

MTC Marketing Mission to Kazakhstan and Uzbekistan

20 – 30 September 2026

TERMS AND CONDITIONS (T&C)

APPLICATION TO PARTICIPATE

1. Application is open to timber-based companies on the following Terms and Conditions (T&C):
 - a. The applicant shall be officially incorporated in Malaysia and based in Peninsular Malaysia.
 - b. The applicant shall be a member of any one of the following six (6) Timber Associations:
 - i. Malaysia Wood Industries Association (MWIA);
 - ii. The Timber Exporters' Association of Malaysia (TEAM);
 - iii. The Malaysian Panel-Products Manufacturers' Association (MPMA);
 - iv. Malaysian Wood Moulding & Joinery Council (MWMJC);
 - v. Malaysian Furniture Council (MFC); and
 - vi. Association of Malaysian Bumiputra Timber & Furniture Entrepreneurs (PEKA)
2. The applicant's products must be made in Malaysia, or finished in Malaysia where imported parts and components are used, and must be at least 50% produced in Malaysia. The timber content of the completed product must be at least 70%. The applicable timber content shall be declared and computed in the Company Self-Declaration Form, on the Manufacturer or Trader basis applicable to the applicant.
3. The applicant must be actively exporting and shall demonstrate sufficient production capacity to fulfil commercial orders, as well as a commitment to developing the Central Asian market on a long-term basis.
4. To be eligible for this programme, the applicant shall complete and submit by email the following documents, which must reach MTC no later than **Wednesday, 29 July 2026**:
 - i. Completed and signed the E-Application Form
 - ii. Signed Terms and Conditions (T&C);
 - iii. Completed and signed Company Declaration Form.
 - iv. Certified True Copy of the following documents:
 - a. Latest Audited Financial Report by Company Secretary or Chartered Accountants;
 - b. Latest Form 24 & 49 as per the Companies Act 1965 or Section 58 and 78 as per Companies Act 2016; and
 - c. Latest Annual Return or Form 68 as per Companies Act 2016 by Company Secretary.
 - v. Coloured photos of products and/or company product brochure(s) by email
5. Selection of participation is subject to the approval of MTC's Management.

COMMITMENT FEE

6. Each selected company shall pay a Commitment Fee of **RM2,000.00** per company. Payment shall be made by bank transfer only, as no cheques will be accepted, to the following account:

Bank Name: Public Islamic Bank Berhad
A/C Name: Malaysian Timber Council
A/C No.: 3818221412
Swift code: PIBEMYK1
7. The Commitment Fee must reach MTC within two (2) weeks of the date of MTC's confirmation email. Should MTC not receive the Commitment Fee within this period, the company's participation shall automatically be withdrawn and its slot may be offered to another eligible applicant.
8. The Commitment Fee shall be refunded in full only upon the company's successful completion of the entire official programme across all three cities. Where the company withdraws, fails to attend the full official programme, or otherwise breaches these T&C, the Commitment Fee shall be forfeited in full and may be applied by MTC towards any costs incurred in respect of the company's participation.

MTC Marketing Mission to Kazakhstan and Uzbekistan

20 – 30 September 2026

TERMS AND CONDITIONS (T&C)

PARTICIPATION COMMITMENT

9. Upon confirmation of selection, the applicant shall purchase economy-class flight tickets covering the full mission route from Kuala Lumpur to Almaty, Astana and Tashkent, and submit proof of purchase to MTC no later than 9 August 2026. This serves as confirmation of the applicant's commitment to participate in the programme
10. Failure to purchase and submit proof of flight ticket purchase within the stipulated period shall result in the forfeiture of the reserved participation slot, which MTC may offer to another eligible applicant.
11. All participants are required to attend the full official programme across all three cities, including all forum sessions, B2B sessions, and site and factory visits, in order to be eligible for the financial incentive.
12. All confirmed participants are required to attend a mandatory pre-departure briefing to be conducted in August 2026, the date, time, and venue of which will be communicated separately by MTC. Failure to attend without a valid reason acceptable to MTC may result in a review of the applicant's participation status.
13. In the event that a confirmed representative is unable to participate in the mission due to unforeseen circumstances, the applicant company may submit a written request for substitution to MTC no later than fourteen (14) days prior to the mission commencement date. The replacement representative must be from the same company and must attend the pre-departure briefing prior to departure. Any substitution request is subject to MTC's approval, and MTC reserves the right to reject such a request at its sole discretion.

