



MTC RESOURCE & BUSINESS MISSION TO NEW ZEALAND

(17 – 24 OCTOBER 2026)

REGISTRATION FORM



A: COMPANY DETAILS

1. Name:

2. Mailing Address:

3. Tel No.:

4. Website:

5. Member of (Name of Association): (please ✓ where appropriate)

MFC ☐

MPMA ☐

MWIA ☐

MWMJC ☐

PEKA ☐

TEAM ☐

6. Product(s) offered:

7. Business activity: (Please give a brief description of your present business activities in less than 100 words. This information may be included in the Mission Participants' Booklet)

B: PARTICIPANT DETAILS

1. Name (as per passport):

2. Designation:

3. Mobile No.:

4. E-mail:

5. Purpose and objectives of mission participation: (Please give a brief description of your objectives in less than 100 words)

C: MISSION DETAILS

1. Flight itinerary:

17 Oct	KL/Auckland	MH145	2130/1225 +1
18 Oct	Auckland/Christchurch	JQ235	1425/1550
21 Oct	Christchurch/Auckland	NZ0550	1400/1525
24 Oct	Auckland/KL	MH144	1400/2030

Notes:

- i. The flight itinerary and airfares are subject to change without prior notice.
- ii. MTC provides incentive for a return economy class airfare (whichever lower) for one participant from each company or related group of companies (Terms & Conditions apply).
- iii. Participants are responsible for their own air ticket booking.

2. Hotel Accommodation

Single occupancy (Approx. USD250 per room per night)

Notes:

- i. All room rates quoted (inclusive of breakfast & taxes) are as per estimation and are subject to change without prior notice and depending on room availability.
- ii. MTC provides incentive for hotel accommodation for one participant from each company or related group of companies (Terms & Conditions apply).
- iii. Hotel reservations will be made by MTC. The participants are responsible for their payment of hotel accommodation as well as their lunches and dinners.

3. Participation Fee*: (*Refundable but will be forfeited upon cancellation of participation)

RM1,000 per person to be made to the 'MALAYSIAN TIMBER COUNCIL' by electronic funds transfer.

Public Islamic Bank Berhad Account No.: 3818221412

D: CREDIT CARD DETAILS (compulsory)

1. Name on Card:

2. Type: (please ✓ where appropriate)

Master ☐ Visa ☐ American Express ☐

3. Expiry date: ____ / ____ (MM / YY)

Credit Card No.: ____ - ____ - ____ - ____

IMPORTANT: This information is required to guarantee hotel reservation and will be kept with strictest confidence.

E: CHECKLIST

To register, the participant shall complete and submit by email the following documents, which need to reach MTC before or, at the latest, on **Friday, 31 July 2026**:

- ☐ Updated Company Profile in MTC IAP Portal
- ☐ Completed, signed & stamped on the Registration Form
- ☐ 1 passport-sized photograph
- ☐ Scanned copy of valid passport
- ☐ Participation Fee payment transaction proof

F: DECLARATION

I hereby agree to MTC's Terms and Conditions and that all information given above is true and accurate.

(Authorised Signature & Company Stamp)

Name: _____

Date: _____

TERMS & CONDITIONS

Application is open to timber-based companies on the following Terms and Conditions:

Eligible Company

1. The company shall be incorporated in Malaysia and based in Peninsular Malaysia.
2. The company shall be a Malaysian-owned company (with at least 51% of shareholding).
3. The company shall be a member of any one (1) of the following six (6) timber associations:
 - Malaysian Wood Industries Association (MWIA);
 - The Timber Exporters' Association of Malaysia (TEAM);
 - The Malaysian Panel-Products Manufacturers' Association (MPMA);
 - Malaysian Wood Moulding and Joinery Council (MWMJC);
 - Malaysian Furniture Council (MFC); and
 - Persatuan Pengusaha Kayu-kayan dan Perabot Bumiputra Malaysia (PEKA) [Association of Malaysian Bumiputera Timber and Furniture Entrepreneurs].
4. The company shall be installed with wood-based manufacturing facilities and in operation for at least three (3) years.
5. The company must be involved in sawmilling or production of value-added timber products.

Participation Fee

6. Applications will not be considered complete unless accompanied by the payment slip for the participation fees (RM1,000).
7. Participation fee is refundable but shall be forfeited upon cancellation/withdrawal of participation, and the participant shall bear the total cost of accommodation, in which arrangement will be made by MTC.

Participation Limit

8. Participation is limited to one person per company or related group of companies.

Reimbursement Rate

9. The reimbursement rates for hotel accommodation and economy class return airfare will be in accordance with MTC Manual of Policies and Procedures. The assistance provided is up to a limit of five (5) years or eight (8) times participation in MTC's programmes/events, whichever earlier, at which the year 2018 will act as the base year. The reimbursement will be calculated based on the total cost of the economy class return airfare and hotel accommodation incurred by the staff of Malaysian Timber Council (MTC) or whichever is lower.

