



MALTAENTERPRISE

INCENTIVE GUIDELINES

EEN Support4Growth

Issue Date: 15th June, 2023

Version: 1.0

<https://www.maltaenterprise.com/support>

1. Overview

- 1.1 This measure is designed to support undertakings participating in events organised through and/or supported by Enterprise Europe Network

Applicant undertakings may be supported through a grant part-financing costs incurred for travel, daily subsistence and registration of events listed on the official Enterprise Europe Network calendar of events as published on <https://een.ec.europa.eu/events>.

2. Am I eligible?

- 2.1 You are eligible to apply for this funding if you are registered with the Malta Business Register as a limited liability company or a partnership, a registered Co-operative or if you are registered with Jobsplus as self-employed. To be considered for support you must meet all the criteria established below:

- a) The applicant must not have any dues related to VAT, Income Tax, and Social Security.
- b) The applicant must not be engaged in activities specifically excluded under the *de minimis* Regulation (vide Section 7).
- c) The applicant must have at least one (1) part-time employee registered with Jobsplus, who is resident and pays income tax in Malta, which can be the applicant himself.
- d) The applicant must have already registered participation in the event. Only events that are listed on the Enterprise Europe Network calendar of events may be supported.

3. The incentive

- 3.1 An eligible undertaking may be supported through a grant to part-finance eligible costs incurred to participate in up to three (3) events per annum. Eligible events are those listed on the Enterprise Europe Network calendar of events, and which have already been approved by the Enterprise Europe Network [Malta] desk.

- 3.2 The aid shall be capped at five thousand euro (€ 5,000) annually, which may be utilised for up to any three (3) events.

3.3 **Eligible Costs**

Eligible costs can be covered with an aid intensity of up to fifty percent (50%) and shall be limited to:

- a) Air Travel costs covering one (1) representative of the undertaking participating in the event. Only legal representatives, directors, and employees of the applicant shall be considered as representatives. Only economy class travel tickets shall be considered eligible, and travel must constitute a round trip commencing and ending in Malta.

- b) Registration fees for participation in an eligible event as indicated on the Enterprise Europe Network calendar of events.

3.4 Per Diem

Applicants may also claim a Per Diem covering one (1) representative of the undertaking participating in the event. Such Per Diem shall be limited to the days of the event. Should the applicant be traveling to the event after its commencement date or leaving prior to its conclusion the eligible number of days shall be adjusted accordingly. The Corporation shall consider a per diem for the day when a participant's flight is scheduled to arrive at the town/city where the event is held (or its proximity) prior to 11:00hrs and when a participant's flight is scheduled to leave the town/city where the event is held (or its proximity) after 17:00hrs, if these dates are also part of the official event calendar.

4. Application process

- 4.1 Undertakings planning to attend one or multiple events (up to a maximum of 3 events) listed on Enterprise Europe Network calendar may apply with the Corporation to register their intention to participate and request support in terms of these Guidelines.
- 4.2 The application form and other additional documentation required may be downloaded from the Corporation's website and must be submitted through the Corporation's client portal. First time applicants will be required to register on the client portal before they can submit their application.
- 4.3 In addition to the application, a duly completed and signed *de minimis* declaration form must also be submitted:

5. By when can I submit an application?

- 5.1 The applications shall be submitted to the Corporation by 30th November, 2023.

6. What happens after I apply?

- 6.1 The Corporation will evaluate the application form to determine the applicant's eligibility to receive aid under this measure.
- 6.2 Eligible applicants shall receive a letter of approval issued by the Corporation, informing them of their eligibility and establishing the maximum aid that may be received. The aid approved may be utilised for multiple events.

- 6.3 If the applicant indicates the intention to participate in more than three events listed on the Enterprise Europe Network calendar schedule the applicant will be given the option to claim the approved funds in respect of cost incurred in respect of any three of the events approved.
- 6.4 An applicant may participate in an event occurring after the submission of the application but before receiving the outcome of the application by the Corporation. In such cases the applicant must be aware that the Corporation shall not be liable to cover any of the costs should the application not be approved.
- 6.5 Claims are to be submitted to Malta Enterprise within three (3) months from returning from the event. One claim form per event attended must be submitted.
- 6.6 At claim stage, together with any payment documentation, beneficiaries will be required to submit their event b2b meeting schedule, boarding passes and accommodation invoice. Details on claim submission and required documentation will be detailed in the Letter of Approval issued by the Corporation.

