

GUIDELINES FOR MARKET DEVELOPMENT GRANT (MDG) 2013

***Effective 1 January 2013**

****Please note: *This guideline is only applicable for export promotional activities undertaken from 1 Jan 2013 – 31 December 2013 and subject to yearly review and changes from time to time.***

GUIDELINES FOR MARKET DEVELOPMENT GRANT (MDG) 2013

OBJECTIVE

The Market Development Grant is a scheme introduced to assist the small and medium enterprises (SMEs), service providers and trade & industry associations/ chambers of commerce & professional bodies in undertaking export promotional activities.

METHOD OF DISBURSEMENT

Companies can apply for a **reimbursable grant** on the eligible export promotional activities undertaken. The value of the grant reimbursed will be determined by MATRADE based on the location (by regions) and the type of export promotional activities undertaken.

GRANT CEILING

MDG applicants can claim up to a maximum grant of RM100,000.00 per company per year, subject to yearly review and the availability of fund.

EXIT MECHANISM UNDER 10th MP

Under the 10th Malaysia Plan (MP), an exit mechanism will be implemented whereby the cumulative grant entitled for a MDG applicant throughout the period of the 10th MP (2011 – 2015) is limited to a maximum of RM300,000.00 per company.

QUALIFYING CRITERIA

The following applicants ^[1] are eligible for MDG *except for companies that have government (federal or state government) equity and Government Link-Companies (GLCs)* ^[2]:

A. Small and Medium Enterprises (SMEs)

- Registered as MATRADE member;
- Incorporated under the Companies Act 1965;
- At least 60% equity owned by Malaysian;
- Exporting products made in Malaysia; and fulfill any of the following criteria in (i) or (ii).

(i) Manufacturing and Agro-based Companies:

- Annual sales turnover **not exceeding RM 25 million** (*based on the latest financial report*) **OR**
- Full-time employees **not more than 150** (*based on the latest EPF Statement*)

Explanatory Notes:

¹ A company that is inactive or dormant is not entitled for MDG 2013. A company is considered dormant if it does not have any significant accounting transaction for one financial year before the occurrence of substantial change (i.e. 50% or more) in its equity shareholding. This means that there is no recording entry in the company accounts other than the minimum expenses for compliance with stipulated statutory requirement mainly in *filing of the company's annual return to the Companies Commission of Malaysia (SSM), secretarial fee for filing of company's annual return, tax filing fee, audit fee and accounting fee.*

² Government Linked-Companies (GLCs) are defined as companies that have a primary commercial objective and in which the Malaysian Government (federal or state government) has a direct controlling stake in which part of the company's equity is owned by the government. Controlling stake also refers to the Government's ability (not just percentage ownership) to appoint BOD members, senior management, make major decisions (e.g contract awards, strategy, restructuring and financing, acquisitions and divestments etc.) for GLCs either directly or through GLICs in which are not eligible under MDG 2013.

(ii) **Trading Companies:**

- Annual sales turnover **not exceeding RM 5 million** (*based on the latest financial report*) **OR**
- Full-time employees **not more than 50** (*based on the latest EPF Statement*)

B. Service Providers

(i) Service Companies (*excluding tourism and financial & insurance*):

- Registered as MATRADE member;
- Incorporated under the Companies Act 1965;
- At least 60% equity owned by Malaysian;
- Exporting Malaysian services; and fulfill any of the following criteria:
 - Annual sales turnover **not exceeding RM 25 million** (based on the latest financial report) **OR**
 - Full-time employees **not more than 150** (based on the latest EPF Statement)

(ii) Professional Service Providers (*Sole Proprietor or Partnership*)

- Registered as MATRADE member;
- Registered under the Professional Services Bodies;
- At least 60% equity owned by Malaysian;
- Exporting Malaysian services; and fulfill any of the following criteria:
 - Annual sales turnover **not exceeding RM 25 million** (based on the latest financial report) **OR**
 - Full-time employees **not more than 150** (based on the latest EPF Statement)

C. Trade & Industry Associations, Chambers of Commerce & Professional Bodies

- Registered as MATRADE member; and
- Registered under the Registrar of Society (ROS) or Associated Professional Body.

ELIGIBLE ACTIVITIES

A. SMEs in Manufacturing, Agro-based, and Trading:

1. International Trade Fairs / Exhibitions held Locally^[3] or Overseas (*participation must be in an established Trade Fairs/ Exhibitions and will not include consumer Fairs/ Expo/ Festival*).
2. Trade & Investment Missions or Specialised Marketing Missions Overseas.^[4]
3. International Conferences Overseas. (*Related to the industry*) – *It does not apply to seminar, workshop or training for the purpose of acquiring skill, upgrading knowledge and human capital development*
4. Display at Malaysia Export Exhibition Centre (MEEC), MATRADE.
5. Listing fee in established Supermarket/ Hypermarket/Retail Chain Stores Overseas.

