



GUIDELINES

GAMELAN MALAYSIA

(GALAKAN MELANCONG MALAYSIA)

LEMBAGA PENGGALAKAN PELANCONGAN MALAYSIA
(TOURISM MALAYSIA)

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GENERAL INFORMATION

BACKGROUND

OBJECTIVE

Lembaga Penggalakan Pelancongan Malaysia (LPPM) – known as Tourism Malaysia - is the implementation agency for GAMELAN Malaysia (GM) with the objectives to increase tourist arrivals, as well as developing domestic tourism in Malaysia. Among identified categories/parties which may benefited from the initiative are as follow:

- i. Tourism Associations registered/certified in Malaysia
- ii. Travel Agencies registered with MOTAC and SSM
- iii. Hotels registered with MOTAC, SSM, Royal Malaysian Customs Department & License from Local Authorities
- iv. Shopping Associations registered/certified in Malaysia
- v. Community Based Tourism (CBT) registered/certified in Malaysia
- vi. Associations/Clubs to promote niche segments i.e. Golfing, Birding, Diving, Fishing, Wedding, Cycling, Mountain Climbing, Paragliding, Motorsports & Gourmet
- vii. Theme Park & Tourism Product operating license with local Authorities

TARGET MARKET

- i. Malaysia
- ii. Overseas

FORM OF GRANT

The allocation format is through reimbursable financial assistance provided under the Special Allocation by Ministry of Finance, (MOF) and channeled to Ministry of Tourism, Arts and Culture (MOTAC). This Matching Grant was officially announced in the 2019 Budget Session.

GRANT CEILING

An amount of RM200,000 per eligible company for each financial year.

(Any company which has utilized the full grant amount of RM200,000, since the date of commencement of Gamelan Malaysia in 2019, will no longer be eligible for consideration)

*Gamelan Malaysia reimbursements for any given year will be subjected to the availability of the fund.

REIMBURSABLE AMOUNT

The claim amount is based on one (1) participation which is 50% from the actual eligible expenses OR based on ceiling per activity/program – whichever is lower. The total maximum claim per activity/program is stated in Eligibility Criteria Schedule.

MANDATORY REQUIREMENTS

- i. Tourism Associations registered/certified in Malaysia
- ii. Travel Agencies registered with MOTAC & SSM
- iii. Hotels registered with MOTAC, SSM, Royal Malaysian Customs Department & License from Local Authorities
- iv. Shopping Associations registered/certified in Malaysia
- v. Community Based Tourism (CBT) registered/certified in Malaysia
- vi. Associations/Clubs to promote niche segments i.e. Golfing, Birding, Diving, Fishing, Wedding, Cycling, Mountain Climbing, Paragliding, Motorsports & Gourmet
- vii. Servicing Program & Promoting MICE in Malaysia / Overseas
- viii. An active business entity - NOT applicable for company less than one (1) year
- ix. Not a Government Linked Company (GLCs) that are fully covered by Government, Government Agencies or State Government.
- x. Application will NOT BE CONSIDERED if one had received subsidy/sponsors from other agencies for the same activity/program.

ELIGIBLE ACTIVITY/PROGRAM & CATEGORY

I. PARTICIPATION IN INTERNATIONAL / MALAYSIA TRAVEL FAIRS/EXHIBITIONS

ACTIVITY/PROGRAMME	CATEGORY	*REIMBURSABLE AMOUNT -Maximum Claim-
a) International Travel Fairs / Exhibitions (Malaysia)	a) Consumer b) Trade	RM5,000
b) International Travel Fairs / Exhibitions (Overseas)		RM15,000
c) Malaysia Travel Fairs / Exhibitions		RM5,000

