

GUIDELINES MARKET DEVELOPMENT GRANT (MDG) 2020

Effective 1 January 2020

MDG 2020 Guidelines is effective from 1 January 2020

While MATRADE strives to be clear and transparent, MATRADE has sole rights to review, amend and change guidelines without any prior notification.

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1. GENERAL INFORMATION

1.1 What is MDG?

The Market Development Grant (MDG) is a financial support facility in the form of a reimbursable grant. MDG was introduced in 2002 with the objective to facilitate Malaysian exporters' core expenses in promoting Malaysian made products or services globally. The maximum ceiling amount for Malaysian SMEs, Professional Service Providers, Trade and Industry Associations, Chambers of Commerce, Professional Bodies and Cooperatives increase from RM200,000 to **RM300,000 per life time**.

The Malaysian SMEs, Professional Service Providers, Trade and Industry Associations, Chambers of Commerce, Professional Bodies and Cooperatives that has fully utilised RM200,000 also eligible to claim for additional **RM100,000** for participation in export promotion activities.

[Note that all MDG reimbursements are subject to the availability of government funds.]

1.2 Why is MDG offered?

The purpose of MDG is to assist Malaysian Small and Medium Enterprises (SMEs), Professional Service Providers, Trade & Industry Associations, Chambers of Commerce, Cooperatives and Professional Bodies in increasing global sales by undertaking eligible export promotion activities.

1.3 Who is eligible for MDG?

Businesses and organisations that fall under the following four groups will be considered for MDG:

1.3.1 SMALL AND MEDIUM ENTERPRISES (SMEs)

- Incorporated under the Companies Act 1965 or Companies Act 2016.
- With at least 60% equity owned by Malaysians.
- Manufactures products that are made in Malaysia or provide services for export that originated from Malaysia, and
- Meet the following defining criteria:

Type of Business	*Annual Sales or	*Number of Full-Time Employees
Manufacturing: (including agro-based products)	Not exceeding RM50 million or	Not exceeding 200
Trading:	Not exceeding RM20 million or	Not exceeding 75
Services: (excluding real estate)	Not exceeding RM20 million or	Not exceeding 75

* Annual Sales is based on the latest Audited Financial Statement

* Number of Full Time Employees is according to the latest EPF Statement

1.3.2 PROFESSIONAL SERVICE PROVIDERS (SOLE PROPRIETOR OR PARTNERSHIP)

- Incorporated under the Registration of Business Act (1956) or registered under the respective statutory bodies for professional services providers.
- With at least 60% equity owned by Malaysians.
- Exporting Malaysian services and fulfill one of the following criteria:

*Annual Sales or	*Number of Full Time Employees
Not exceeding RM20 million or	Not exceeding 75

* Annual Sales is based on the latest Financial Statement

* Number of Full Time Employees is according to the latest EPF Statement

1.3.3 TRADE & INDUSTRY ASSOCIATIONS, CHAMBERS OF COMMERCE OR PROFESSIONAL BODIES

- Registered with the Registrar of Society (ROS) or Associated Professional Authority.

1.3.4 CO-OPERATIVES

- Incorporated under Co-operative Societies Act 1993.
- At least 60% equity owned by Malaysian.
- The main business activity of the co-operative is for exporting.
- Exporting products Made in Malaysia or Malaysian services.

1.4 Who is not eligible for MDG?

1.4.1 The following businesses will not be deemed as SMEs and also do not qualify for Government assistance:

i. Public-listed companies (PLC) in the main board such as Bursa Malaysia or main bourses in other countries.

ii. Subsidiaries of the following entities:

- Public-listed companies (PLC) in the main board.
- Large firms, Multinational Corporations (MNCs), Government-Linked Companies (GLCs) or have any government equity (federal or state) in its shareholding, Syarikat Menteri Kewangan Diperbadankan (MKDs) and State-Owned Enterprises.

1.4.2 Companies who are inactive in business (dormant) or less than one (1) year in operation.

1.4.3 Companies who are fully subsidised or sponsored by any third party for example, Ministries or Government Agencies or Trade and Industry Associations or Chambers of Commerce or Professional bodies and others. Companies who received a partial subsidy from a third party can still be considered for MDG reimbursements for airfare, accommodation or participation fee depending on what expenses were subsidised.