B. Service Providers:

1. International Trade Fairs / Exhibitions held Locally^[3] or Overseas (*participation must be in an established Trade Fairs/ Exhibitions and will not include consumer Fairs/ Expo/ Festival*).
2. Trade & Investment Missions or Specialised Marketing Missions Overseas.^[4]
3. International Conferences Overseas. (*Related to the industry and professional services*) – *It does not apply to seminar, workshop or training for the purpose of acquiring skill, upgrading knowledge and human capital development*
4. Display at Malaysia Export Exhibition Centre (MEEC), MATRADE.
5. Listing Fee in established Supermarket/ Hypermarket/Retail Chain Stores Overseas.
6. Presentation to Potential Clients Overseas. (as approved by MATRADE)
7. Initial set up cost of representative office overseas – for the first three (3) months of office rental.

Explanatory Notes:

3 International Trade Fairs / Exhibitions held Locally.

1. For claims related to participation in International Trade Fair held locally, the organiser of the event must submit the original Trade Fair Audited Report, audited by external auditor/chartered accountant with a copy of certificate of practice of the auditors' and a show directory booklet within sixty (60) days from the last date of the exhibition. Locally held international trade fair must meet the following criteria's:
 - a. **minimum gross space occupied for the fair must be at least 1,000 square meters (mandatory)**; and
 - b. at least 10% of visitors must be foreign visitors; **or**
 - c. at least 20% net space is rented to foreign exhibitors; **or**
 - d. at least 20% of exhibitors are foreign exhibitors.
2. Other than event organized by MATRADE, company must liaise directly with the event organiser with regard to the submission of the Audited Report.
3. Organiser must submit the report within sixty (60) days from the last date of the exhibition by using the MDG report format. *Failure to submit and comply to the report requirements will result in company's application being rejected.*

4 Trade & Investment Missions or Specialised Marketing Missions.

1. Trade & Investment Missions or Specialised Marketing Missions must be organised by any Malaysian government agencies, trade associations or professional bodies that are registered in Malaysia and subjected to MATRADE's Approval.
2. Organiser must submit the full report of the mission within sixty (60) days from the last date of the mission by using the MDG report format. *Failure to submit and comply to the report requirements will result in company's application being rejected.*
3. Companies participating in the mission must submit MDG application individually and meet MDG guidelines and requirements.

The MDG report format for Trade Fairs/Exhibitions and Trade & Investment Missions/Specialised Marketing Missions can be referred to Annex 2 and 3.

REIMBURSABLE AMOUNT

The table below indicates the amount of grant to be reimbursed for the eligible activities for SMEs and service providers.

TABLE 1: Grant amount for SMEs and service providers

A. ACTIVITY HELD IN MALAYSIA

INTERNATIONAL TRADE FAIRS/ EXHIBITIONS		MEEC
FOR COMPANIES INVOLVED IN: FURNITURE, MACHINERY & EQUIPMENT, FASHION (<i>Fashion Designers</i>) AND VISUAL ARTS (<i>Painters & Sculptors</i>) INDUSTRY (RM)	OTHER INDUSTRIES (RM)	
7,000.00	5,000.00	600.00

B. ACTIVITY HELD OVERSEAS

REGIONS	INTERNATIONAL TRADE FAIRS/ EXHIBITIONS (RM)		TRADE & INVESTMENT MISSIONS/ SPECIALISED MARKETING MISSIONS (RM)	PRESENTATION TO POTENTIAL CLIENTS ^[5] (RM)
	NON SOFT EXPORT	SOFT EXPORT ^[6] (<i>Fashion Designers, Painters & Sculptors only</i>)		
LATIN AMERICA	25,000.00	30,000.00	20,000.00	7,000.00
NORTH AMERICA & CANADA	18,000.00	21,000.00	10,000.00	5,000.00
EUROPE	25,000.00	30,000.00	20,000.00	7,000.00
AFRICA	18,000.00	21,000.00	10,000.00	5,000.00
AUSTRALIA/OCEANIA	10,000.00	12,000.00	6,000.00	3,000.00
CENTRAL ASIA	25,000.00	30,000.00	20,000.00	7,000.00
SOUTH ASIA	12,000.00	14,000.00	5,000.00	3,000.00
WEST ASIA	12,000.00	14,000.00	6,000.00	3,000.00
NORTH EAST ASIA	10,000.00	12,000.00	5,000.00	3,000.00
SOUTH EAST ASIA (ASEAN)	10,000.00	12,000.00	4,000.00	3,000.00

****Please refer to Annex 1 for the full list of countries by regions***

OTHER ACTIVITIES OVERSEAS	GRANT AMOUNT (RM)
1. International Conferences Overseas	5,000.00 per activity
2. Listing fee in established Supermarket/ Hypermarket/ Retail Chain Stores Overseas ^[7]	Max. of 20,000.00 per country
3. Initial set up cost of representative office Overseas for services companies ^[8]	Max. of 10,000.00 per country

Explanatory Notes:

⁵ The application must be made within sixty (60) days from the presentation date. Applicants are required to make a presentation to MATRADE and subject to MATRADE's approval.