*** The maximum claim amount is as per company per participation or the actual eligible expenses, whichever is lower.**

II. PARTICIPATION IN TOURISM SALES MISSION / ROADSHOWS IN MALAYSIA / OVERSEAS

ACTIVITY/PROGRAMME	*REIMBURSABLE AMOUNT -Maximum Claim-
a) Organised by Tourism Malaysia / MyCEB	Malaysia: RM5,000 Overseas: RM10,000
b) Organised by Tourism Malaysia / MyCEB & Other Party (Joint Collaboration) i. Ministries/Government Agencies/ State Government ii. Associations / Tourism Industry iii. Professional Bodies	Malaysia: RM3,000 Overseas: RM8,000
c) Organised by Other Party: i. Ministries/Government Agencies/ State Government ii. Associations / Tourism Industry iii. Professional Bodies	Malaysia: RM2,000 Overseas: RM5,000

*** The maximum claim amount is as per company per participation or the actual eligible expenses, whichever is lower.**

III. TOURISM SEMINAR IN MALAYSIA / OVERSEAS & FAMTRIP

ACTIVITY/PROGRAMME	*REIMBURSABLE AMOUNT -Maximum Claim-
a) Tourism Seminar i. PA System ii. Venue Cost iii. F&B Guest	Malaysia: RM5,000 Overseas: RM15,000
b) FAMTRIP i. Welcome Lunch / Dinner ii. Cultural Performance iii. Entrance Fee	Malaysia: RM5,000

*** The maximum claim amount is as per company per participation or the actual eligible expenses, whichever is lower.**



APPLICATION
GAMELAN MALAYSIA
(GALAKAN MELANCONG MALAYSIA)
(GM)

EARLY APPLICATION

EARLY Application should be submitted in **21 working days BEFORE** the activity/program actual date for approval. Early Application should be submitted with details/documents as followings:

- i. Certificate of Registration
- ii. Confirmation of Organisation/Participation
- iii. Programme Itinerary
- iv. Participation Fees / Booth Rental (if related)
- v. Booth Construction/Enhancement (if related)
- vi. Air Fare
- vii. Land Transportation
- viii. Accommodation

All application which is submitted **DURING or AFTER** programme ends **WILL NOT BE CONSIDERED.**

REMINDER

Early application should be submitted in 21 working days before the actual date of the activity/program for **APPROVAL.**

APPLICATIONS DURING OR AFTER PROGRAM WILL NOT BE CONSIDERED.

