

MTGC Benevolent Benefits Application Guidelines

The purpose of these Guidelines is to give administrative instructions, best practice guidance and frameworks in which to operate. They also play a main role of helping Affiliates to understand the related tasks, and procedures. Like any procedures, these Guidelines may change from time to time depending on the organisation's needs.

Malaysian Tourist Guides Council

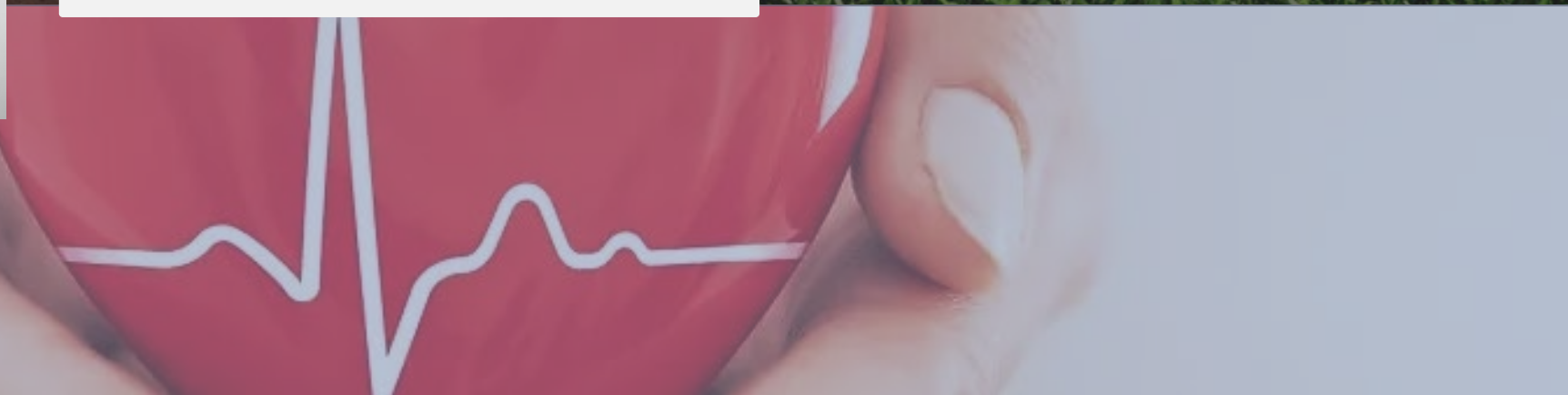




The Board of MTGC pledges that upon the fully completed submission of all required documentation which must be duly endorsed by the respective Affiliate, such application would be approved and released of its benefits within four (4) months, subject to no unforeseen technicalities or legal complications arising.

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Approval Process

Received Fully Completed Submission

1

Recall Original 'Personal Data Form'
by Hon. Secretary General

2

Calculation of Authorised Monetary Amount
by Hon. Treasurer General

3

Verification of Documents & Calculation Amount
by President

4

Tabling for Approval by MTGC Board
by President

5

Issuance of Cheques
By Authorisation of Three (3) Signatories

6



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Document Submission for
Full Death Benevolent Benefits



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- 1 'Personal Data' Form
- 2 Copy of Death Certificate
- 3 Copy of Identity Card
- 4 Copy of Identity Card/s of Beneficiary/ies
- 5 Copy of Valid Tourist Guide License
- 6 Information (Batch No. PCD Submission)

Document Submission for
**Non-Participating
Death Benevolent Benefits**



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- 1** 'Personal Data' Form
- 2** Copy of Death Certificate
- 3** Copy of Identity Card
- 4** Copy of Identity Card/s
of Beneficiary/ies
- 5** Information
(Batch No. PCD Submission)

Document Submission for **Medical Assist Benefits**



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- 1** Letter Supporting Application
(from applying Affiliate)
- 2** 'Personal Data' Form
- 3** Copy of Identity Card
- 4** Copy of Valid Tourist
Guide License
- 5** Information
(Batch No. PCD Submission)