

# TRAVEL SAFE

TRAVEL WITH A PEACE OF MIND

DEVELOPED BY  
**MALAYSIAN ASSOCIATION  
OF TOUR AND TRAVEL AGENTS (MATTA)**

PROVIDED BY  
**BUREAU VERITAS**

SUPPORTED BY  
**MINISTRY OF TOURISM, ARTS AND  
CULTURE (MOTAC)**

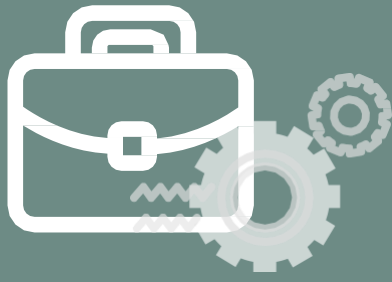


## BACK TO BUSINESS

Get back to business as quickly as possible and with appropriate health, safety and hygiene conditions for their employees and their clients:

Demonstrate to their customers and users the implementation of the required protective measures.

Protect their employees when they are back at work, whether on site or in their offices.



# HOW IT WORKS

1

REGISTRATION

Register your intention for the audit at our online registration form.

[https://onboardwith.bureauveritas.com/#/registration?co=MY&bt=TRA&utm\\_source=BV&utm\\_medium=email&utm\\_campaign=TravelSafe01](https://onboardwith.bureauveritas.com/#/registration?co=MY&bt=TRA&utm_source=BV&utm_medium=email&utm_campaign=TravelSafe01)

2

DOWNLOAD AND UNDERSTAND GUIDELINES

Specific guideline developed by Malaysia Association of Tour and Travel Agents (MATTA), the checklist includes all the items to control in order to ensure compliance with good hygiene practices, social distancing, and all other recommendations of the authorities and appropriate regulations in force at the time of the audit to control the risk of COVID-19 contamination.

3

AUDIT

Bureau Veritas will furnish organizations and agencies with the audit checklist for preparation. The on-site audit is unannounced and only made known to the Top Management. Bureau Veritas will arrange a field audit (on-site audit). Thanks to our best-in class digital solutions, audits are arranged in short period of time, audit result would be made available real time.

4

CERTIFICATION & LABEL GRANTED

Bureau Veritas will grant travel agencies with the certificate as well as the Label. Label comes with unique barcode that allows tracing of travel agencies' certification information, as well as contact information, through our global public website designed specially for this project.

[HTTPS://RESTARTWITH.BUREAUVERITAS.COM](https://restartwith.bureauveritas.com)

5

CONTINUOUS COMPLIANCE

Certificates and labels are valid for 3 years. Annual audit is needed for each valid certification.

# AUDIT PACKAGE

<b>TRAVEL AGENCY WITH TRANSPORT</b> (SAMPLING METHOD - SQUAREROOT OF X) (X = NUMBER OF TRANSPORTS OWNED / IN CONTRACT WITH)	<b>TRANSPORT</b>	<b>ADDON FEES</b> BASED ON OFFICE SIZE (SQF)		
		<b>MAIN ENTITY OFFICE SIZE</b> 450 – 1500 SQF (SMALL)	<b>MAIN ENTITY OFFICE SIZE</b> 1501– 4000 SQF (MEDIUM)	<b>MAIN ENTITY OFFICE SIZE</b> MORE THAN 4001 SQF (LARGE)
		<b>PRICE PER ASSESSMENT</b>	<b>MYR60 EACH</b>	<b>MYR 200</b>
<b>TRANSPORT LABEL</b>	<b>MYR5 EACH</b>			

**SAMPLE: COMPANY X HAS 5 TRANSPORT, LARGE SIZE OFFICE**

$\sqrt{5} = 2.23$ , rounded up to next value (3)

Total fee calculation : (3x RM60) + (RM550) + (5x RM5) = **RM755**

<b>TRAVEL AGENCY WITHOUT TRANSPORT</b> (BY TOTAL OFFICE SIZE SQF)	<b>MAIN ENTITY OFFICE SIZE</b> 450 – 1500 SQF (SMALL)	<b>MAIN ENTITY OFFICE SIZE</b> 1501 – 4000 SQF (MEDIUM)	<b>MAIN ENTITY OFFICE SIZE</b> MORE THAN 4001 SQF (LARGE)
<b>PRICE PER ASSESSMENT</b>	<b>MYR 250</b>	<b>MYR 450</b>	<b>MYR 600</b>
<b>MAN-HOURS AUDIT</b> (INCLUDING REPORTING)	<b>3 HOURS</b>	<b>3 - 4 HOURS</b>	<b>4 - 5 HOURS</b>

**SAMPLE: COMPANY X HAS NO TRANSPORT, LARGE SIZE OFFICE**

Total fee calculation : **RM600**

Prices quoted are inclusive of:

- (i) audit fees, auditors’ meal, traveling cost for audits under “coverage area”
- (ii) Online registration platform
- (iii) Global publish of audit completion with details & map

Prices quoted do not cover:

- (i) SST 6%,
- (ii) accommodation & traveling charges for audits not in “Coverage Area”  
 (either charged at cost and divided to all involved auditees or charge lump-sum per trip to all auditees)

**\*\*Auditors availability is subject to ordering volume, minimum of 10 audits at the same area is required for outstation audit (which are not stated in coverage area)**

# COVERAGE AREA

## CENTRAL

AUDITS OUT OF THIS REGION ARE CHARGED ADDITIONAL MYR 50

AUDITS OUT OF THIS REGION ARE CHARGED ADDITIONAL MYR 100

## EAST MALAYSIA

AUDITS OUT OF THIS REGION ARE CHARGED ADDITIONAL MYR 200

Central	Southern	Northern	East Coast	East Malaysia
WP Kuala Lumpur	Johor Bahru	Penang Island	Kelantan	Kuching
Shah Alam	Senai & Skudai	Pulau Pinang	Terengganu	Sandakan
Klang	Kota Tinggi		Pahang	Kota Kinabalu (minimum 15 audits at the same time)
Gombak	Melaka			
Hulu Langat & Cheras	Seremban & Senawang			
Petaling	Nilai			
Sepang				
WP Putrajaya				

## FOR MORE INFO

PLEASE CONTACT

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