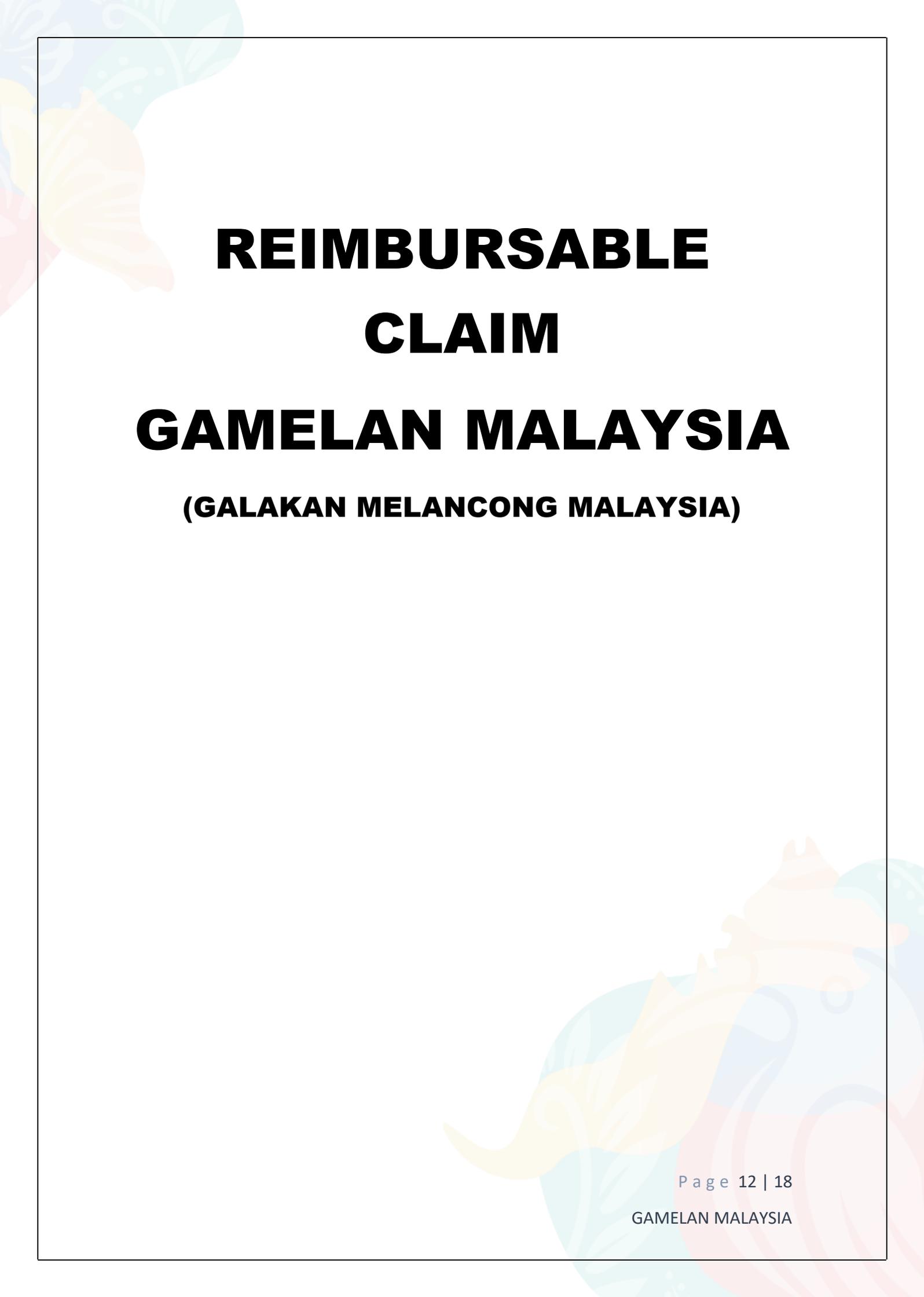
APPLICATION CHECKLIST

TYPE OF PARTICIPATION	APPLICATION DOCUMENTS	TICK 
<p>a) PARTICIPATION IN INTERNATIONAL / MALAYSIA TRAVEL FAIRS/EXHIBITIONS</p> <p>-Malaysia & Overseas-</p>	<p>i. Registration Certificate</p> <p>ii. Confirmation or Organisation/Invitation</p> <p>iii. Program Itinerary</p> <p>iv. Participation Fees</p> <ul style="list-style-type: none"> - *Booth Construction/Rental - Airfare - *Land Transportation - Accommodation <p><small>*if related</small></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>b) PARTICIPATION IN TOURISM SALES MISSION / ROADSHOWS</p> <p>-Malaysia & Overseas-</p>	<p>i. Registration Certificate</p> <p>ii. Confirmation or Organisation/Invitation</p> <p>iii. Program Itinerary</p> <p>iv. Participation Fees</p> <ul style="list-style-type: none"> - *Booth Construction/Rental - Airfare - *Land Transportation - Accommodation <p><small>*if related</small></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

c) TOURISM SEMINAR (Malaysia & Overseas) & FAMTRIP

- i. Registration Certificate
- ii. Confirmation/Invitation of Organisation
- iii. Program Itinerary
- iv. List of delegates

*if related



**REIMBURSABLE
CLAIM
GAMELAN MALAYSIA
(GALAKAN MELANCONG MALAYSIA)**

REIMBURSABLE CHECKLIST

I. PARTICIPATION IN INTERNATIONAL / MALAYSIA TRAVEL FAIRS/EXHIBITIONS

TYPE OF EXPENSES	CLAIM DOCUMENTS <small>*original documents to be scanned in colour</small>	TICK <input checked="" type="checkbox"/>
a) Participation Fees / *Booth Rental	i. Receipts/Bank Statement /Credit Card Statement/Telegraphic Transfer ii. Invoice iii. Proof of Participation (Exhibitor Pass)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b) *Booth Construction / Enhancement	i. Receipts/Bank Statement /Credit Card Statement/Telegraphic Transfer ii. Invoice	<input type="checkbox"/> <input type="checkbox"/>
c) Air Fare	i. Receipts/Bank Statement /Credit Card Statement/Telegraphic Transfer ii. Invoice iii. Boarding Pass/In & Out of the Country (Passport)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
d) *Transportation Cost	i. Receipts / Tickets	<input type="checkbox"/>

e) Accommodation Cost	i. Receipts/Bank Statement/Credit Card Statement/Telegraphic Transfer	<input type="checkbox"/>
	ii. Invoice	<input type="checkbox"/>

