BUSINESS EVENT SUPPORT APPLICATION FORM
(CORPORATE MEETING/ INCENTIVE TRAVEL, CONFERENCE/CONVENTION & EXHIBITION)

This support request is applicable only to international and national corporate meetings, incentive groups, conference groups, and exhibition organizers. Please complete the form with the required details. The completed form must be submitted **at least 45 days before the group's arrival date.**

Application No.: SCB/BE/AF/2025 (___)

BUSINESS EVENT SEGMENT:		
❏ Corporate Meeting/Incentive Travel	❏ Conference/Convention/ Congress	❏ Exhibition (Homegrown/International)

GROUP DETAILS:

Group Name:	
Date of Event (DD/MM/YYYY to DD/MM/YYYY):	
Event Venue (if finalised):	
Name of Company:	
Company License or Business Registration Number:	
Address:	
State/Province:	

Country:	Postcode/Zip code:	
Telephone:	Fax:	

Website:
Contact Person (Full Name):
Designation:

Telephone:	Fax:	Mobile:

Email:
Industry:

o Automotive		o Insurance
o Banking & Finance		o Medical / Pharmaceutical
o Direct Selling		o Technology
o Electronics		

Others (Please specify):
Is this a company sponsored programme?   o Yes   o No
Is the programme confirmed to be held in the State of Sabah, Malaysia?   o Yes   o 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 (Estimated):

Amount:	Currency:

Does your event have booths?	o No	o 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?
- o   Yes
- o   No

Is yes, please provide the following details:

Company:		
Address:		
Full Name (Salutation, first name, surname):		
Designation:		
Telephone:	Fax:	Mobile
Email:		

Event History (Past and planned) if any:

Date / Year	Destination	No. of Delegates	Primary Hotel(s)/Venue

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 Sabah Convention Bureau **minimum 14 days prior to group arrival**.
- Must be a paid **Conference/Convention** whereby registration fees must be collected from delegates.
- The Sabah Convention Bureau logo must be included on the event backdrop or any related promotional materials and video to be shown in one of the official functions.
- Submission of event's images in USB within two weeks of event completion, which SCB 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 (**Please refer to the Reimbursement Flow**)
- Information provided in this application will be handled in strict confidence and used for statistical purposes only, subject to applicant's permission.

Criteria:
- Please refer to the "**Business Events Support Criteria 2025**"
- The fund is specifically for events that fall under national or international corporate meetings, corporate incentive travel, conferences, conventions, congresses, exhibitions, or any other business-related events.
- Successful applicants shall agree to allow SCB to conduct surveys with organisers and participants in a manner agreeable by both parties.

Others:
- National participants – All Malaysians form Peninsular Malaysia, Sarawak or Labuan. Except Local and non-local residing in Sabah
- Sabah Convention Bureau has the right to reject further application should the information herein be found to be false, late and incomplete supporting documents and if events do not comply with the criteria and/or cause any illegal activities

☐ I / We hereby confirm that I / We shall give the consent to Sabah Convention Bureau (SCB) 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 of applicant**,**

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FULL NAME :
COMPANY STAMP :
DATE : (DD/MM/YYYY)

Application No.: SCB/BE/AF/2025 (___)

FOR OFFICIAL USE ONLY:

Received & Checked by:	Support(s) requested:	Reviewed by: *(Account & Finance)*
	1.	
Name: Position: Date:	2.	Name: Position: Date:
	3.	
Remark/Comment: _____ _____ _____ _____ _____ _____	4. 5. 6.	*Remark/Comment:* _____ _____ _____ _____ _____ _____

Approved / Not Approved:	*Remark/Comments:*
(Chief Executive Officer) Name: Designation: Date:	

CC. ( )Sales- for filing purposes   ( )Finance

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