⁶ The grant amounts are only applicable to fashion designers, painters and sculptors and are subject to approval by MATRADE.

⁷ The activity is still subject to MATRADE's approval.

⁸ Applicants are eligible for a maximum grant of RM10,000 per country or the initial three (3) months office rental, whichever cost incurred earlier. The application must be submitted within one hundred and fifty (150) days from the date of commencement of the representative office.

ELIGIBLE ACTIVITIES

C. Trade & Industry Associations/ Chambers of Commerce/ Professional Bodies:

1. International Trade Fairs/Exhibitions held Overseas (*participation must be in an established Trade Fairs/ Exhibitions and will not include consumer Fairs/ Expo / Festival*).
2. Trade & Investment Missions or Specialised Marketing Missions Overseas.
3. International Conferences Overseas. (Related to the industry and professional services) - *It does not apply to seminar, workshop or training for the purpose of acquiring skill, upgrading knowledge and human capital development*
4. Meetings related to Mutual Recognition Agreement (MRA), Free Trade Agreement (FTA), ASEAN and World Trade Organization (WTO).
5. Organizing International Trade Fairs or Exhibitions Overseas (*coordinating companies participation in established Trade Fairs or Exhibitions Overseas*), Trade & Investment Missions^[9] or Specialised Marketing Missions Overseas.

Explanatory Notes:

⁹ **Trade & Investment Missions or Specialised Marketing Missions.**

1. Trade & Investment Missions or Specialised Marketing Missions must be organised by any Malaysian government agencies, trade associations or professional bodies that are registered in Malaysia and subject to MATRADE's Approval.
2. Organiser must submit the full report of the mission within sixty (60) days from the last date of the mission by using the MDG report format. *Failure to submit and comply to the report requirements will result in company's application being rejected.*
3. Companies participating in the mission must submit MDG application individually and meet MDG guidelines and requirements.
4. The MDG report format for Trade & Investment Missions/Specialised Marketing Missions can be referred to **Annex 3**.

REIMBURSABLE AMOUNT

The table below indicates the amount of grant to be reimbursed for the eligible activities for Trade & Industry Associations/ Chambers of Commerce/ Professional Bodies.

TABLE 2: Grant for Trade & Industry Associations/ Chambers of Commerce/ Professional Bodies

A. PARTICIPATION IN THE FOLLOWING ACTIVITY:

REGIONS	INTERNATIONAL TRADE FAIRS/ EXHIBITIONS OVERSEAS (RM)	TRADE & INVESTMENT MISSIONS/ SPECIALISED MARKETING MISSIONS OVERSEAS (RM)
LATIN AMERICA	25,000.00	20,000.00
NORTH AMERICA & CANADA	18,000.00	10,000.00
EUROPE	25,000.00	20,000.00
AFRICA	18,000.00	10,000.00
AUSTRALIA/OCEANIA	10,000.00	6,000.00
CENTRAL ASIA	25,000.00	20,000.00
SOUTH ASIA	12,000.00	5,000.00
WEST ASIA	12,000.00	6,000.00
NORTH EAST ASIA	10,000.00	5,000.00
SOUTH EAST ASIA (ASEAN)	10,000.00	4,000.00
ACTIVITY		GRANT AMOUNT (RM)
International Conferences Overseas/ Meetings related to Mutual Recognition Agreement (MRA), Free Trade Agreement (FTA), ASEAN and WTO Overseas.		5,000.00 per activity

B. ORGANIZING INTERNATIONAL TRADE FAIRS/ EXHIBITIONS OR TRADE & INVESTMENT MISSIONS OR SPECIALISED MARKETING MISSION AT THE FOLLOWING REGION:

REGIONS	ORGANISING INTERNATIONAL TRADE FAIRS/ EXHIBITIONS OR TRADE & INVESTMENT MISSIONS/ SPECIALISED MARKETING MISSIONS OVERSEAS (RM)
LATIN AMERICA	7,000.00
NORTH AMERICA & CANADA	5,000.00
EUROPE	7,000.00
AFRICA	5,000.00
AUSTRALIA/OCEANIA	3,000.00
CENTRAL ASIA	7,000.00
SOUTH ASIA	3,000.00
WEST ASIA	3,000.00
NORTH EAST ASIA	3,000.00
SOUTH EAST ASIA (ASEAN)	3,000.00