1.5 What requirements must I meet to be considered for MDG?

- Meet eligibility requirements as stated under Item 1.3. above.
- **MUST** be **REGISTERED** with MATRADE. Log on to <http://www.matrade.gov.my/en/online-applications/register-as-matrade-member>. Registration is free.
- Fill **all** required information. Please ensure that information on your company is **up-to-date**. Existing MDG recipients who have not fully utilised their entire RM300,000 grant, must also update their company information before reimbursements of eligible export promotion expenses can be processed. You may check the particulars of your company at <http://www.matrade.gov.my/en/malaysian-exporters/online-services/myexport>.

1.6 How do I submit my new application and request for reimbursement of expenses?

All **COMPLETED** applications **MUST** be **SUBMITTED ONLINE** through MATRADE's website at www.matrade.gov.my/mdg/.

Submissions for reimbursements must be:

1.5.1 **Within 30 calendar days from the last date of the promotion activity for:**

- International Trade Fairs or Exhibitions held locally or overseas;
- Trade & Investment Missions (TIM) or Export Acceleration Missions (EAM);
- International Conferences held overseas.

1.5.2 **Within 30 calendar days from the first day of listing in Supermarkets, Hypermarkets, Retail Centres or Boutique Outlets located overseas.**

MATRADE appreciates on-time submissions that meet all documentation requirements. Delays in processing occur when you submit incomplete documents. As MDG is an audited activity and is subject to strict timelines, **late applications cannot be considered**.

2. WHAT ACTIVITIES & EXPENSES ARE ELIGIBLE FOR GRANT FUNDING?

2.1 PARTICIPATION IN INTERNATIONAL TRADE FAIRS OR EXHIBITIONS

ACTIVITY	*GRANT AMOUNT	DESCRIPTION	EXPENSES COVERED
a) International Trade Fairs or Exhibitions held in Malaysia	RM5,000	<u>Eligible Events:</u> Business to Business (B2B) events.	<ul style="list-style-type: none"> • Participation fee or Booth rental • Booth construction or Enhancement • Air fare
b) International Trade Fairs or Exhibitions held overseas	RM25,000	<u>Events Not Eligible:</u> Business to Consumer (B2C) or festival fairs or similar events.	<ul style="list-style-type: none"> • Public land transportation - bus, taxi or train from Malaysia to an ASEAN country destination only. (Does not include ground/intercity transportation within that ASEAN country destination). • Accommodation

*The maximum amount claimable per company per participation or the actual eligible expenses incurred, whichever is lower.

Additional Information on International Trade Fairs or Exhibitions held in Malaysia

DESCRIPTION
<p>Companies would be eligible for reimbursement of expenses for participating in an international trade fair or exhibition held in Malaysia, with the endorsement by MATRADE if the trade exhibition is not organised by MATRADE. For the endorsement, the organiser should forward the application to Malaysia Export Exhibition Centre (MEEC) Unit for approval.</p> <p>However, the international trade fairs or exhibitions held in Malaysia must meet the definition of an international standard trade event, in order to qualify for MDG reimbursements.</p> <ol style="list-style-type: none"> An international standard trade fair or exhibition held in Malaysia is defined as an event where: <ol style="list-style-type: none"> Gross space occupied must be at least 1,000 square meters; and Event traffic of at least 10% foreign visitors; or 20% net space are rented to foreign exhibitors; or Event attracts at least 20% foreign exhibitors. Companies must ensure that MATRADE receives a copy of an External Auditor-Certified Trade Fair or Exhibition Report confirming compliance to item (i) of the above, together with: <ol style="list-style-type: none"> A cover letter with an authorised signature, a correspondence email and contact number Show directory Companies Act 2016: Sekyen 263 (4) - <i>Pembaharuan Kelulusan Juruaudit</i> Auditor certificate (practising certificate) The Audited Trade Fair or Exhibition Report must be submitted within 30 calendar days from the last date of the trade fair or exhibition (<i>format as in ANNEX 2 page 17</i>). The trade fair or exhibition organiser is encouraged to submit: <ol style="list-style-type: none"> list of foreign buyers total sales generated Companies should deal directly with the organisers of trade fairs or exhibitions in Malaysia to ensure the organiser submits a copy of the Audited Trade Fair or Exhibition Report to MATRADE.

