



SABAH TOURISM BOARD
MINISTRY OF TOURISM, CULTURE AND ENVIRONMENT
STATE GOVERNMENT OF SABAH, MALAYSIA

Location : No. 51, Jalan Gaya, 88000 Kota Kinabalu, Sabah, Malaysia
 Postal Address : Mail Bag 112, 88993 Kota Kinabalu, Sabah, Malaysia
 Tel. : 6 (088) 212121 Enquiry Platform : helpdesk.sabahtourism.com
 Fax : 6 (088) 212075 Website : www.sabahtourism.com



WEB LISTING APPLICATION FORM FOR CONFERENCE / CONVENTION FACILITIES

Venue Name			License Registration No.					
Address			Phone					
			Fax					
			E-mail					
			Website					
			Director/CEO/GM					
Conference / Convention Facilities *			Capacity (pax)					
Ballroom / Room	Area (sqr/m)	Dimensions (L x W x H)(m)	Cocktail	Banquet	Theatre	Boardroom	U-Shape	Classroom
<i>example: Grand Ballroom</i>	668	31 x 21 x 7	1250	625	1000	250	160	400
General Facilities								
<input type="checkbox"/> 24hours WiFi	<input type="checkbox"/> Coffee Shop / Restaurant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Audio Visual System	<input type="checkbox"/> Facilities for The Disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Catering	<input type="checkbox"/> Parking Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Children's Club	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Google Map Coordinates			Latitude:			Longitude:		

REQUIREMENTS

Applicant is required to submit a copy of the following documents:

- Valid trading license
- Certificate of Fitness (CF) | Certificate of Fire & Occupancy (CFO)
- * Factsheet for Conference / Convention Facilities
- Copyright-free photos of your business. (Email them to webmaster@sabahtourism.com or snail mail them in a CD or pendrive.)

Notes:

1. All new application requires a minimum of 7 working days to be processed before the information can be updated into our website.
2. Failure to comply most of the requirements may affect your application status. Sabah Tourism Board has the right to decline without notice.
3. Applicant is fully liable for information provided in this application form.
4. * Please include factsheet for Conference / Convention Facilities (if table provided is not enough)
5. All web applications are **FREE**. However, Sabah Tourism Board reserves the right to charge administration fees where management see fits.

FOR STB OFFICE USE ONLY

MICE Unit

Checked by : _____

Verified for listing Form / document not complete

Note : _____

Signature : _____ Date : _____

IT Unit

Checked by : _____

Note : _____

Signature : _____ Date : _____