7. State Aid Rules and Obligations

7.1 Applicable State Aid

- 7.1.1 If the submitted application is approved, the beneficiary will benefit from *de minimis* State Aid in line with *Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid* (the *de minimis* Regulation), as amended by *Commission Regulation (EU) 2020/972 of 2 July 2020 amending Regulation (EU) No 1407/2013 as regards its prolongation and amending Regulation (EU) No 651/2014 as regards its prolongation and relevant adjustments*.
- 7.1.2 *Commission Regulation (EU) No 1407/2013* allows a 'single undertaking' to receive an aggregate maximum amount of *de minimis* aid of €200,000 under all *de minimis* aid measures, over a period of three consecutive fiscal years. This aggregate maximum amount threshold applies in principle to all economic sectors with the exception of a 'single undertaking' performing road freight transport for hire and reward for which a lower *de minimis* threshold of €100,000 under all *de minimis* schemes over any period of three fiscal years applies. The agriculture and fisheries sectors are subject to different thresholds and criteria. For the purpose of this scheme, the term 'single undertaking' shall be defined as per Commission Regulation EU No 1407/2013 of 18 December 2013 on the application of the Treaty on the Functioning of the European Union to *de minimis* aid. This period covers the fiscal year concerned as well as the previous two fiscal years. 'Fiscal year' means the fiscal year as used for tax purposes by the undertaking concerned.
- 7.1.3 This maximum threshold would include all State aid granted under this scheme and any other State aid measure granted under the *de minimis* rule, including that received from any entity other than Malta Enterprise Corporation. Any *de minimis* aid received in excess of the established threshold will have to be recovered, with interest from the undertaking receiving the aid.
- 7.1.5 The *de minimis* declaration form must be filled in and submitted together with the application form.

7.2 Applicability of the Aid

- 7.2.1 Assistance approved under this aid scheme is NOT:
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- a) Aid granted to undertakings active in the fishery and aquaculture sector, as covered by Council Regulation (EC) No. 104/2000¹;
- b) Aid granted to undertakings active in the primary production of agricultural products;
- c) Aid granted to undertakings active in the sector of processing and marketing of agricultural products, in the following cases:
 - i. Where the amount of the aid is fixed on the basis of the price or quantity of such products purchased from primary producers or put on the market by the undertakings concerned;
 - ii. Where the aid is conditional on being partly or entirely passed on to primary producers;
- d) Aid to export-related activities towards third countries or Member States, namely aid directly linked to the quantities exported, to the establishment and operation of a distribution network or to other current expenditure linked to the export activity;
- e) Aid contingent upon the use of domestic over imported goods;
- f) Aid for the acquisition of road freight transport vehicles granted to undertakings performing road freight transport for hire or reward.

7.2.2 Where an undertaking is active in the sectors referred to in points (a), (b) and (c) above as well as in other sectors falling within the scope of the *de minimis* Regulation, the Corporation will ensure a separation of the activities or distinction of costs. Only those sectors eligible for assistance under the *de minimis* Regulation will be assisted. Activities in the sectors excluded from the scope of the *de minimis* Regulation will not benefit from assistance under this aid scheme.

7.3 Cumulation

7.3.1 *De minimis* aid granted in accordance with the *de minimis* Regulation may be cumulated with *de minimis* aid granted in accordance with Commission Regulation (EU) No 360/2012 up to the ceiling laid down in that Regulation. It may be cumulated with *de minimis* aid granted in accordance with other *de minimis* regulations up to the relevant ceiling laid down in Article 3(2) of the *de minimis* Regulation.

7.3.2 *De minimis* aid awarded under this scheme shall not be cumulated with State aid in relation to the same eligible costs or with State aid for the same risk finance measure, if such cumulation would exceed the highest relevant aid intensity or aid amount fixed in the specific circumstances of each case by a block exemption Regulation or a decision adopted by the Commission. *De minimis* aid which is not granted for or attributable to specific eligible costs may be cumulated with other State aid granted under a block exemption Regulation or a decision adopted by the Commission.