2.2 PARTICIPATION IN TRADE & INVESTMENT MISSIONS (TIM) OR EXPORT ACCELERATION MISSIONS (EAM)

ACTIVITY	DESCRIPTION	*GRANT AMOUNT	EXPENSES COVERED
a) Trade & Investment Missions (TIM) or Export Acceleration Missions (EAM)	i) Organised by MATRADE	RM10,000	<ul style="list-style-type: none"> • Participation fee • Air fare • Public land transportation - bus, taxi or train from Malaysia to an ASEAN country destination only. (Does not include ground/intercity transportation within that ASEAN country destination). • Accommodation
	ii) Organised by other entities (registered in Malaysia): <ul style="list-style-type: none"> • Ministry or Government Agency or State Government • Chambers of Commerce or Business Council • Trade & Industry Association • Professional Body • Co-operative 	RM2,000	<ul style="list-style-type: none"> • Participation fee • Air fare • Public land transportation - bus, taxi or train from Malaysia to an ASEAN country destination only. (Does not include ground/intercity transportation within that ASEAN country destination). • Accommodation
	iii) Joint collaboration programme with MATRADE (subject to prior approval from MATRADE). Collaborators may include: <ul style="list-style-type: none"> • Ministry or Government Agency or State Government • Chambers of Commerce or Business Council • Trade & Industry Association • Professional Body • Co-operative 	RM10,000	<ul style="list-style-type: none"> • Participation fee (Maximum of RM2,000) • Air fare • Public land transportation - bus, taxi or train from Malaysia to an ASEAN country destination only. (Does not include ground/intercity transportation within that ASEAN country destination). • Accommodation

*The maximum amount claimable per company per participation or the actual eligible expenses incurred, whichever is lower.

Additional Information for organisers (item ii) and joint collaborators (item iii) above for Trade & Investment Missions (TIM) or Export Acceleration Missions (EAM)

<p>i. Joint Collaboration Programme with MATRADE</p> <ul style="list-style-type: none"> The interested party in a joint collaboration programme with MATRADE must get a prior approval from MATRADE by submitting Form A (Joint Collaboration Form) to MATRADE three (3) months BEFORE the start of the planned programme. Form A can be downloaded at www.matrade.gov.my
<p>ii. Submission of Report</p> <ul style="list-style-type: none"> MATRADE must receive the full report of the mission (TIM or EAM) from the organiser or joint collaborator within 14 working days from the last date of the mission. This is to ensure that MDG claims will be processed in a timely manner. The format for the full mission report is as in ANNEX 3 page 19.
<ul style="list-style-type: none"> MATRADE will not be able to process any claims for reimbursements if they do not contain complete documentation. Having incomplete documentation creates delays and backlogs, as these applications will have to be totally dropped out of the processing cue.

2.3 PARTICIPATION IN INTERNATIONAL CONFERENCES HELD OVERSEAS

ACTIVITY	DESCRIPTION	*GRANT AMOUNT	EXPENSES COVERED
International Conferences held Overseas	The activity must be related to the promotion of exports. [As a speaker or participant]. (Does not apply to workshop, seminar or training for the purpose of acquiring skills, upgrading knowledge or human capital development).	RM2,500	<ul style="list-style-type: none"> Participation fee Air fare Public land transportation - bus, taxi or train from Malaysia to an ASEAN country destination only. (Does not include ground/intercity transportation within that ASEAN country destination). Accommodation

**The maximum amount claimable per company per participation or the actual eligible expenses incurred, whichever is lower.*

2.4 . LISTING FEES FOR MADE IN MALAYSIA PRODUCTS IN SUPERMARKETS OR HYPERMARKETS OR RETAIL CENTRES OR BOUTIQUE OUTLETS LOCATED OVERSEAS

ACTIVITY	DESCRIPTION	*GRANT AMOUNT	EXPENSES COVERED
Listing fees for Made in Malaysia products in Supermarkets or Hypermarkets or Retail Centres or Boutique Outlets Located Overseas	Limited to one Supermarket or Hypermarket or Retail Centre or Boutique Outlet located per country.	RM20,000	Listing fees

**The maximum amount claimable per company per participation or the actual eligible expenses incurred, whichever is lower.*

YOU MUST READ THIS FIRST:

Nearly 90% of all claim documents submitted cannot be processed right away and payment of reimbursements are ultimately delayed. **The reason: Incomplete or wrong documents submitted.**

Companies should carefully read on what is needed and how to exactly present your application and claims to avoid stalled processing of claims.