**Please refer to Annex 1 for the full list of countries by regions*

APPLICATION AND CLAIM PROCEDURES

- Application for Market Development Grant (MDG) must be made through MDG Online System. The system can be accessed in MATRADE website at www.matrade.gov.my or the direct link of the system at www.matrade.gov.my/mdg/
- Before you start applying for the grant, please ensure that your company has registered with MATRADE and if not, you may register your company at www.matrade.gov.my/ms/online-applications/register-as-matrade-member
- The deadline for the submission of applications are as follow:
 1. **Within sixty (60) days from the last date of activity for:**
 - International Trade Fairs/Exhibitions held locally or overseas;
 - Trade & Investment Missions or Specialised Marketing Missions overseas;
 - International Conferences overseas; and
 - Display at Malaysia Export Exhibition Centre (MEEC), MATRADE.
 2. **Within sixty (60) days from the first day of listing fee in Supermarket/ Hypermarket/ Retail Stores overseas.**
 3. **Within sixty (60) days from the date of presentation to potential clients overseas.**
 4. **Within one hundred and fifty (150) days from the date of commencement of the representative office overseas.**
- Application must include:
 - **Scanned supporting document** which includes latest:
 1. Form 9/ Form 13;
 2. Form of Annual Return (*Please provide Form 24 if company operating less than 1 year*);
 3. Company Audited Account for the year 2011/2012 (*Please provide Management Account if company operating less than 1 year*);
 4. Latest EPF Statement;
 5. List of local SMEs suppliers and details of product for export (*for Trading company only*); and
 6. Product Brochure/ Company Profile.
 - **Scanned claim document** which includes the **original:**
 - Proof of Payment**
 - Receipts **or** bank statements **or** credit card statements **or** telegraphic transfers as proof of participations; **and**
 - Invoices.
 - Note: The photocopies any of these documents must be certified by External Auditors/Chartered Accountants/Commissioner of Oaths/issuer of the receipts/banks.***
 - Proof of presence**
 - Flight itinerary **or** air tickets **or** boarding passes **or** copy of passports (with stamping in and out of the foreign country) **or** guest folios.
- Document not in English must be accompanied by English translations.
- Scanned copies of original documents that already submitted online are not to be again provided by mail unless specifically requested.
- For subsidized applicants (**sponsorship**); the amount of grant will be determined by MATRADE.
- This guideline is applicable for promotional activities *undertaken from 1 January 2013 and subject to changes from time to time.*
- In the event of false claims and documents, applicants shall be blacklisted and shall be required to reimburse all grants received from MATRADE.

MATRADE

Market Development Grant Unit
8th Floor, Menara MATRADE,
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50480 Kuala Lumpur
Tel: 03-6207 7593 Fax: 03-6203 7252
E-mail: info@matrade.gov.my

Operating Hours

Monday – Thursday	: 8.00 am - 5.00 pm
Friday	: 8.00 am - 12.15 pm 2.45 pm - 5.00 pm

MDG SUPPORTING AND CLAIM DOCUMENTS CHECKLIST

1. SUPPORTING DOCUMENTS FOR APPLICATION

TYPE OF BUSINESS	SUPPORTING DOCUMENT REQUIRED
MANUFACTURING & AGRO-BASED COMPANY	<ul style="list-style-type: none"> ☑ Certificate of Incorporation Form 9 or Form 13 ☑ Latest Form of Annual Return of Company Having A Share Capital (<i>Form 24 if <u>company operating less than 1 year</u></i>) ☑ Company's Audited Account for the year 2011 or 2012 (<i>Management Account if <u>company operating less than 1 year</u></i>) ☑ Latest EPF Statement (<i>Form A is not applicable</i>) ☑ Product Brochure/ Company Profile
CONTRACT MANUFACTURING COMPANY	<ul style="list-style-type: none"> ☑ Certificate of Incorporation Form 9 or Form 13 ☑ Latest Form of Annual Return of Company Having A Share Capital (<i>Form 24 if <u>company operating less than 1 year</u></i>) ☑ Company's Audited Account for the year 2011 or 2012 (<i>Management Account if <u>company operating less than 1 year</u></i>) ☑ Latest EPF Statement (<i>Form A is not applicable</i>) ☑ Product Brochure/ Company Profile
TRADING COMPANY	<ul style="list-style-type: none"> ☑ Certificate of Incorporation Form 9 or Form 13 ☑ Latest Form of Annual Return of Company Having A Share Capital (<i>Form 24 if <u>company operating less than 1 year</u></i>) ☑ Company's Audited Account for the year 2011 or 2012 (<i>Management Account if <u>company operating less than 1 year</u></i>) ☑ Latest EPF Statement (<i>Form A is not applicable</i>) ☑ List of local SME's suppliers and details of products for export (<i>using company Letterhead</i>) ☑ Product Brochure/ Company Profile
SERVICE PROVIDERS	<ul style="list-style-type: none"> ☑ Certificate of Incorporation Form 9 or Form 13 ☑ Latest Form of Annual Return of Company Having A Share Capital (<i>Form 24 if <u>company operating less than 1 year</u></i>) ☑ Company's Audited Account for the year 2011 or 2012 (<i>Management Account if <u>company operating less than 1 year</u></i>) ☑ Latest EPF Statement (<i>Form A is not applicable</i>) ☑ Product Brochure/ Company Profile