PRODUCT SAMPLES AND BUSINESS PRESENTATION

14. Each participating company is required to bring their own product samples to the mission for display and reference during the forum and B2B sessions. All costs related to the transportation of product samples, including but not limited to packaging, courier, and customs clearance, are borne solely by the company.
15. Where hand-carry of product samples is not feasible, the company may arrange shipping of its product samples at its own cost. Any associated cost and risk shall be borne solely by the company.
16. The applicant is responsible for ensuring that all product samples are accompanied by proper documentation in compliance with the relevant regulations including customs regulations of Malaysia, Kazakhstan, and Uzbekistan, including but not limited to a commercial invoice stating zero commercial value for sample items not intended for sale. MTC shall not be held responsible for any confiscation, delay, additional costs, or other consequences arising from non-compliance with such requirements.
17. Each participating company is required to prepare and deliver a short business presentation during the forum session, covering their company profile, product range, and export capabilities. Presentation materials must be prepared in English.

TRAVEL INSURANCE

18. Participating companies are responsible for purchasing their own travel insurance for the full duration of the mission. MTC shall not be liable for any loss, injury, illness, theft, or incident arising from or in connection with the applicant's participation in this programme.

MANNER OF CONDUCT

19. Participants are expected to conduct themselves professionally and in a manner befitting of Malaysia's timber industry representatives throughout the duration of the mission.

MTC Marketing Mission to Kazakhstan and Uzbekistan

20 – 30 September 2026

TERMS AND CONDITIONS (T&C)

FINANCIAL INCENTIVE

20. MTC's financial incentive is subject to MTC's Financial Incentive Guideline (formerly known as MTC Graduation Policy) with a limit of five (5) years or eight (8) times participation in MTC's events, whichever occurs earlier. The year and/or number of times shall be calculated based on the company's first participation in MTC's events, taking the year 2018 as the base year, according to the following schedule:

No. of Times	Financial Incentive (%)	
	Bumiputera Companies	Non-Bumiputera Companies
1	70%	60%
2 - 3	60%	50%
4 - 5	50%	40%
6 - 8	40%	30%

21. The financial incentive shall be the applicable percentage set out in the schedule above, applied to the eligible cost of the return economy-class airfare and hotel accommodation for the full mission route (Kuala Lumpur – Almaty – Astana – Tashkent – Kuala Lumpur). The eligible cost shall be the lower of MTC's rate or the participant's actual cost. For this purpose, "MTC's rate" means the economy-class airfare and accommodation rate obtained by MTC through its appointed travel agent for the official mission route and dates. The financial incentive applies to one (1) participant per group of companies, where applicable.
22. The financial incentive covers strictly only the return economy-class airfare and hotel accommodation falling within the official programme period of 20 to 30 September 2026. Any cost arising from early arrival, extended stay, or departure beyond the official programme dates, including additional hotel nights, amended flight routing or dates, or any personal arrangement made before or after the programme, shall be borne solely by the participant and is not claimable under the financial incentive.
23. The financial incentive will be disbursed via reimbursement upon successful completion of the entire official programme across all three cities and submission of all required documents as specified under the Reimbursement section of these T&C.

REIMBURSEMENT

24. All documents for reimbursement must be submitted to MTC within one (1) month after the completion of the programme. Any late submission will not be accepted. The applicant must forward the following documents to reach MTC no later than one (1) month after the completion of the programme:
- Official receipts for airfare and e-ticket with full itinerary covering the full mission route (Kuala Lumpur – Almaty – Astana – Tashkent – Kuala Lumpur).
 - Official receipts for hotel accommodation.
 - Company e-payment details form.
 - Company Bank Statement.
 - All supporting documents must be under the exact name of the eligible/approved applicant.
25. MTC reserves the right to reject and decline reimbursement to the applicant in the event of any failure to comply with these Terms and Conditions or any guidelines or written directions given by MTC.

CANCELLATION AND WITHDRAWAL

26. Any cancellation or withdrawal from the programme after confirmation of selection shall result in the applicant forfeiting the financial incentive in full, forfeiting the Commitment Fee as provided under the Commitment Fee section, and bearing all costs incurred, including flight tickets purchased and any accommodation or logistical costs arising from arrangements made by MTC on the applicant's behalf prior to the withdrawal.
27. MTC reserves the right to replace a withdrawn participant with another eligible applicant from the applicant pool at its sole discretion.