- All documents must be submitted online. This will involve **scanning and attaching of documents**. All documents sent must be **clear, readable and in color**.

However, in the event the documents are submitted in **black and white**, they must be **certified** by an External Auditor, External Chartered Accountants, Commissioner for Oaths or the issuer of the payment document.

- All claim documents **MUST** be under:
 - i. Company's name;
 - ii. If it is under the name of an individual, the name must be listed in the list of directors or shareholders or in EPF statement)

* **Submission of claim documents under names other than company or authorised individuals will not be accepted.**
- Documents not in the English language **MUST** be submitted together with an **English translation**.

Disclaimer:

All application submitted will be processed and considered by MATRADE based on the requirements and terms and conditions set in MDG Guidelines. MATRADE is authorised to approve any company's application according to MDG Guidelines and in the event that MATRADE found any error in the application submitted by the company or if all these requirements and terms and conditions set in MDG Guidelines are not fulfilled, MATRADE shall have right to reject the application without any obligation to the company. Any decision of the MATRADE is final and shall not be open to any challenge whatsoever.

3. WHAT ARE THE DOCUMENTS REQUIRED?

3.1 SUPPORTING DOCUMENTS

NO	TYPE OF BUSINESS	SUPPORTING DOCUMENTS	TICK
a.	Manufacturing	i. Companies Act 1965 (Certificate of Incorporation Form 9/ Form 13) or Companies Act 2016 (Section 17/ Section 28) ii. Companies Act 1965 (Memorandum & Articles of Association - M&A) or Companies Act 2016 (Section 14) or Manufacturing License iii. Companies Act 1965 (Annual Return of Company Having A Share Capital for the year 2018 or 2019) or Companies Act 2016 (Section 68) for the year 2018 or 2019 - full set iv. Company's Audited Financial Statement for the year 2018 or 2019 (full set) v. Latest EPF Statement (Form A is not applicable)	<input data-bbox="1326 434 1417 495" type="checkbox"/> <input data-bbox="1326 584 1417 645" type="checkbox"/> <input data-bbox="1326 763 1417 824" type="checkbox"/> <input data-bbox="1326 920 1417 981" type="checkbox"/> <input data-bbox="1326 1010 1417 1070" type="checkbox"/>
b.	Trading	i. Companies Act 1965 (Certificate of Incorporation Form 9/ Form 13) or Companies Act 2016 (Section 17/ Section 28) ii. Companies Act 1965 (Annual Return of Company Having A Share Capital) or Companies Act 2016 (Section 68) for the year 2018 or 2019 - full set iii. Company's Audited Financial Statement for the year 2018 or 2019 (full set) iv. Latest EPF Statement (Form A is not applicable) v. Letter of declaration by supplier to certify that products are made in Malaysia (<i>Format as per Annex 1 and to be printed on supplier;s letterhead!</i>) vi. Product Brochure or Company Profile	<input data-bbox="1326 1167 1417 1227" type="checkbox"/> <input data-bbox="1326 1301 1417 1361" type="checkbox"/> <input data-bbox="1326 1458 1417 1518" type="checkbox"/> <input data-bbox="1326 1570 1417 1630" type="checkbox"/> <input data-bbox="1326 1659 1417 1720" type="checkbox"/> <input data-bbox="1326 1771 1417 1832" type="checkbox"/>

NO	TYPE OF BUSINESS	SUPPORTING DOCUMENTS	TICK
c.	Services	i. Companies Act 1965 (Certificate of Incorporation Form 9/ Form 13) or Companies Act 2016 (Section 17/ Section 28) ii. Companies Act 1965 (Annual Return of Company Having A Share Capital for the year 2018 or 2019) or Companies Act 2016 (Section 68) for the year 2018 or 2019 (full set) iii. Company's Audited Financial Statement for the year 2018 or 2019 (full set) iv. Latest EPF Statement (Form A is not applicable) v. Product Brochure/ Company Profile	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
d.	Professional Service Providers (partnership/ sole proprietor)	i. Registration Letter or License or Certificate issued by Professional Services Body ii. Company's Financial Statement for the year 2018 or 2019 (full set) iii. Latest EPF Statement (Form A is not applicable)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
e.	Trade And Industry Associations, Chambers Of Commerce & Professional Bodies	i. Registration certificate issued by the Registrar of Society (Form 3) or Associated Professional Body or Certificate of Incorporation Of Public Company (Form 8) ii. List of committee members vi. Latest EPF Statement	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
f.	Co-operatives	i. Incorporated under Co-operative Societies Act 1993. ii. Audited Financial Statement for the year 2018 or 2019 (full set) iii. Latest EPF Statement (Form A is not applicable) iv. Product Brochure	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

