



## MINISTRY OF TOURISM AND CULTURE MALAYSIA

### GUIDELINES FOR FOREIGN EXCURSION BUS LICENSE TO ENTER MALAYSIA

1. Company must be registered and licensed as a tour agency by the relevant authorities in its home country.
2. Excursion bus to be licensed must be registered as a **commercial vehicle** in accordance to any land transportation law enforced by the respective country's transport authorities.
3. Application must be submitted at least **five (5) days** before the date of entry.
4. Excursion bus shall be used exclusively for the conveyance of tourists and in consideration of payment which has no fare stages.
5. Application must use application form which can be download from [www.motac.gov.my](http://www.motac.gov.my) and attached with the following documents:
  - i. A copy of excursion bus registration card.
  - ii. A copy of license as a tour agency.
  - iii. A copy of vehicle's insurance policy
  - iv. List of tourist to be transported including name and passport number (must be typed).
  - v. Tour itinerary (must be typed)
6. Only completed application will be accepted and processed. A license fee of **RM60.00** is required for each application in the form of postal order or money order or local banker's cheque payable to Pesuruhjaya Pelancongan (Commissioner of Tourism) or Ketua Setiausaha Kementerian Pelancongan Dan Kebudayaan (Secretary General Ministry of Tourism And Culture).
7. Submission of name list of tourists and tour itinerary is required for the first application. For the subsequent entries, a name list of tourists and tour itinerary must be carried on the bus at all time and shall be produced on demand by enforcement authorities.
8. The license is valid for **six months (multiple entry)**.
9. Applicants must not have any outstanding offer of compounds/summons issued by the Malaysia authorities.
10. Clients charter : **5 days**, provided that application form is dully completed.
11. Any breach of the regulations and the counterfeit licenses /documents submitted, the vehicle will be blacklisted from entering Malaysia.
12. Completed, signed and dated application forms must be submitted to the nearest Ministry of Tourism And Culture State Offices:-

APPLICATION FROM INDONESIA AND BRUNEI

Director  
Ministry of Tourism and Culture Malaysia,  
Sarawak Office,  
Aras 3, Bangunan Sultan Iskandar,  
Jalan Simpang Tiga,  
93300 KUCHING  
**SARAWAK**

Tel : 082 235 033  
Faks : 082 234 010

Director  
Ministry of Tourism and Culture Malaysia,  
Sabah Office,  
Lot 2-5-8, 9, 10, 11 & 24,  
Tingkat 4, Wisma San Hin Wawasan Plaza,  
Lorong Wawasan Plaza,  
88000 KOTA KINABALU  
**SABAH**

Tel : 088 269 711  
Faks : 088 269 713

Director  
Ministry of Tourism and Culture Malaysia,  
WP Labuan Office,  
Kompleks Sukan Laut Antarabangsa Labuan,  
Peti Surat 80753  
**87008 WILAYAH PERSEKUTUAN LABUAN**

Tel : 087 422 622  
Faks : 087 419 622



## MINISTRY OF TOURISM AND CULTURE MALAYSIA

### TERMS AND CONDITIONS FOR FOREIGN EXCURSION BUS ENTER MALAYSIA

1. Foreign excursion bus is only allowed to carry **non-Malaysia citizens** to Malaysia
2. All excursion buses must carry the following documents :-
  - i. **The list of tourists including name and passport number (must be typed)**
  - ii. **Original copy of the valid Foreign Excursion Bus License issued by the Ministry of Tourism Malaysia.**
  - iii. **Tour itinerary (must be typed).**
3. Tourist must spend at least **one (1) night** in any hotels in Malaysia. Day –trip tours are only allowed for the following geographical limits:
  - Bus from Kalimantan (Indonesia) and Brunei – Sabah/Sarawak state based on application.
4. Foreign excursion bus entering and exiting Malaysian border must carry **at least 50% of its seating capacity**, except day-trip tours to states as stipulated in item 3. No empty run is allowed throughout the journey in Malaysia.
5. Foreign excursion bus entering Malaysia must use the service of **tourist guide licensed by the Ministry of Tourism And Culture Malaysia.**
6. However, the excursion van (8 to 16 seat capacity category only) **carrying seven (7) passengers and below** is exempted from the tourist guide service requirement.
7. Any tourism activities within Malaysia must be conducted in cooperation with/by the following companies;
  - i. Local tour operator/travel agencies that are licensed by the Ministry of Tourism And Culture Malaysia.
  - ii. Any foreign tour agencies that set up its local branch office in Malaysia and licensed by the Ministry of Tourism And Culture Malaysia.
8. **Effective date : 1 Ogos 2014**