*if related

II. PARTICIPATION IN TOURISM SALES MISSION / ROADSHOWS (MALAYSIA / OVERSEAS)

TYPE OF EXPENSES	CLAIM DOCUMENTS	TICK
	*original documents to be scanned in colour	<input checked="" type="checkbox"/>
a) Participation Fees * Booth Rental	i. Receipts/Bank Statement/Credit Card Statement/Telegraphic Transfer ii. Invoice iii. Proof of Participation (Exhibitor Pass)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b) *Booth Construction / Enhancement	i. Receipts/Bank Statement /Credit Card Statement/Telegraphic Transfer ii. Invoice	<input type="checkbox"/> <input type="checkbox"/>
c) Air Fare	i. Receipts/Bank Statement /Credit Card Statement/Telegraphic Transfer ii. Invoice	<input type="checkbox"/> <input type="checkbox"/>

	iii. Boarding Pass/In & Out of the Country (Passport)	<input type="checkbox"/>
d) *Land Transportation	i. Receipts / Tickets	<input type="checkbox"/>
e) Accommodation	i. Receipts/Bank Statement /Credit Card Statement/Telegraphic Transfer	<input type="checkbox"/>
	ii. Invoice	<input type="checkbox"/>

*if related

III. TOURISM SEMINAR IN MALAYSIA / OVERSEAS & FAMTRIP

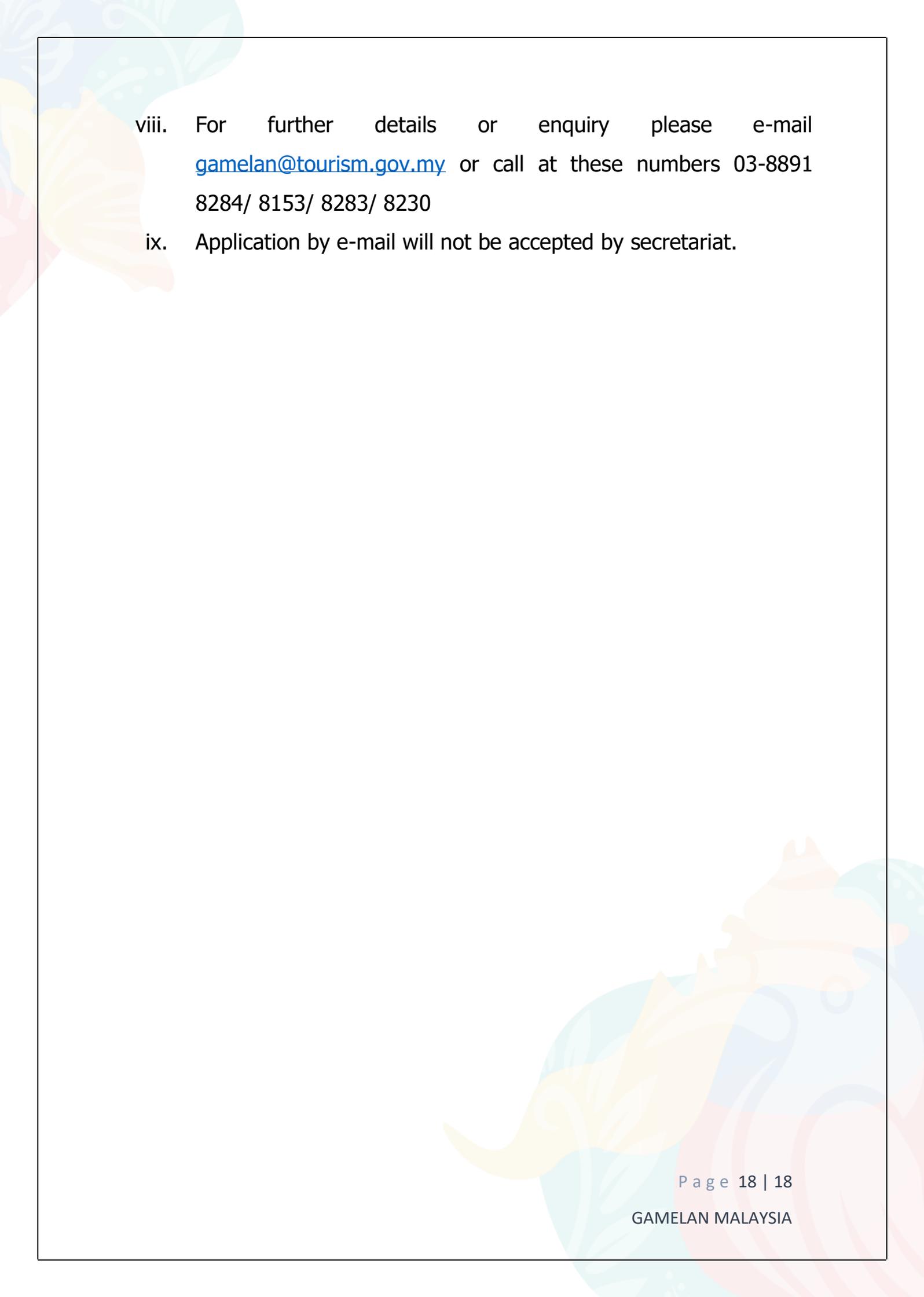
TYPE OF EXPENSES	CLAIM DOCUMENTS	TICK
	*original documents to be scanned in colour	<input checked="" type="checkbox"/>
a) Project Paper Tourism Seminar i. F&B Guest ii. Venue Cost iii. PA System	i. Receipts/Bank Statement /Credit Card Statement/Telegraphic Transfer ii. Invoice iii. Guest List & Details	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c) FAMTRIP i. Welcome Dinner / Lunch ii. Cultural Performance	i. Receipts/Bank Statement /Credit Card Statement /Telegraphic Transfer	<input type="checkbox"/>