3.2.2 PARTICIPATION IN TRADE & INVESTMENT MISSIONS (TIM)/ EXPORT ACCELERATION MISSIONS (EAM)

TYPE OF EXPENSES	CLAIM DOCUMENTS *originals must be scanned in colour	TICK
a) Participation Fee	i. Receipt or Bank Statement or Credit Card Statement or Telegraphic Transfer; and ii. Invoice(s) If sponsored or subsidised: iii. Confirmation Letter from the Organiser/ Sponsor	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b) Air Fare <i>(ticket from Malaysia into and exit from country of event only)</i>	i. Receipt/ Bank Statement or Credit Card Statement or Telegraphic Transfer, ii. Invoice(s) iii. Flight itinerary iv. Boarding Pass or Passport with Immigration Stamp of Entry Into & Exit from the Foreign Country	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c) Public land transportation - bus, taxi or train from Malaysia to an ASEAN country destination only. <i>(Does not include ground/ intercity transportation within that ASEAN country destination).</i>	i. Receipt or Ticket of the public land transportation	<input type="checkbox"/>
d) Accommodation <i>(additional 2 nights from the actual date of event or maximum 6 nights whichever is lower)</i>	i. Receipt/ Bank Statement or Credit Card Statement or Telegraphic Transfer ii. Guest Folio or Invoice(s)	<input type="checkbox"/> <input type="checkbox"/>

3.2.3 PARTICIPATION IN INTERNATIONAL CONFERENCES OVERSEAS

TYPE OF EXPENSES	CLAIM DOCUMENTS *originals must be scanned in colour	TICK
a) Participation Fee	i. Receipt or Bank Statement or Credit Card Statement or Telegraphic Transfer ii. Invoice(s) iii. Conference Programme iv. Proof of Presence (Conference Pass) For speaker or presenter: v. Confirmation Letter from the Organiser If sponsored or subsidised vi. Confirmation Letter from the Organiser/ Sponsor	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b) Air Fare <i>(ticket from Malaysia into and exit from country of event only)</i>	i. Receipt or Bank Statement or Credit Card Statement or Telegraphic Transfer, ii. Invoice(s) iii. flight itinerary iv. Boarding Pass or Passport with Immigration Stamp of Entry Into & Exit from the Foreign Country	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c) Public land transportation - bus, taxi or train from Malaysia to an ASEAN country destination only. <i>(Does not include ground/ intercity transportation within that ASEAN country destination).</i>	i. Receipt or Ticket of the public land transportation	<input type="checkbox"/>
d) Accommodation <i>(additional 2 nights from the actual date of event or maximum 6 nights whichever is lower)</i>	i. Receipt or Bank Statement or Credit Card Statement or Telegraphic Transfer ii. Guest Folio or Invoice(s)	<input type="checkbox"/> <input type="checkbox"/>

3.2.4 LISTING FEES FOR MADE IN MALAYSIA PRODUCTS IN SUPERMARKETS OR HYPERMARKETS OR RETAIL CENTRES OR BOUTIQUE OUTLETS LOCATED OVERSEAS