TYPE OF BUSINESS	SUPPORTING DOCUMENT REQUIRED
PROFESSIONAL SERVICES	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Registration Letter/ License/ Certificate issued by Professional Services Body <input checked="" type="checkbox"/> Management Account / Income Statement/ Company Account/ Company's Audited Account for the year 2011 or 2012 <input checked="" type="checkbox"/> Latest EPF Statement (<i>Form A is not applicable</i>) <u>*For partnership/ sole proprietor</u> <input checked="" type="checkbox"/> A declaration letter on the latest number of employees (<i>using company Letterhead</i>) <input checked="" type="checkbox"/> Product Brochure/ Company Profile
ASSOCIATIONS	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Registration certificate issued by the Registrar of Society/ Associated Professional Body/ Certificate Of Incorporation Of Public Company (Form 8)

2. CLAIMS DOCUMENTS FOR:

A.MANUFACTURING, AGRO-BASED, TRADING &SERVICE PROVIDERS

NO.	ACTIVITIES	TYPE OF EXPENSES	CLAIMS DOCUMENTS
1.	PARTICIPATION IN INTERNATIONAL TRADE FAIR/ EXHIBITION HELD LOCALLY OR OVERSEAS <i>(participation must be in an established Trade Fairs/ Exhibitions and will not include consumer Fairs/ Expo/ Festival)</i>	1. a) Participation Fee / Booth Rental	Original <input checked="" type="checkbox"/> Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer <input checked="" type="checkbox"/> Invoice(s) <input checked="" type="checkbox"/> Confirmation letter from the organizer <i>(if sponsored or subsidized)</i>
		b) Runway Show Cost; and c) Models Services	<i>(Applicable for Fashion Designers Only)</i> Original <input checked="" type="checkbox"/> Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer <input checked="" type="checkbox"/> Invoice(s)
		2. Air Fare	<input checked="" type="checkbox"/> Flight Itinerary/ Boarding pass/ Air ticket/ Passport with Immigration stamp of entry into & exit from the foreign country
		3. Accommodation	<input checked="" type="checkbox"/> Invoice/ Guest Folio
2.	PARTICIPATION IN TRADE INVESTMENT MISSION OR SPECIALISED MARKETING MISSION OVERSEAS	1. Participation Fee	Original <input checked="" type="checkbox"/> Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer <input checked="" type="checkbox"/> Invoice(s) <input checked="" type="checkbox"/> Confirmation letter from the organizer <i>(if sponsored or subsidized)</i>
		1. Air Fare	<input checked="" type="checkbox"/> Flight Itinerary/ Boarding pass/ Air ticket/ Passport with Immigration stamp of entry into & exit from foreign country
		2. Accommodation	<input checked="" type="checkbox"/> Invoice/ Guest Folio
3.	PARTICIPATION IN INTERNATIONAL CONFERENCE (INDUSTRY AND PROFESSIONAL RELATED) OVERSEAS	1. Participation Fee	Original <input checked="" type="checkbox"/> Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer <input checked="" type="checkbox"/> Invoice(s) <input checked="" type="checkbox"/> Conference program <input checked="" type="checkbox"/> Confirmation letter from the organizer <i>(if sponsored or subsidized)</i>
		2. Air Fare	<input checked="" type="checkbox"/> Flight Itinerary/ Boarding pass/ Air ticket/ Passport with Immigration stamp of entry into & exit from foreign country
		3. Accommodation	<input checked="" type="checkbox"/> Invoice/ Guest Folio

NO.	ACTIVITIES	TYPE OF EXPENSES	CLAIMS DOCUMENT
4.	DISPLAY AT MALAYSIAN EXPORT EXHIBITION CENTRE (MEEC), MATRADE	1. Participation Fee	Original <input checked="" type="checkbox"/> Receipt from MATRADE; and <input checked="" type="checkbox"/> Confirmation of participation letter from MATRADE
5.	LISTING IN ESTABLISHED SUPERMARKET/ HYPERMARKET/ RETAIL CHAIN STORES OVERSEAS	1. Listing Fee	Original <input checked="" type="checkbox"/> Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer <input checked="" type="checkbox"/> Payment voucher <input checked="" type="checkbox"/> Invoice(s) from the Supermarket/ Hypermarket/ Retail Stores <input checked="" type="checkbox"/> Offer/ invitation letter from the Supermarket/ Hypermarket/ Retail Store/ the appointed agent
6.	PRESENTATION TO POTENTIAL CLIENTS OVERSEAS <i>(Only for service providers)</i>	1. Proof of participation	Original <input checked="" type="checkbox"/> Invitation letter/e-mail from the potential clients/ buyers
		2. Air Fare	Original <input checked="" type="checkbox"/> Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer <input checked="" type="checkbox"/> Invoice(s) <input checked="" type="checkbox"/> Flight Itinerary/ Boarding pass/ Air ticket/ Passport with Immigration stamp of entry into & exit from foreign country
		3. Accommodation	Original <input checked="" type="checkbox"/> Invoice/ Guest Folio
7.	INITIAL SET UP COST OF REPRESENTATIVE OFFICE OVERSEAS <i>(Only for service providers)</i>	1. Office Rental <i>(for the first three (3) months)</i>	Original <input checked="" type="checkbox"/> Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer <input checked="" type="checkbox"/> Contract and Agreement of the office rental <input checked="" type="checkbox"/> Photo of the representative office overseas <i>(front and interiors view of the office)</i> <input checked="" type="checkbox"/> License or supporting document from the Local Authority for setting up the office <i>(if applicable)</i>