MTC Marketing Mission to Kazakhstan and Uzbekistan

20 – 30 September 2026

TERMS AND CONDITIONS (T&C)

PHOTOGRAPHY AND MEDIA CONSENT

28. By participating in this programme, the applicant consents to MTC photographing, filming, and recording activities during the programme, including forum sessions, B2B sessions, site and factory visits, and networking events. MTC reserves the right to use such materials, including images of participants and their products on display, for institutional reporting, publications, press releases, and official digital and print communications. The applicant shall not be entitled to any compensation in relation to the use of such materials.

COMPLIANCE TO THE T&C

29. The applicant shall abide by all the T&C and any written direction given by MTC from time to time.

BREACH OF T&C

30. In the event of a breach or threatened breach of any of the foregoing representations and T&C 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.

AUDIT

31. MTC or a person(s) appointed by MTC will conduct a random audit at the premise(s) of the participating companies of the programme. The participants shall allow MTC or appointed person(s) to view the premise(s) as well as gather information related to the programme.

AMENDMENT OF T&C

32. MTC reserves the right to amend the T&C of this programme at any time without any prior notice.

SEVERABILITY

33. The invalidity, illegality, or unenforceability of any of the provisions of these T&C shall not affect the validity, legality, and enforceability of the remaining provisions of these T&C as each of the provisions of this T&C is severable.

FORCE MAJEURE

34. MTC shall not be held liable for any delay in the performance or failure to perform its obligations under these T&C 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.

MTC Marketing Mission to Kazakhstan and Uzbekistan

20 – 30 September 2026

TERMS AND CONDITIONS (T&C)

INDEMNIFICATION

35. 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.
36. 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 or registration information or loss of any other data due to network failure, internet failure or any breakdown in telecommunication link.

I/We have read these Terms and Conditions stated above and agree to be bound by them.

(Authorised Signature & Applicant Company Stamp)

Name of Applicant:	
Applicant's Designation:	
Name of Company:	
Date:	

MTC Marketing Mission to Kazakhstan and Uzbekistan

20 – 30 September 2026

COMPANY SELF-DECLARATION FORM

A. COMPANY DETAILS

1. Company name:	
2. Contact person:	
3. Designation:	
4. Mobile number:	
5. Email:	

B. MATERIAL COMPOSITION DETAILS

Please complete either one of the tables below based on your main business type - “Manufacturer” or “Trader”.

1. MANUFACTURER

1. Company revenue based on the latest audited Financial Report (RM):	
2. Best-selling products (three (3) types of products) in the year 2025: • Unique and innovative products, ie. thermal wood, fire-rated doors, interior deco items, etc. • Please include coloured photos of products.	
3. Cost of material based on the latest audited Financial Report (RM): (Definition of “Material” – raw material used for manufacturing products, excluding labour, energy, and other indirect costs.)	
4. Composition of raw material used in production based on the latest audited Financial Report.	
i. Timber material (value in RM): ii. Non-timber material (value in RM):	
5. Percentage of timber material in production: $\text{Calculation} = \frac{\text{Timber material (RM)}}{\text{Cost of material (RM)}} \times 100\%$	

MTC Marketing Mission to Kazakhstan and Uzbekistan

20 – 30 September 2026

COMPANY SELF-DECLARATION FORM

2. TRADER

1. Company revenue based on the latest audited Financial Report (RM):	
2. Best-selling products (three (3) types of product) in the year 2025: • Unique and innovative products, ie. thermal wood, fire-rated doors, interior deco items, etc. • Please include coloured photos of products.	
3. Composition of revenue based on the latest audited Financial Report	
i. Timber product (value in RM):	
ii. Non-timber product (value in RM):	
4. Percentage of timber product: Calculation = $\frac{\text{Timber product (RM)}}{\text{Company revenue (RM)}} \times 100\%$	

C. DECLARATION

I hereby declare that the information contained herein is true to the best of my knowledge. I am aware that this self-declaration statement is subject to review and verification, and if such information shall be found to be untrue, I/Applicant Company may be rejected and excluded from participating in the MTC Marketing Mission to Kazakhstan and Uzbekistan and from receiving the MTC Financial Incentive for this programme. I further confirm that the nominated representative will attend the mandatory pre-departure briefing as required under the Terms and Conditions of this programme.

Signature of Applicant:	
Date:	
Company's Stamp:	