TYPE OF EXPENSES	CLAIM DOCUMENTS *originals must be scanned in colour	TICK
a) Listing fees	Where the Malaysian company deals DIRECTLY with the Supermarket or Hypermarket or Retail Centre or Boutique Outlet located overseas <ul style="list-style-type: none"> <li data-bbox="643 465 1353 539">i. Receipt or Bank Statement or Credit Card Statement or Telegraphic Transfer of payment of listing fees <li data-bbox="643 577 1353 651">ii. Invoice(s) from the Supermarket or Hypermarket or Retail Centre or Boutique Outlet located overseas <li data-bbox="643 689 1353 797">iii. Offer or Invitation Letter from the Supermarket or Hypermarket or Retail Centre or Boutique Outlet to place products in their outlets <li data-bbox="643 835 1353 943">iv. Contract or Agreement (with duty stamp) between the company and Supermarket or Hypermarket or Retail Centre or Boutique Outlet located overseas 	<input data-bbox="1374 465 1465 528" type="checkbox"/> <input data-bbox="1374 577 1465 640" type="checkbox"/> <input data-bbox="1374 689 1465 752" type="checkbox"/> <input data-bbox="1374 835 1465 898" type="checkbox"/>
	Where the Malaysian company deals WITH AN AUTHORISED AGENT nominated by the Supermarket or Hypermarket or Retail Centre or Boutique Outlet located overseas <ul style="list-style-type: none"> <li data-bbox="643 1167 1353 1312">i. Receipt or Bank Statement or Credit Card Statement or Telegraphic Transfer from the Authorised Agent or the Supermarket or Hypermarket or Retail Centre or Boutique Outlet located overseas <li data-bbox="643 1350 1353 1458">ii. Invoice(s) from the Authorised Agent or the Supermarket or Hypermarket or Retail Centre or Boutique Outlet located overseas <li data-bbox="643 1496 1353 1603">iii. Offer or Invitation Letter from the Supermarket or Hypermarket or Retail Centre or Boutique Outlet to the Authorised Agent to place products in their outlets. <li data-bbox="643 1641 1353 1787">iv. Contract or Agreement (with duty stamp) between the company and the Authorised Agent or company and Supermarket or Hypermarket or Retail Centre or Boutique Outlet located overseas. 	<input data-bbox="1374 1167 1465 1229" type="checkbox"/> <input data-bbox="1374 1350 1465 1413" type="checkbox"/> <input data-bbox="1374 1496 1465 1559" type="checkbox"/> <input data-bbox="1374 1641 1465 1704" type="checkbox"/>

ANNEX 1:
For Trading Companies Only

**FORMAT OF
DECLARATION LETTER BY SUPPLIER**

(On Supplier's Original Letterhead)

Date:

(Company's address):

DECLARATION AND CERTIFICATION OF MADE IN MALAYSIA PRODUCT

To: The Market Development Unit, MATRADE

Our company hereby declares and certifies that all of the following products listed below are manufactured and made in Malaysia by our company for (MDG applicant's name eg: ABC Sdn Bhd)

No.	Name of products	Details of products
1.		
2.		
3.		
4.		
5.		

(Please add more rows if space is insufficient)

2. Our company through the undersigned hereby declares that the above details and statements are true, correct and complete; that all the listed products are produced in Malaysia and that the products comply with the origin requirements specified for each product. Attached are the necessary documents to support the above certification. (if any)

3. Our company fully understands that in the event that any information given is found to be incorrect, false, misleading or wrong, the undersigned and/ or the company may be liable to face any penal actions including but not limited to the Penal Code (Act 574) and/ or other consequences as may be prescribed by the laws or otherwise warranted.

4. Our company undertakes and agrees to fully indemnify MATRADE in full, from and against all consequences, liabilities, actions, suits, proceedings, damages, costs, claims, demands, expenses, and/or losses whatsoever which may be taken or made against MATRADE or incurred or become payable by MATRADE by reason of or on account of or arising out of MATRADE's reliance on the Company's declaration above.

Thank you.

Certified by,

Signature of Company's official
Authorised Signatory Rubber stamp
Name of Authorised Signatory
Designation of Authorised Signatory

ANNEX 2:

For Trade Fair or Exhibition Organiser Only

FORMAT OF

REPORT ON TRADE FAIR OR EXHIBITION HELD IN MALAYSIA

[Applicants must deal directly with the trade fair or exhibition organiser to ensure the organiser submits an Audited Trade Fair Report]

AUDITED REPORT OF EXHIBITION OR TRADE FAIR

(This report MUST be filled by an External Auditing Firm or Chartered Accountant)

- 1. **Name of Exhibition** :
- 2. **Date** :
- 3. **Venue** :
- 4. **Name of Organiser** :
- 5. **Number of Times the Exhibition Has Been Previously Held** :
- 6. **Total Gross Space Occupied (sq.m.)** :
Occupied by Malaysian Exhibitors :
 a) *Total space Occupied by Foreign Exhibitors* :
- 7. **Total Number of Exhibitors** :
 a) Number of Malaysian Exhibitors :
 b) Number of Foreign Exhibitors :
 c) List: :
 (i) Top 5 country of origin for Foreign Exhibitors :
 (ii) % of Foreign Exhibitor / total number of Exhibitors :

Main country of origin of Foreign Exhibitor	% of total Exhibitors/ total number of Exhibitors
1.	
2.	
3.	
4.	
5.	