2. CLAIMS DOCUMENTS FOR:

B. TRADE & INDUSTRY ASSOCIATIONS, CHAMBERS OF COMMERCE & PROFESSIONAL BODIES

NO.	ACTIVITIES	TYPE OF EXPENSES	CLAIMS DOCUMENT
1.	PARTICIPATION IN INTERNATIONAL TRADE FAIR/ EXHIBITION HELD OVERSEAS <i>(participation must be in an established Trade Fairs/ Exhibitions and will not include consumer Fairs/ Expo/ Festival)</i>	1. Participation Fee / Booth Rental	Original <input checked="" type="checkbox"/> Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer <input checked="" type="checkbox"/> Invoice(s) <input checked="" type="checkbox"/> Confirmation letter from the organizer <i>(if sponsored or subsidized)</i>
		2. Air Fare	<input checked="" type="checkbox"/> Flight Itinerary/ Boarding pass/ Air ticket/ Passport with Immigration stamp of entry into & exit from the foreign country
		3. Accommodation	<input checked="" type="checkbox"/> Invoice/ Guest Folio
2.	PARTICIPATION IN TRADE INVESTMENT MISSION OR SPECIALISED MARKETING MISSION OVERSEAS	1. Participation Fee	Original <input checked="" type="checkbox"/> Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer <input checked="" type="checkbox"/> Invoice <input checked="" type="checkbox"/> Confirmation letter from the organizer <i>(if sponsored or subsidized)</i>
		2. Air Fare	<input checked="" type="checkbox"/> Flight Itinerary/ Boarding pass/ Air ticket/ Passport with Immigration stamp of entry into & exit from the foreign country
		3. Accommodation	<input checked="" type="checkbox"/> Invoice/ Guest Folio
3.	PARTICIPATION IN INTERNATIONAL CONFERENCE (INDUSTRY AND PROFESSIONAL RELATED) OVERSEAS	1. Participation Fee	Original <input checked="" type="checkbox"/> Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer <input checked="" type="checkbox"/> Invoice(s) <input checked="" type="checkbox"/> Conference programme <input checked="" type="checkbox"/> Confirmation letter from the organizer <i>(if sponsored or subsidized)</i>
		2. Air Fare	<input checked="" type="checkbox"/> Flight Itinerary/ Boarding pass/ Air ticket/ Passport with Immigration stamp of entry into & exit from the foreign country
		3. Accommodation	<input checked="" type="checkbox"/> Invoice/ Guest Folio

NO.	ACTIVITIES	TYPE OF EXPENSES	CLAIMS DOCUMENT
4.	MEETINGS RELATED TO MUTUAL RECOGNITION AGREEMENT (MRA), FREE TRADE AGREEMENT (FTA), ASEAN AND WORLD TRADE ORGANIZATION (WTO)	1. Proof of participation	Original <input checked="" type="checkbox"/> Letter of invitation from the organizer of the meeting/ appointing ministries or agencies from Malaysia.
		2. Air Fare	Original <input checked="" type="checkbox"/> Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer <input checked="" type="checkbox"/> Invoice(s) <input checked="" type="checkbox"/> Flight Itinerary/ Boarding pass/ Air ticket/ Passport with Immigration stamp of entry into & exit from the foreign country
		3. Accommodation	Original <input checked="" type="checkbox"/> Invoice/ Guest Folio
5.	ORGANIZING INTERNATIONAL TRADE FAIRS/ EXHIBITION OVERSEAS <i>(Coordinating companies participation in established Trade Fairs/ Exhibitions overseas)</i>	1. Air Fare	Original <input checked="" type="checkbox"/> Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer <input checked="" type="checkbox"/> Invoice(s) <input checked="" type="checkbox"/> Declaration letter from the association <input checked="" type="checkbox"/> Flight Itinerary/ Boarding pass/ Air ticket/ Passport with Immigration stamp of entry into & exit from the foreign country
		2. Accommodation	Original <input checked="" type="checkbox"/> Invoice/ Guest Folio
6.	ORGANIZING TRADE & INVESTMENT MISSIONS OR SPECIALISED MARKETING MISSIONS OVERSEAS	1. Air Fare	Original <input checked="" type="checkbox"/> Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer <input checked="" type="checkbox"/> Invoice(s) <input checked="" type="checkbox"/> Flight Itinerary/ Boarding pass/ Air ticket/ Passport with Immigration stamp of entry into & exit from the foreign country
		2. Accommodation	Original <input checked="" type="checkbox"/> Invoice/ Guest Folio