8. Further Information

8.1 This measure shall be applicable until 31st December 2023. While the Corporation may periodically update and amend these Incentive Guidelines, the applicable Incentive Guidelines shall be those published when the request for assistance is received.

8.2 This is an administrative scheme.

¹ Council Regulation (EC) No 104/2000 of 17 December 1999 on the common organisation of the markets in fishery and aquaculture products (OJ L 17, 21.1.2000, p. 22).

8.3 Useful Definitions

Applicant: An Applicant is an Undertaking that has submitted a complete application for support under this scheme to the Corporation.

Beneficiary: A Beneficiary is an Undertaking that is in possession of a Letter of Approval issued by the Corporation.

Corporation / Malta Enterprise: The terms The Corporation and Malta Enterprise shall mean Malta Enterprise Corporation as established by the Malta Enterprise Act (CAP 463 of the Laws of Malta).

Letter of Approval: A Letter of Approval is a document establishing the support granted to an undertaking and stipulating any terms and conditions deemed appropriate by the Corporation.

Single Undertaking:

Single Undertaking includes all enterprises having at least one (1) of the following relationships with each other:

1. one (1) enterprise has a majority of the shareholders' or members' voting rights in another enterprise;
2. one (1) enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise;
3. one (1) enterprise has the right to exercise a dominant influence over another enterprise pursuant to a contract entered into with that enterprise or to a provision in its memorandum or articles of association;
4. one (1) enterprise, which is a shareholder in or member of another enterprise, controls alone, pursuant to an agreement with other shareholders in or members of that enterprise, a majority of shareholders' or members' voting rights in that enterprise.

Enterprises having any of the relationships referred to in points (1) to (4) above through one or more other enterprises shall also be considered to be a single undertaking.

The same Regulation states that a group of linked enterprises is considered as one single undertaking for the application of the de minimis rule, but that enterprises which have no relationship with each other except for the fact that each of them has a direct link to the same public body or bodies are not treated as being linked to each other. The specific situation of enterprises controlled by the same public body or bodies, which may have an independent power of decision, is therefore taken into account².

9. Contacts

For guidance on the filling in of the application form kindly contact Business 1st on 144, or the Enterprise Europe Network (Malta) desk on 22477600, email info@enterprise-europemalta.com during office hours.

Duly filled applications must be submitted to Malta Enterprise via the Corporation's Client Portal <https://clientportal.maltaenterprise.com/login>

www.maltaenterprise.com/support

² Commission Regulation (EU) No 1407/2013 of 18th December 2013, as amended.

ANNEX A

Country	Per Diem Rates €
Albania	180
Algeria	332
Argentina	243
Australia	329
Austria	225
Bahamas	372
Bahrain	298
Bangladesh	140
Belgium	242
Bosnia-Herzegovina	159
Brazil	182
Bulgaria	227
Canada	308
Chile	242
China	217
Colombia	197
Croatia	180
Cuba	254
Cyprus	238
Czech Republic	230
Denmark	270
Egypt	266
Estonia	181
Ethiopia	200
Finland	244
France	245
Georgia	198
Germany	208
Ghana	376
Greece	222
Hungary	222
Iceland	349
India	229
Indonesia	251
Iran	211
Ireland	254
Israel	361
Italy	230
Jamaica	296
Japan	289
Jordan	289
Kenya	281
Korea	402
Kuwait	341
Latvia	211

Country	Per Diem Rates €
Lebanon	260
Libya	204
Lithuania	183
Luxembourg	237
Malaysia	187
Malta	205
Mexico	322
Monaco	299
Montenegro	134
Morocco	203
Netherlands	263
New Zealand	316
Nigeria	227
Norway	275
Oman	297
Pakistan	226
Philippines	259
Poland	217
Portugal	204
Qatar	402
Romania	222
Russian Federation	251
Saudi Arabia	360
Serbia	158
Singapore	364
Slovakia	205
Slovenia	180
Somalia	190
South Africa	166
Spain	212
Sri Lanka	211
Sweden	257
Switzerland	348
Syria	185
Tanzania	211
Thailand	209
Tunisia	141
Turkey-Ankara	162
Turkey-Istanbul	222
Ukraine	290
United Arab Emirates	349
United Kingdom	276
Uruguay	226
USA	343
Venezuela	138
