**CARTA ALIR**
**PROSES MENDAPATKAN SURAT SOKONGAN KEBUDAYAAN (G2G)**
**KEMENTERIAN PELANCONGAN, SENI DAN BUDAYA (MOTAC)**

**MULA / *START***

Penyediaan dokumen untuk dapatkan Surat Sokongan Kebudayaan (G2G)
*Preparation of Documents to Obtain the Cultural Support Letter (G2G)*

Senarai dokumen / *List of doucument* :
- Surat permohonan / *Application Letter*
- Nota Diplomatik / Note Verbal / *Diplomatic Note / Note Verbal*
- Senarai nama lengkap / *Full name list*
- Salinan passport (bewarna) / *Coloured Passport Copy*
- Butiran penerbangan / *Flight Details*
- Senarai peralatan persembahan / *List of performance equipment*
- Tentatif program / *Program tentative*
- Profil persembahan / *Performance profile*
- Borang LHDN / *LHDN Form*

Muat naik permohonan melalui *google form*
*Upload the application via Google Form*

Melengkapkan dokumen
*Completing the document*

Urus setia menyemak dokumen permohonan Surat Sokongan Kebudayan (G2G)
*The secretariat will review the submitted documents*

Pemohon akan dimaklumkan
*The applicant will be notified*

| Tidak Lengkap<br>*Incomplete* | Lengkap<br>*Complete* |
|---|---|

Urus setia akan memproses surat sokongan kebudayan (G2G)
*The secretariat will process the cultural support letter (G2G).*

Urus setia akan menghubungi pemohon untuk mengambil Surat Sokongan Kebudayan (G2G) beserta dokumen berkaitan
*The secretariat will contact the applicant to collect the Cultural Support Letter (G2G) along with the related documents.*

Pemohon perlu membuat **serahan tangan** kepada Kementerian/Jabatan/Agensi/ Badan Autoriti untuk mendapatkan kelulusan
*The applicant needs to make a hand delivery to the Ministry/Department/Agency/Authority Body to obtain approval.*

| | |
|---|---|
| Pengerusi JK PUSPAL, Kementerian Komunikasi<br>*PUSPAL Committee, Ministry of Communications* | Ibu Pejabat Polis Diraja Malaysia, Bukit Aman (PDRM)<br>*Royal Malaysia Police Headquarters, Bukit Aman (PDRM)* |
| Kementerian Luar Negeri (KLN)<br>*Ministry of Foreign Affairs (MOFA)* | Bahagian Dasar Kebudayaan (MOTAC)<br>*Cultural Policy Division (MOTAC)* |
| Jabatan Imigresen Malaysia, KLIA<br>*Immigration Department of Malaysia, KLIA* | Jabatan Kastam DiRaja Malaysia, KLIA<br>*Royal Malaysian Customs Department, KLIA* |
| Jabatan Kebudayaan dan Kesenian Negara (Ibu Pejabat)<br>*Department of Culture and Arts Malaysia (HQ)* | Jabatan Kebudayaan dan Kesenian Negara (Negeri)<br>*Department of Culture and Arts Malaysia (State)* |
| Istana Budaya | Pihak Berkuasa Tempatan<br>*Local Authorities* |
| Lembaga Hasil Dalam Negeri Malaysia (LHDN)<br>*Inland Revenue Board of Malaysia (LHDN)* | Kedutaan<br>*Embassy* |

**TAMAT / END**

** Kemaskini 30 Jun 2025 **