



MALAYSIA BOOK OF RECORDS PROCEDURES & GUIDELINES

This document will assist you in terms of the Process Flow and Fees & Charges for a record attempt application with MBR.

Hereinafter,

Applicant/ Organizer is referred to as “**Client**”; Malaysia Book of Records is referred to as “**MBR**”.

Process Flow

1. Client will need to submit the following documentation to us via email:
 - a. **Official Application Letter** with company letterhead (sample attached) stating:
 - i. Proposed Record Title
 - ii. Client details (record to be attempted by whom & contact details)
 - iii. Proposed Date and Venue of the record attempt
 - iv. Proposed Date and Venue of the event/ certificate presentation (if differ from iii)
 - b. **Record Breaking Attempt Proposal** (in pdf/ ppt) stating:
 - i. Objectives of the record attempt
 - ii. Detailed Mechanism of the record attempt (eg: registration method, conducting method, verification method, material used, measurements, floor plan, etc.)
 - iii. Proposed Quantifiable Measuring Unit for the record attempt (eg: length - metres)
 - c. **Supporting Documents** if any (photos, videos, corporate company profile, etc.)
 - d. **Endorsement Letter** from relevant Ministry/ Gov Body/ Association/ Press Coverage stating that client is as proposed record title (required for *first-related record titles*, eg: ‘First To Achieve xxx In Malaysia’)
2. MBR will conduct a research to verify the significance of the proposed record attempt and advise a suitable benchmark for it.
 - a. If there is no same/ similar existing record, MBR will proceed to seek for MBR Panel’s approval on the proposed benchmark and mechanism.
 - b. If there is any same existing record or record with similar nature, MBR will advise on the minimum benchmark to supersede it.
 - c. If the proposed record attempt is insignificant, client will need to rethink and submit for another record attempt.



3. Upon MBR's Panel approval, MBR will issue the following for client's perusal/ action:
 - a. **Official Acknowledgement Letter** with the approved record title & benchmark
 - b. **Proforma Invoice** (full payment to be made before record attempt/ certificate presentation)
 - c. **Rules & Regulations (R&R) Letter** with precaution and detailed mechanics of authentication for the record attempt (eg: video recording)
4. Upon receiving full payment from the client, MBR will share the MBR's official logo and logo guidelines for client's perusal. Clients will need to adhere strictly to the logo guidelines shared and get approval from MBR for any design/ artwork that uses the MBR's logo, or it may lead to revocation of a record and/or legal action.
5. MBR will share the details of the MBR's Official(s) that will be attending for the record attempt/ event/ certificate presentation once arrangement has been made.
6. Clients will need to share high-resolution footage (eg: photos, videos) within **48 hours** after the record attempt/ event/ certificate presentation for MBR book publication. MBR may/ may not publish/ use the footage with the record details for other publicity purposes.

Remarks:

1. If clients intend to invite a witness for the record attempt/ event/ certificate presentation, the witness must be from the Malaysian Government Ministry and clients need to get approval from MBR in advance.

Disclaimer

1. MBR reserves the right to revoke/ withdraw any record at any point of time if the client is found to have provided false or manipulated information or documents, did not complete full payment for the record attempt, misused the name of MBR and/ or violated the Laws of Malaysia.
2. MBR practices zero tolerance on food wastage, animal abuse, and/ or environmental harm.
3. All record titles and benchmarking are decided and finalized only by MBR panels. Client may only suggest a record attempt title that they are interested in applying.



Fees & Charges

Individual Attempt	RM 2,850
Corporate Attempt	RM 11,150
Corporate Attempt + Physical MBR Book Ads (One Page Full Colour)	RM 16,150
Corporate Attempt + Physical MBR Book Ads (Two Pages Full Colour)	RM 18,150

Fees stated above are inclusive of:

1. Administrative & Record Processing Fee
2. MBR Official(s) Attendance Fee for record attempt/ event/ certificate presentation
3. Lifetime Usage of MBR Logo with approved record title & year of record
4. One Set of MBR Original Certificate (1x softcopy & 1x A3 hardcopy with MBR frame)
5. One Physical MBR Book of the year that the record attempt is in for each record holder

Additional fees will be charged for the following:

[Out of KL] Mileage Charges	RM 1.50/ km
[Out of KL] Toll Charges	Per Trip
[Out of KL] Official(s) Outstation Charges	RM 50
[Flight] Flight Ticket & Accommodation (minimum 3-star hotel rooms, client to book, pay and share details in advance)	Per Trip (excluded from MBR invoice)
[Flight] Official(s) Outstation Charges (to & from airport)	RM 400 (charged only once)
Site Inspection/ Venue Recce (if required by MBR)	RM 1,800
Fast Track ≤ 14 days (if documents submitted in ≤ 14 days to the date of the record attempt/ event/ certificate presentation)	RM 1,000
Fast Track ≤ 7 days (if documents submitted in ≤ 7 days to the date of the record attempt/ event/ certificate presentation)	RM 1,500
Federal Holiday/ National Public Holiday/ Holiday Eve	RM 300
Additional Certificate with MBR Frame (upon client's request)	RM 380