- 8. **Total Number of Visitors** :
 a) Number of Malaysian Visitors :
 (i) Number of Trade Visitors :
 (ii) Number of General Public :
- 9. **Number of Foreign Visitors** :
 List : :
 (i) Top 5 country of origin for Foreign Visitors :
 (ii) % of Foreign Visitors/ total number of Visitors :

Main country of origin of Foreign Visitors	% of total visitors/ total number of Visitors
1.	
2.	
3.	
4.	
5.	

- 10. **List of Foreign Buyers** (please attach as annex) :
- 11. **Total Sales Generated** :

BY EXTERNAL AUDIT FIRM:-

Authorised Signatory:
 Name of Authorised Signatory:
 Firm or Company Name:
 Firm or Company's Official Rubber Stamp
 Date:

ANNEX 3:
For Mission Organiser Only

**FORMAT OF
REPORT ON TRADE & INVESTMENT MISSIONS (TIM) OR EXPORT
ACCELERATION MISSION (EAM)**

[Applicants must deal directly with the mission organiser to ensure the organiser submits a Mission Report]

REPORT ON TRADE & INVESTMENT MISSIONS (TIM) OR EXPORT ACCELERATION MISSIONS (EAM)

1. **INTRODUCTION**
2. **OBJECTIVE OF THE MISSION**
3. **MALAYSIAN DELEGATION**
 - Number of delegates in detail (by how many private companies or government agencies or representatives of associations etc)
 - Detailed list of delegates as per ANNEX I.
4. **MISSION PROGRAMME**

The (x) days programme comprises:

 - 4.1 **Detailed programme as per ANNEX II**
 - 4.2 **Business Matching Session (Individual Business Meeting)**
 - Details of the Business Matching
 - Detailed list of buyers attending the Business Matching as per ANNEX III.
 - Total number of business meetings conducted during the Mission
 - Reported total generated or potential sales or other business opportunities
 - Photos of the Business Matching Session
 - 4.3 **Other Activities (Meetings, MOUs signing, business visits etc.)**
 - Objectives
 - Number of meetings or MOUs signed or business visits arranged
 - Details of other activities
 - Outcome of other activities
5. **MISSION OUTCOME**
 - 5.1 **Sales Value**
 - Reported actual sales or projected sales: Value...Products or Services involved....
 - Reported potential sales arising from the mission.
 - Expected short term (immediate 1 year) : Value...Products or Services involved...
 - Expected Midterm (1 - 3 years) : Value...Products or Services involved...
 - Expected Long term (3 years & more) : Value...Products or Services involved...
 - Other areas of potential business:
 - 5.2 **General Comments by Malaysian Exporters**
 - 5.3 **Challenges Faced by Malaysian Exporters**
6. **CONCLUSION AND RECOMMENDATION**

Annex I

LIST OF MALAYSIAN DELEGATES

No.	Details of Company	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 MISSIONS OR EXPORT ACCELERATION MISSIONS (EAM)
ON.....
(PLACE & DATE)**

Date (Day 1)

(Time) hrs :
(Time) hrs :

Date (Day 2)

(Time) hrs :
(Time) hrs :

Annex III

LIST OF BUYERS

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

Note:

This guideline is applicable for export promotion activities ***undertaken from 1 January 2020*** and is subject to change from time to time.

If the **documentation** or claim is found to be **false**, the applicant, company or both, will be **blacklisted** and will be required to reimburse in full to MATRADE all monies received from MDG.

CONTACT INFORMATION

All **enquiries** and submission of hard copy of the **reports** must be sent to:

Market Development Unit (MDG)
8th Floor, East Wing
Menara MATRADE
Jalan Sultan Haji Ahmad Shah
50480 Kuala Lumpur

Tel: 03-6207 7593
Fax: 03-6203 7252
Website: www.matrade.gov.my
Email: mdg@matrade.gov.my