**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 New Deals – MICE Incentive support, please complete the following details. Terms and condition apply.**

**TYPE of M.I.C.E**

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| * Meeting | * Incentive | * Conference | ❏ Exhibition |

**GROUP DETAILS:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Group Name: | | | | | | | |
| Date of Event (DD/MM/YYYY to DD/MM/YYYY): | | | | | | | |
| Event Venue: | | | | | | | |
| Name of Company: | | | | | | | |
| Company License or Business Registration Number: | | | | | | | |
| Address: | | | | | | | |
| State/Province: | | | | | | | |
| Country: | | | | | | Postcode/Zip code: | |
| Telephone: | | | | | | Fax: | |
| Website: | | | | | | | |
| Full Name (salutation, first name, surname): | | | | | | | |
| Designation: | | | | | | | |
| Telephone: | | | Fax: | | | | Mobile: |
| Email: | | | | | | | |
| Group Type: | | | | | | | |
| * Automotive | | | | | * Insurance | | |
| * Banking & Finance | | | | | * Medical / Pharmaceutical | | |
| * Direct Selling | | | | | * Technology | | |
| * Electronics | | | | |  | | |
| Others (Please specify): | | | | | | | |
| Is this a company sponsored programme?   * Yes * No | | | | | | | |
| Is the programme confirmed to be held in the State of Sabah, Malaysia?   * Yes * No | | | | | | | |
| If no, when will the destination decision be made? | | | | | | | |
| Number of Participants:  *(Please attached participants name list with passport/ID no.)* | | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **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** |  |  | | | | | | | | |
| Accommodation: | | | | | | | |
| Total Room Nights: | | | | | | | |
| Budget per Participants: | | | | | | | |
| Amount: | | | | Currency: | | | |
| Does your event have booths? | * No | | | * Yes | | | |
| How many booths? | | | |
| Programme Duration: days | | | | | | | |
| 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?   * Yes * No | | | | | | | |
| Is yes, please provide the following details: | | | | | | | |
| Company: | | | | | | | |
| Address: | | | | | | | |
| Full Name (Salutation, first name, surname): | | | | | | | |
| Designation: | | | | | | | |
| Telephone: | | Fax: | | | | | Mobile |
| Email: | | | | | | | |

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| Event History (Past and planned) | | | |
| Date / Year | Destination | No. of Delegates | Primary Hotel(s)/Venue |
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**APPLICANT DETAILS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company: | | | | | |
| Company License or Business Registration Number: | | | | | |
| Address: | | | | | |
| State/Province: | | | | | |
| Country: | | | Postcode/Zip code: | | |
| Company Telephone: | | | Company Fax: | | |
| Company Website: | | | | | |
| Company Type: | | | | | |
| ❏ Destination Management Company (DMC | ❏ Professional Conference Organizer (PCO) | ❏ Incentive House | | ❏ Local Associations | ❏ Professional Bodies with local chapter in Sabah/Malaysia |
| ❏ GLC/Agencies | ❏ Corporation | ❏ 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 in USB within two weeks of event completion, which STB could use for promotional purposes
* 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.

**Criteria:**

* The fund is specifically for events that constitute under corporate meetings, incentive group, business events and exhibition.
* National and International events - minimum of 30pax
* Minimum stay - 2 nights in Sabah.
* Successful applicants shall agree to allow STB to conduct surveys with organisers and participants in a manner agreeable by both parties.
* National participants – All Malaysians form Peninsular Malaysia, Sarawak or Labuan. Except Local and non-local residing in Sabah
* Applicable to international and domestic corporate meetings and incentive group as defined by SITE (Society of Incentive Travel Executives).

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

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I / We hereby confirm that I / We 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.

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| --- | --- |
| **Date of Application (DD/MM/YYYY):**  **SIGNATURE:**  **----------------------------------------------**  **NAME:**  **COMPANY STAMP:** | **Please submit completed form to:**  **MICE Committee**  Email: mice@sabahtourism.com  Website: be.sabahtourism.com  Fax:088- 231731 |