ANNEX 1:
LIST OF COUNTRIES BY REGIONS

LIST OF COUNTRIES BY REGIONS

NORTH AMERICA & CANADA	NORTH EAST ASIA	WEST ASIA	SOUTH ASIA
AMERICA, NORTH CANADA ST. PIERRE AND MIQUELON U.S. MINOR OUTLYING ISLANDS UNITED STATES OF AMERICA	ASIA, NORTH-EAST CHINA, PEOPLE'S REPUBLIC OF HONG KONG JAPAN KOREA, DEM. PEOPLE'S REP. OF KOREA, REPUBLIC OF MONGOLIA, PEOPLE'S REP. OF MACAU TAIWAN	ASIA, WEST UNITED ARAB EMIRATES AFGHANISTAN BAHRAIN CYPRUS ISRAEL IRAQ IRAN, ISLAMIC REP. OF JORDAN KUWAIT LEBANON OMAN PALESTINE QATAR SAUDI ARABIA SYRIAN ARAB REPUBLIC YEMEN, REPUBLIC OF	ASIA, SOUTH BANGLADESH BHUTAN INDIA SRI LANKA, REPUBLIC OF MALDIVES NEPAL PAKISTAN
CENTRAL ASIA	SOUTH EAST ASIA (ASEAN)	AUSTRALIA/ OCEANIA	
ASIA, CENTRAL KYRGYZSTAN KAZAKHSTAN TAJIKISTAN TURKMENISTAN UZBEKISTAN	ASIA, SOUTH-EAST BRUNEI DARUSSALAM INDONESIA, REPUBLIC OF CAMBODIA LAOS, PEOPLE'S DEM. REP. MYANMAR, UNION OF MALAYSIA PHILIPPINES SINGAPORE, REPUBLIC OF THAILAND VIETNAM, SOCIALIST REP. OF	OCEANIA AMERICAN SAMOA AUSTRALIA COOK ISLANDS CANTON AND ENDERBURY ISLANDS FIJI MICRONESIA, FED. STATES OF GUAM JOHNSTON ISLAND KIRIBATI MARSHALL ISLANDS MIDWAY ISLANDS NORTHERN MARIANA ISLANDS NEW CALEDONIA NORFOLK ISLAND NAURU NIUE NEW ZEALAND PACIFIC ISLAND (TRUST TERR.) FRENCH POLYNESIA	PAPUA NEW GUINEA PITCAIRN ISLAND PALAU SOLOMON ISLANDS TAHITI FRENCH SOUTHERN TERR. TOKELAU TONGA TUVALU VANUATU WALLIS AND FUTUNA ISLAND WAKE ISLAND WESTERN SAMOA

LIST OF COUNTRIES BY REGIONS

AFRICA		LATIN AMERICA	
AFRICA, CENTRAL	AFRICA, NORTHERN	AMERICA, CENTRAL	CARIBBEAN
ANGOLA	ALGERIA	BELIZE	ANTIGUA & BARBUDA
CENTRAL AFRICAN REPUBLIC	EGYPT	COSTA RICA	ANGUILLA
CONGO	WESTERN SAHARA	GUATEMALA	NETHERLANDS ANTILLES
CAMEROON	LIBYAN ARAB JAMAHIRIYA	HONDURAS	ARUBA
GABON	MOROCCO	MEXICO	BARBADOS
EQUATORIAL GUINEA	SUDAN	NICARAGUA	BERMUDA
SAO TOME AND PRINCIPE	TUNISIA	PANAMA	BAHAMAS
CHAD		PANAMA CANAL ZONE	CUBA
ZAIRE, REPUBLIC OF	AFRICA, SOUTHERN	EL SALVADOR	DOMINICA
	BOTSWANA		DOMINICAN REPUBLIC
AFRICA, EASTERN	LESOTHO	AMERICA, SOUTH	GRENADA
BURUNDI	NAMIBIA	ARGENTINA	GUADELOUPE
DJIBOUTI	SWAZILAND	BOLIVIA	HAITI
ERITREA	SOUTH AFRICA, REPUBLIC OF	BRAZIL	JAMAICA
ETHIOPIA		CHILE	SAINT KITTS & NEVIS
KENYA	AFRICA, WESTERN	COLOMBIA	CAYMAN ISLANDS
COMOROS	BURKINA FASO	ECUADOR	SAINT LUCIA
MADAGASCAR	BENIN	FALKLAND ISLAND (MALVINAS)	MARTINIQUE
MAURITIUS	COTE D'IVOIRE	FRENCH GUIANA	MONTSERRAT
MALAWI	CAPE VERDE	S. GEORGIA & SANDWICH ISLANDS	PUERTO RICO
MOZAMBIQUE	GHANA	GUYANA	TURKS AND CAICOS ISLANDS
REUNION ISLANDS	GAMBIA	PERU	TRINIDAD AND TOBAGO
RWANDA	GUINEA	PARAGUAY	SAINT VINCENT/GRENADINES
SEYCHELLES	GUINEA-BISSAU	SURINAME	BRITISH VIRGIN ISLANDS
SOMALIA	LIBERIA	URUGUAY	UNITED STATES VIRGIN ISLANDS
TANZANIA, UNITED REP. OF	MALI	VENEZUELA	
UGANDA	MAURITANIA		
MAYOTTE	NIGER		
ZAMBIA	NIGERIA		
ZIMBABWE	ST.HELENA		
	SIERRA LEONE		
	SENEGAL		
	TOGO		

