimbursement to be made after completion of event and based on the actual number of National and International participants only
- Information provided in this application will be handled in strict confidence and used for statistical purposes only, subject to applicant's permission.

STB reserves the right to decline support for any application, late and incomplete supporting documents.

I / We hereby confirm that I / We agree to the terms, condition and criteria and shall give the consent to Sabah Tourism Board (STB) to use our personal data for the purpose of support and any related purpose subject to the terms and conditions and in the manner set under the Personal Data Protection Act 2010, Malaysia.

**Date of Application (DD/MM/YYYY):**

**SIGNATURE:**

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**NAME:**

**COMPANY STAMP:**

**Please submit completed form to:**

**MICE Committee**

Email: [mice@sabahtourism.com](mailto:mice@sabahtourism.com)

Website: [be.sabahtourism.com](http://be.sabahtourism.com)

Fax:088- 231731