



# SABAH CONVENTION BUREAU

202401023249 (1569098-M)

Ministry of Tourism , Culture & Environment Sabah

Lot No. A-6-10 & A-6-11, Level 6, Block A, Sutera Avenue,  
88100 Kota Kinabalu, Sabah, Malaysia

## BUSINESS EVENTS – SUPPORT REQUEST FORM (National / International Convention)

This request for Support applies to National, Regional and International Corporate Meetings, Conferences and Congress only.

### SUPPORT CRITERIA:

1. Applicable for all registered Trade/Industry Associations, PCOs, Event Management Companies and Local Ministries.
2. Support is either in Kind or Cash (only payable to direct supplier)
3. Conference must have at least 1.5 full event days in duration
4. Minimum 150 delegates/participants
5. Must be a paid Conference/Convention whereby registration fees must be collected from delegates.

### TERMS & CONDITIONS:

1. Request is submitted at least 60 days before the event.
2. Inclusion of **Sabah Convention Bureau** logo in event's backdrop.
3. Provision of Support is subject to duly completed application form received.
4. Where possible, applicants allow Sabah Convention Bureau to have access to photography and imagery of the event for promotional purposes.
5. Sabah Convention Bureau is allowed to conduct surveys with organiser and participants in a manner agreeable to both parties.
6. Sabah Convention Bureau has the right to reject further application should the information herein be found to be false and if events do not comply with the criteria and/or cause any illegal activities.

### APPLICANT DETAILS:

Company:	
Company License or Business Registration Number:	
Address:	
State Province:	
Country:	
Postcode	
Company Telephone:	
Mobile:	
Fax:	
Website/socmed account:	
Company Type:	
{ } Professional Conference Organiser	
{ } Event Management Company	
{ } Trade Association	
{ } Other:	



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### CONTACT DETAILS:

Full Name	
Date: DDMMYYYY	
Designation:	
Telephone: (O/M)	

### EVENT PROFILE:

Event Name:	
Event Date:	
Event Venue:	
Event Website:	
Number of Delegate:	
Accommodations:	
Total Room Night:	
Industry Sector: (e.g medical, finance, IT, etc)	
Delegate Profile: (CEO, Senior Management, Middle Management, Executives, or others)	
Trade Visitors:	
Total space:	
Programme for event: (may enclose the full programme)	
Any other Sponsors:	



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I/We hereby confirm that I/We shall give consent to Sabah Convention Bureau (SCB) to use our data for the purpose of subvention 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:

Signature:

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Name:

**FOR OFFICIAL USE ONLY:**

Received by:	Approved/Not Approved:	REMARKS:
Name:	Name:	
Designation:	Designation:	