



SUPPORT REQUEST FORM
MICE INCENTIVE - Sabah BE *here for you*
(CORPORATE MEETINGS, INCENTIVES, CONFERENCE & EXHIBITION)

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

TYPE OF M.I.C.E

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

Note: Column marked ** is mandatory. The committee reserve the right to decline any incomplete application

EVENT DETAILS

**Group/Event Name:		
**Date of Event:		
**Event Venue:		
**Event Owner: Name of Company/Organisation		
**Company License or Business Registration Number:		
**Address:		
**State:	**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 Hybrid Virtual

Expected Number of physical participants	Expected Number of virtual participants

Breakdown of participants:
 (Please attached participant's 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	
TOTAL			TOTAL		

Does your event have booths	<input type="radio"/> No <input type="radio"/> Yes	<input type="radio"/> Yes How many booths? Are the booths complimentary? <input type="radio"/> No <input type="radio"/> Yes
Does your event include the selling of tables? (Dinner, cocktail, etc.)	<input type="radio"/> No <input type="radio"/> Yes	
Is this a company-sponsored program?	<input type="radio"/> No <input type="radio"/> Yes	

Program Duration (days):

Event History (Past and planned)

Date / Year	Destination	No. of Delegates	Venue/platform

SECTION. 2

FOR IN-PERSON & HYBRID EVENTS APPLICANTS		
What is the objective of your event?		
Is the program confirmed to be held in the State of Sabah, Malaysia? <input type="radio"/> Yes <input type="radio"/> No		
Accommodation/ Official hotel:		
Total Room Nights:		
Date of delegates arrival:		Date of delegates departure:
Budget per Participant:		
Amount:	Currency:	
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:		

**Are you the event owner – <input type="checkbox"/> YES <input type="checkbox"/> NO				
**TYPE OF ORGANISATION				
<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 a minimum of 60 days prior to the date of the group's arrival.
- Confirmed and final list of participants and program/ itinerary must be submitted to the MICE Committee minimum of 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 images for STB's future promotional purpose.
- Reimbursement to be made after completion of the 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 the 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.

SIGNATURE:

NAME:

DATE :

**** COMPANY STAMP:**

<p>CHECKLIST– (Required documents)</p> <p><input type="checkbox"/> Covering letter by the event owner</p> <p><input type="checkbox"/> Itinerary/Program</p> <p><input type="checkbox"/> Itinerary / Programme</p> <p><u>For conference event –</u></p> <p><input type="checkbox"/> Event profile</p> <p><u>For Incentive & Meeting event -</u></p> <p><input type="checkbox"/> Company profile</p> <p><input type="checkbox"/> Name list</p>

Complete application to be submitted to -
MICE Committee
Email: mice@sabahtourism.com
Fax:088- 231731