



**UPDATED PROGRESSIVE ACCREDITATION SYSTEM
SELF-ASSESSMENT CHECKLIST
MICE ORGANIZER**

DOT-SMED-SAF-MIO-001
Form 22 Series 2023

Name of Establishment: _____
 Business Address : _____
 Tel. No.: () New () Same _____
 E-mail / Website: _____
 General Manager: _____

<i>Please check on the appropriate box. Do not leave blank boxes.</i>				<i>Please continue if compliant with all Basic Accreditation Criteria.</i>				<i>Please continue if compliant with all Basic Accreditation and Regular Accreditation Criteria.</i>			
BASIC ACCREDITATION				REGULAR ACCREDITATION				PREMIUM ACCREDITATION			
	YES	NO	REMARKS		YES	NO	REMARKS		YES	NO	REMARKS
PHYSICAL REQUIREMENTS				PHYSICAL REQUIREMENTS				PHYSICAL REQUIREMENTS			
Physical office exclusive for MICE operations with dedicated entrance / exit for transacting clients.				Physical Office located in a Commercial Area							
Shared office spaces may be acceptable, provided that the office space for MICE operations is enclosed or with partitions.											
Visible and conspicuously displayed business name signage											
				Seating Area for Clients				Reception / Lounge Area			
Basic Office Equipment (e.g. Tables & Chairs, Computers, Printer/s, File box, Fan and communication equipment)				Full Office Equipment & Furniture (e.g. Counter, Brochure Rack / E-brochures, Filing Cabinets, and Air-conditioning Units)							
Note: Communal amenities and facilities (e.g. printers, photocopy machines, seating areas, etc.) for shared offices shall be considered.				Note: Communal amenities and facilities (e.g. printers, photocopy machines, seating areas, etc.) for shared offices shall be considered.							
				Use of Digital Presentation Tools for events (e.g. presentation apps, audio and video editing apps and others)				Regular subscription of Mobile Apps / Digital Presentation Tools for events			
								• Online check-in apps			
Well-ventilated office								• Online meeting apps			
				Storage Area for event supplies							
				Established network of event suppliers				Availability of own lights and sound equipment			

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BASIC ACCREDITATION				REGULAR ACCREDITATION				PREMIUM ACCREDITATION			
	YES	NO	REMARKS		YES	NO	REMARKS		YES	NO	REMARKS
PHYSICAL REQUIREMENTS				PHYSICAL REQUIREMENTS				PHYSICAL REQUIREMENTS			
Dedicated website or any online page containing Professional Portfolio				Official Website (with registered domain) containing Professional Portfolio							
Fire Extinguisher											
SERVICE - SERVICE, HOSPITALITY, EFFICIENCY & FRIENDLINESS (SHEF)				SERVICE - SERVICE, HOSPITALITY, EFFICIENCY & FRIENDLINESS (SHEF)				SERVICE - SERVICE, HOSPITALITY, EFFICIENCY & FRIENDLINESS (SHEF)			
Inquiries / Bookings are handled hassle-free											
Staff are warm and friendly											
Staff are sensitive to the guest needs											
Staff initiate and engage in natural and friendly conversation											
Operation is dependable i.e. services delivered when and as promised											
Staff are knowledgeable about facilities, services and current activities around the establishment / area											
Staff are courteous and respectful											
Guests requests are received pleasantly and accommodated promptly											
Guest feedback mechanism in place											

CONFORME

This is to signify my intent to apply for: () **BASIC** () **REGULAR** () **PREMIUM** Accreditation.

I understand that my Self-Assessment Rating is not yet final and an Inspection Team from the DOT shall conduct an actual assessment of my property to validate my rating.

_____ (signature over printed name of Authorized Representative)

_____ Date