

 BOOKING CONFIRMATION FORM	FOR RTB USE ONLY	
	CONTRACT NO:	
Platform: <input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> RTBGo <input type="checkbox"/> Social Media		
Client Status (Please tick one): <input type="checkbox"/> New Client <input type="checkbox"/> Existing Client		
Documents Required for New Clients Only (Please tick ✓ where applicable)		
For Company (Sdn Bhd)		For Sole Proprietor / Partnership
<input type="checkbox"/> Certificate of Incorporation	<input type="checkbox"/> Owner's Identification Card	
<input type="checkbox"/> Particulars of Directors (Form X)	<input type="checkbox"/> Contact Person's Identification Card	
<input type="checkbox"/> Notice of Registered Office	<input type="checkbox"/> Section 16 & 17	
Agency/Client's Details (*mandatory)		
Name of Company*: (As Registered)		
Name of Contact Person*:		
Designation*:		
Identification Card Number (Colour)*:		
Address of Company*:		
Email Address*:		
Contact No*:	Mobile:	Office no:
Package Details (*mandatory)		
Client**:		
Package*:		
Ad Campaign Title:		
Rate*:		
Date/Time*:		
No of Spots (if applicable):		
Channel (if applicable):		
Additional Notes:		
Total Cost:		
	(amount in words)	

** To be filled by agencies only.

TERMS AND CONDITIONS

1. The agency/client acknowledges that all materials submitted for broadcasting or advertising shall be in accordance with Radio Televisyen Brunei's Programme Code and Advertising Policy.
2. Radio Televisyen Brunei may refuse to broadcast any advertising matter or programme material submitted by an agency/client, and may amend these Terms and Conditions from time to time, or advance or defer in point of time, the broadcasting of such matter or material as and when it deems necessary, notwithstanding:
 - a. The acceptance of payment or part payment for the package cost; and
 - b. That such matter or material has been in part broadcast, or that some instalments or items thereof have been broadcast; and in such event Radio Televisyen Brunei shall not be liable to refund more than the cost for the unused broadcast time.
3. The services as indicated in the Booking Confirmation Form are subject always to Radio Televisyen Brunei's non-liability for interference of services due to any unforeseeable events or external factors such as but not limited to machinery failure, power interruptions, fire, acts or omissions of independent parties, strikes, adverse weather conditions, and other frustrations, and in the understanding that the total cost of the package as indicated in the Booking Confirmation Form will be charged for any advertising material broadcast except in the event of the service unavailability as a result of verified faults within the entire television network.
4. Radio Televisyen Brunei shall have the right to reschedule any broadcast or portion thereof under these Terms and Conditions in order to broadcast any programmes which in its absolute discretion, it deems to be of public significance. In any case, Radio Televisyen Brunei will notify an agency/client in advance if reasonably possible, but where such notice cannot reasonably be given, Radio Televisyen Brunei will notify within a reasonable time after such scheduled broadcast, that their broadcast has been cancelled.
5. The advertiser warrants that the advertising and programme material submitted for broadcasting:
 - a. Contains no false or unwarranted claims for any product or service and contains no defamatory statements; and
 - b. Does not infringe the copyright or other right of any person.
6. All advertising requests submitted will be broadcast based on the specifications of the package stated in the Booking Confirmation Form. No additional airings beyond those specified in the package shall be granted without prior written agreement. All rights to the programme in which advertisements are aired remain the sole property of Radio Televisyen Brunei. The inclusion of any commercial or sponsorship material within a programme, including but not limited to branded segments or sponsored content, does not confer any ownership or rights over the programme or its content to the advertiser or sponsor.
7. All advertising materials must be delivered to Radio Televisyen Brunei at no cost to Radio Televisyen Brunei. Should materials require return, the agency/client (as the case may be) shall bear all postage costs, which shall be prepaid. Radio Televisyen Brunei shall not be liable for any loss or damage to advertising materials while in its possession or care.
8. The agency/client agrees that Radio Televisyen Brunei may exercise its right to revise the package rate for such broadcasting and the package rate of the programme fees at any time during the duration of the Booking Period with prior written notice of not less than one month of the revised rate and thereafter such revised rate(s) shall be deemed to form part of these Terms and Conditions.
9. Radio Televisyen Brunei will invoice at monthly intervals and the invoices shall be deemed to be correct unless proved otherwise. If the agency/client in good faith disputes any invoiced amount, it shall notify Radio Televisyen Brunei within 7 calendar days following receipt of such disputed invoice. Payments must be made in Brunei Dollars and are to be made by an agency/client within 30 days from the date of invoice. In the event the agency/client fails to make timely payment, Radio Televisyen Brunei at its own discretion may discontinue its further performance under these Terms and Conditions. Any outstanding amounts may be recovered through legal proceedings without further notice.
10. This document inclusive of its attachments and the Radio Televisyen Brunei Advertising Rate Card constitute the entire understanding and agreement of the agency/client and Radio Televisyen Brunei, and any and all prior agreements, understandings, and representations are hereby terminated and cancelled in their entirety and are of no further force and effect. No amendment or variation for the package or services related to the services shall be binding on the said parties unless in writing and signed by their duly authorised representatives.

By signing the below, undersigned hereby agrees to and accepts abovementioned terms and conditions.

Agency/Client's Signature & Date:

RTB Commercial Manager's Signature & Date:

Company Stamp

Notes

BOOKING STATUS

☐

CONFIRMED

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NOT ACCEPTED