BUSINESS EVENTS SUPPORT APPLICATION FORM

(CORPORATE MEETING/ INCENTIVE TRAVEL, CONFERENCE/CONVENTION & EXHIBITION)

This request for support applies to International and National corporate meetings, incentives groups, conference groups and exhibition organizer only. Please complete the following details. Terms and condition apply.

Ref. No.: SCB/BE/AF/20__ (00__)

BUSINESS EVENT SEGMENT:			
❑ Corporate Meeting/Incentive Group	❑ International Conference/ Convention/Congress	❑ International Exhibition/Expo	❑ Homegrown Events *(locally developed/organized)*

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:		
○ Automotive	○ Insurance	
○ Banking & Finance	○ Medical / Pharmaceutical	
○ Direct Selling	○ Technology	
○ 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?	○ 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? 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:		

Ref. No.: SCB/BE/AF/20__ (00__)

Terms & Conditions:

- The completed Application Form must be submitted **at least 45 days prior to the group's arrival date** (except for International Exhibitons /Homegrown events). Successful applicants shall agree to allow SCB to conduct surveys with organisers and participants in a manner agreeable by both parties.

- All forms shall be filled out in **blue ink** or **blue font** to guarantee legibility and proper scanning of the documents.

- A confirmed and final list of participants, together with the programme and itinerary, must be submitted to the Sabah Convention Bureau (SCB) **at least 14 days prior to the group's arrival.**

- The Conference, Congress, or similar event must be a paid event, with registration fees collected from all delegates and participants.

- The **SCB logo must be prominently displayed** on the event backdrop and/or any related promotional materials and videos presented during at least one official function. The organiser must grant approval to SCB to issue a Press Release (if required) and to publish event-related updates and content on SCB's official website and social media platforms. Any use of the SCB logo, branding elements, promotional materials, media content, and publicity-related matters shall be subject to **prior consultation and approval by SCB's Communications Unit** to ensure compliance with SCB's branding and communications guidelines.

- Event images **must be submitted in high resolution via email (Google Drive link provided)** or in USB format **within two (2) weeks** after the completion of the event, for SCB's promotional use or **upon request for immediate updates**.

- **Reimbursement** will be processed **after the completion of the event**, based on the actual number of National and International participants only, in accordance with the Reimbursement Flow.

- Please refer to the **"Business Events Support Criteria 2026"** for any business events support. The fund is intended exclusively for events categorized as national or international corporate meetings, corporate incentive travel, conferences, conventions, congresses, exhibitions, or other related business events. This is also subject to SCB management's review and approval.

- National participants – All Malaysians from Peninsular Malaysia, Sarawak or Labuan. Except Local and non-local residing in Sabah.

- SCB **has the right to reject** further application should the information provided is found **to be false, late submission, incomplete supporting documents** and if events do not comply with the criteria and/or cause any illegal activities. **All terms & conditions are subject to change without prior notice.**

- All information provided in this application will be treated with strict **confidentiality** and **used solely for statistical purposes, subject to the applicant's consent.**

☐ 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**,**

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

Application No.: SCB/BE/AF/2026 (00__)

FOR OFFICIAL USE ONLY:

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

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

Name:
Designation:
Date:

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