



MIRI CITY MAYOR'S AWARDS 2026 NOMINATION FORM GUIDELINES

Please read the following guidelines carefully before completing and submitting the Nomination Form.

1. PURPOSE

These guidelines are intended to assist nominators in preparing and submitting the **Miri City Mayor's Awards 2026 Nomination Form** together with the relevant supporting documents.

Nominators are encouraged to ensure that all information provided is clear, accurate, relevant and adequately supported by evidence.

2. SUBMISSION DEADLINE

Closing Date: 22 October 2026 (Thursday)

Closing Time: 5.00 p.m.

All nominations must be received before the closing date and time. Submissions received after the deadline may not be accepted.

Nominators are encouraged to submit their nominations early to allow sufficient time for checking and uploading or compiling the required supporting documents.

3. METHOD OF SUBMISSION

Nominations may be submitted through either of the following methods:

A. Online Submission

Complete the official online nomination form and upload the required supporting documents through the designated submission platform.

B. PDF / Physical Submission

Complete the official PDF Nomination Form and submit it together with the relevant supporting documents through the official submission channel specified by Miri City Council.

For physical submissions, nominators are required to follow the official submission arrangements and operating hours of Miri City Council.

4. COMPLETING THE NOMINATION FORM

Nominators should ensure that:

- All applicable sections are completed clearly and accurately.
- All compulsory sections are completed.
- The information provided is relevant to the nomination.
- The nominee's actual contribution and role are clearly described.
- The information provided is consistent with the supporting documents submitted.
- All required declarations, signatures and dates are completed before submission.
- Handwritten forms, where applicable, are completed using **black or blue ink** and are clearly legible.

Nominators should avoid including lengthy information that is unrelated to the nominee's contribution.

5. PREPARING THE NOMINATION STATEMENT

The nomination statement should be **clear, specific, factual and supported by evidence**.

Where applicable, nominators should clearly explain:

- What was undertaken;
- When and where it was undertaken;
- The nominee's specific role and involvement;
- Who benefited from the contribution;
- The results or impact achieved; and
- Any measurable or demonstrable outcomes.

Where figures, statistics or other measurable results are provided, nominators should ensure that the information is accurate and can be substantiated if required.

6. SUPPORTING DOCUMENTS

Supporting documents should be **relevant, credible and directly related to the nomination**.

Examples of supporting documents include:

- Certificates, awards or letters of recognition;
- Official reports, records or statistics;
- Letters of acknowledgement or appointment;
- Relevant photographs;
- Media coverage or publications;
- Programme materials;
- Website or social media references; and
- Other credible documents that substantiate the nominee's contribution.

For organisations, companies, institutions or other entities, relevant registration or official documentation may also be provided where applicable.

Supporting documents may be submitted in **soft copy, hard copy or via pendrive**, as applicable.

Only relevant documents should be submitted. Excessive, duplicated or unrelated documents should be avoided.

7. PHOTOGRAPHS

Photographs submitted should clearly support the nomination and demonstrate the nominee's involvement or contribution.

Photographs should be:

- Clear and of good quality;
- Relevant to the contribution being nominated;
- Properly identified or captioned where necessary;
- Accompanied by the relevant date and/or location where useful; and
- Free from excessive editing or alteration that may misrepresent the actual activity or achievement.

For individual nominees, a **recent and clear photograph of the nominee** should be provided.

Photographs must not be digitally altered or generated in a manner that misrepresents an actual event, activity or achievement.

8. MEDIA, WEBSITE AND SOCIAL MEDIA EVIDENCE

Where media coverage or online materials are submitted as supporting evidence, sufficient information should be provided to allow the Secretariat to verify the material.

Where applicable, include:

- Name of publication or platform;
- Title of article or post;
- Date of publication;
- Website or page link; and
- Screenshot or copy of the relevant material.

Social media screenshots should, where possible, clearly show the relevant account or page and date of publication.

9. DIGITAL FILE REQUIREMENTS

For online or digital submissions:

- Ensure all files are complete, clear and readable.
- Use commonly accessible formats such as **PDF, JPG/JPEG and MP4**.
- Ensure scanned documents are of sufficient quality for reading and verification.
- Do not submit corrupted, blank or password-protected files.
- Ensure any links provided to online materials are accessible to the Secretariat.
- Name files clearly to indicate their contents where appropriate.

For videos or other large digital materials, an accessible link may be provided where permitted by the submission platform.

10. ORGANISING SUPPORTING DOCUMENTS

Where multiple supporting documents are submitted, nominators are encouraged to arrange them in a clear and logical order.

Where practical, related documents may be combined into a single PDF.

A suggested arrangement is:

1. Completed Nomination Form
2. Nominee Photograph
3. Supporting Documents
4. Photographs / Media Evidence
5. Other Relevant Evidence

This arrangement is intended to facilitate checking and verification by the Secretariat.

11. ACCURACY AND VERIFICATION

All information and supporting documents submitted must be **true, accurate and genuine**.

Miri City Council reserves the right to verify the information provided in the nomination. Verification may include contacting the nominator, nominee or relevant organisation, and checking supporting documents, registrations, media reports, websites or other available sources.

The Secretariat may request clarification or additional supporting documents where necessary.

Failure to provide the requested clarification or supporting evidence may affect the consideration of the nomination.

12. FALSE OR MISLEADING INFORMATION

A nomination may be **rejected, cancelled or disqualified** if it contains:

- False or fabricated information;
- Falsified or altered documents;
- Misleading or unsupported claims;
- Incorrect or exaggerated statistics;
- Misrepresentation of the nominee's role or achievement; or
- Other information that materially misrepresents the nomination.

Nominators are responsible for ensuring that all information submitted is accurate and can be substantiated where required.

13. SUBMISSION CONFIRMATION

Where an acknowledgement or confirmation of submission is issued, it confirms that the nomination has been received by the Secretariat.

Such acknowledgement **does not constitute confirmation of selection, shortlisting or receipt of the Miri City Mayor's Awards 2026**.

The Secretariat may contact the nominator or nominee if further information or verification is required.

14. IMPORTANT NOTICE

Submission of a nomination does not guarantee selection for the **Miri City Mayor's Awards 2026**.

Miri City Council reserves the right to verify, reject, exclude or cancel any nomination that does not comply with the applicable requirements or contains false, misleading or unsupported information.

The decision of the Selection Committee shall be final, subject to the official terms and conditions of the Awards.

15. RETENTION OF RECORDS

Nominators are advised to retain a copy of the completed Nomination Form and all supporting documents submitted for their own records.