iii. Entrance Fee to Tourism Product	ii. Invoice iii. List of DMC's / Media / Bloggers	<input type="checkbox"/>
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*if related

IMPORTANT

- i. Reimbursable Claim shall be submitted within **14 working days** – from the last date on the approval letter / activity/programme. All documents **MUST BE SUBMITTED** with **Comprehensive Report (including dated photographs)**.
- ii. Claim will be paid in **30 working days** upon completion of documents.
- iii. Claim must be supported with **Original Receipts OR Bank Statement OR Credit Card Statement OR Telegraphic Transfers AND Invoice** as PROOF OF PARTICIPATION/ORGANISING (scanned in colours).
- iv. Claims must be submitted under applicant's name (**Association/Company/Individual**). Claim made by other than applicant's name, will not be entertained and considered.
- v. This guideline is only applicable for promotional activities undertaken between dates of **9 July 2019 to 31 December 2020**. Guidelines are subject to yearly review and changes from time to time.
- vi. In any case of **false/fraud document** is detected, the applicant and the represented company/association etc. under his/her name will be **BLACKLISTED by MOTAC and TM**.
- vii. Complete form A-C, stamp and signed have to be submitted/ couriered together with all the certificate, related documents to Gamelan Secretariat, Tourism Malaysia, Tingkat 2, No. 2, Menara 1, Jalan P5/6, Presint 5, 62200 Putrajaya.

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- viii. For further details or enquiry please e-mail gamelan@tourism.gov.my or call at these numbers 03-8891 8284/ 8153/ 8283/ 8230
- ix. Application by e-mail will not be accepted by secretariat.