LIST OF COUNTRIES BY REGIONS

EUROPE	
EUROPE, EASTERN	EUROPE, WESTERN
ALBANIA	ANDORRA
ARMENIA	AUSTRIA
AZERBAIJAN	BELGIUM
BOSNIA - HERZEGOVINA	SWITZERLAND
BULGARIA	GERMANY, FEDERAL REPUBLIC OF
BELARUS	DENMARK
THE CZECH & SLOVAK FEDERAL REP	SPAIN
CZECH REPUBLIC	FINLAND
ESTONIA	FAEROE ISLANDS
GEORGIA	FRANCE
CROATIA	UNITED KINGDOM
HUNGARY	GIBRALTAR
KOSOVO	GREECE
LITHUANIA	IRELAND
LATVIA	ICELAND
MOLDOVA	ITALY
MONTENEGRO	LIECHTENSTEIN
MACEDONIA	LUXEMBOURG
POLAND	MONACO
ROMANIA	MALTA
RUSSIAN FEDERATION	NETHERLANDS
SERBIA	NORWAY
SLOVENIA	PORTUGAL
SLOVAKIA	SWEDEN
UNION OF SOVIET SOC. REP.	SVALBARD AND JAN MAYEN ISL.
UKRAINE	SAN MARINO
YUGOSLAVIA, FED. REP. OF	TURKEY
	VATICAN CITY STATE (HOLYSEE)

ANNEX 2:

**TRADE FAIRS/EXHIBITIONS REPORT FORMAT
(For International Trade Fairs/ Exhibitions held in
Malaysia and for exhibition organisers' use only)**

AUDITED REPORT OF EXHIBITION

(This record MUST BE filled by External Auditing Firm/Chartered Accountant)

1. **Name of Exhibition** :
2. **Date** :
3. **Venue** :
4. **Number of Times the Exhibition Previously Organised** :
5. **Total Gross Space Occupied (sq.m.)** :
 - a) ***Total Space Occupied by Malaysian Exhibitors*** :
 - b) ***Total Space Occupied by Foreign Exhibitors*** :
6. **Total Number of Exhibitors** :
 - a) ***Number of Malaysian Exhibitors*** :
 - b) ***Number of Foreign Exhibitors*** :
 - i) Majority of Foreign Exhibitors Coming From (list 5 major countries and their % compared to the total number of exhibitor) :
7. **Total Number of Visitors** :
 - a) ***Number of Malaysian Visitors*** :
 - i) Number of Trade Visitors :
 - ii) Number of General Public :
 - b) ***Number of Foreign Visitors*** :
 - i) Majority of Foreign Visitors Coming From (list 5 major countries and their % compared to the total number of visitor) :

BY EXTERNAL AUDIT FIRM:-

Signature :

Name :

Firm / Company :

Official Stamp :

**ANNEX 3:
TRADE & INVESTMENT
MISSIONS/SPECIALISED MARKETING MISSIONS
REPORT FORMAT**

REPORT ON TRADE MISSION/ SPECIALISED MARKETING MISSION

1. INTRODUCTION**2. OBJECTIVES OF THE MISSION****3. MALAYSIAN DELEGATION**

- No. of delegates in details (by how many company/ government agency/ representative of association etc)
- Detail list of delegates as per ANNEX I.

4. MISSION PROGRAM

The (x) days programme comprises:

4.1 Detail programme as per ANNEX II**4.2 Business Matching Session (Individual Business Meeting)**

- Details of the Business Matching
- Detail list of the buyer during the Business Matching as per ANNEX III.
- Total of business meeting conducted during the Mission
- Total generated/ potential sales or other opportunities
- Pictures during the Business Matching Session

4.3 Others (Meeting, MOU signing, business visit, etc.)

- Objectives
- Details
- Outcome

5. MISSION OUTCOME**5.1 Potential Sales**

- Reported by exporters:
- Actual sales:
- Potential sales:
- Areas of potential business:

5.2 General Comments by Malaysian Exporters**5.3 Challenges Faced by Malaysian Exporters****6. CONCLUSIONS / RECOMMENDATIONS**

Annex I

List of Malaysian Delegates

No.	Company Details	Business Interest	Representative
1.	<ul style="list-style-type: none">• Company Name• Business Address		<ul style="list-style-type: none">• Name (in full)• Designation

Annex II

PROGRAMME FOR
TRADE MISSION/ SPECIALISED MARKETING MISSION ON.....
(PLACE & DATE)

Date (Day 1)

(Time) hrs :
(Time) hrs :

Date (Day 2)

(Time) hrs :
(Time) hrs :

Annex III

List of buyers

No.	Company Details	Business Interest	Representative
1.	<ul style="list-style-type: none">• Company Name• Business Address		<ul style="list-style-type: none">• Name (in full)• Designation