Full Attendance and Feedback

10. All participants must attend the full official programme and submit a feedback form (covering observations from the mission and recommendations) to MTC within fourteen (14) days from the mission's end date. MTC, at its discretion, may cancel its incentive if the participant fails to comply with this requirement.

Selection of Participants

11. Selection of participation would be on a first-come, first-serve basis and other considerations subject to the approval of MTC's Management.
12. Priority will be given to companies that have successfully completed the MTC Factory Transformation Programme (FTP) or similar programmes recognised by MTC, and continue to implement its practices.
13. The applicant will be notified on the status of their application by email. MTC's decision shall be final and MTC reserves the sole right and discretion to accept or reject any application without the need to give any explanation for its decision.

Eligibility for MTC Mission Participation Incentive

14. The participants that purchase and import raw material from the suppliers visited/met during the mission are eligible to apply for MTC Mission Participation Incentive (MPI) [refer to the guidelines for Mission Participation Incentive <https://iap.mtc.com.my/article.jsp?id=73d74710-7f000010-5120d2c9-a7fab91b>].

Variation

15. MTC also reserves the right and sole discretion to cancel or postpone or vary the mission or to amend the Terms & Conditions of this programme at any time without any prior notice

MTC's Written Direction

16. The applicant shall abide by all the Terms & Conditions and any written direction given by MTC from time to time.

Severability

17. The invalidity, illegality, or unenforceability of any of the provisions of these Terms & Conditions shall not affect the validity, legality, and enforceability of the remaining provisions of these Terms & Conditions.

Breach of T&C

18. In the event of a breach or threatened breach of any of the foregoing representation and Terms & Conditions by the applicant, MTC reserves the right at its sole discretion and without any liability, to change, suspend, or discontinue temporarily or permanently, the Financial Incentive to the applicant at any time without any prior or further notice to the applicant.

Force Majeure

19. MTC shall not be held liable for any delay in the performance or failure to perform its obligations under these Terms & Conditions due to Force Majeure Events. "Force Majeure Events" shall be defined as any war, terrorism, riot, civil commotion, strike, lock-out, Act of God, fire, storm, flood, sabotage, earthquake, subsidence, infectious disease or by reason of any matter or factor beyond the control of MTC or its counterpart that renders it reasonably or practically impossible from performing its obligations.

Indemnification

20. The applicant agrees to hold harmless, release and indemnify MTC, its officers, representatives, employees and members (the "Indemnified Parties") from and against any and all losses, damages, liabilities, claims, costs and expenses, including legal fees (on a full indemnity basis) and costs of settlement, arising out of, in connection with or due to the applicant's participation in the Programme, the use of any information or material supplied to MTC, the applicant's withdrawal from the programme for any reasons whatsoever or any acts and or omissions of the applicant or its staff.
21. Notwithstanding the foregoing, MTC shall not be responsible and shall not be held liable for any loss or damage arising from any delay, failure, interruption or unavailability of the Programme or any failure to transmit or receive or loss of application/registration information or loss of any other data due to network failure, internet failure or any breakdown in telecommunication link to the extent that such events are caused by circumstances beyond MTC's reasonable control.

Reimbursement

22. All documents for reimbursement must be submitted to MTC within fourteen (14) days after completion of the programme. Any late submission will not be accepted. Below is the list of supporting documents required:
- i. Official receipts for airfare and e-ticket with full itinerary;
 - ii. Official receipts for hotel accommodation;
 - iii. Feedback Form (covering observations from the mission and recommendations)
 - iv. Company e-payment details form;
 - v. Company Bank Statement; and
 - vi. All supporting documents must be under the exact name of the eligible/approved applicant.
23. MTC reserves the right to reject and decline reimbursement to the applicant in the event that there is a failure to comply with any of the Terms and Conditions or any guidelines or written directions given by MTC.

MTC Sourcing Mission to New Zealand (17 – 24 October 2026)
Tentative Programme

Date (Day)	Time (hrs)	Description
17 Oct (Saturday)	2130	• Depart Kuala Lumpur
18 Oct (Sunday)	1225 1425 1550 1800	• Arrive Auckland • Depart Auckland • Arrive Christchurch • Check in to hotel
19 Oct (Monday)	0800 – 1700	• Visit to sawmills • Visit to plantation forest
20 Oct (Tuesday)	0800 – 1700	• Visit to sawmills
21 Oct (Wednesday)	0800 1400 1525	• Visit to a nursery • Depart Christchurch • Arrive Auckland • Check in to hotel
22 Oct (Thursday)	0800 – 1700	• Visit to sawmills
23 Oct (Friday)	0800 – 1700	• Seminar • B2B session
24 Oct (Saturday)	1400 2030	• Depart Auckland • Arrive Kuala Lumpur

Notes:

1. The tentative programme is subject to change.
2. MTC provides financial incentive on hotel accommodation and return airfare of up to 60% for non-Bumiputera SMEs and 30% for non-SMEs, subject to Terms & Conditions.
3. The participants are also eligible to claim ocean freight charges up to a maximum of 2 forty-footer containers/company from New Zealand to any port in Peninsular Malaysia if they place order from suppliers met/visited during the mission. Terms & Conditions apply.