

To : Mr Ooi Chok Yan
Chief Executive Officer, Penang Global Tourism 

From : Roopinder Kaur (Reena)
Communications Executive, Penang Global Tourism

Subject : **Penang Responsible Tourism Bus Shelter & Bus Advertisement and Comparison Video Launch by YB Yeoh Soon Hin**

Date : 16 December 2020

Dear Mr Ooi,

In reference to the abovementioned subject, a launching will be taking place on 22 December 2020 at 10am by YB Yeoh Soon Hin Penang State Tourism Exco for Tourism, Arts, Culture and Creative Economy (PETACE). The launching is on Penang Responsible Tourism Campaign and a promotional video on Penang. For Penang Responsible Tourism Campaign, the launching will be carried out at the Lebu Light bus shelter and for the comparison video, it will be taking place at Eastern & Oriental Hotel.

The total cost for the launch for 40 pax will be amounting to **RM4,610.00** and it will be parked under the Communications Department budget.

Appended below is the breakdown of the cost:

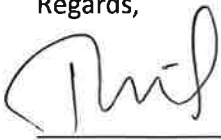
Morning Tea Break for 25 pax – RM 1,650

Lunch for 20 pax – RM 2,960

For your further reference, attached herewith is the quotation for your kind perusal and approval.

Thank you.

Regards,



Roopinder Kaur (Reena)