MALTAENTERPRISE

The Malta Institute of Accountants

MicroInvest [2026-2030] Procedures for Application Accelerated Route Process

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Malta Enterprise, in collaboration with the Malta Institute of Accountants, has developed these agreed-upon procedures to support Certified Public Accountants and Holders of a Practicing Certificate in Auditing in the preparation and submission of applications under the MicroInvest Scheme

Users of this document should ensure that they are referring to the latest version in force as published on ME's website

Introduction

Malta Enterprise ("ME"), in collaboration with the Malta Institute of Accountants ("MIA"), has developed these agreed-upon procedures to support Certified Public Accountants ("CPAs") and Holders of a Practicing Certificate in Auditing ("PCAs") in the preparation and submission of applications under the MicroInvest Scheme, the "Scheme". The procedures are intended to be performed in accordance with International Standard on Related Services (ISRS) 4400 (Revised), Agreed-Upon Procedures Engagements. Accordingly, practitioners undertaking these engagements are required to comply with the applicable quality management requirements, including International Standard on Quality Management (ISQM) 1, Quality Management for Firms that Perform Audits or Reviews of Financial Statements, or Other Assurance or Related Services Engagements

This initiative forms part of a wider effort by ME to streamline administrative processes, improve the quality and consistency of applications submitted, and provide a more efficient service to businesses seeking support under the Scheme. By establishing a standardised set of procedures, CPAs and PCAs can assist applicants in ensuring that claims are supported by the required documentation and that relevant information is presented consistently for ME's consideration.

Applications prepared in accordance with these procedures and signed and submitted by a CPA or PCA may qualify for an accelerated processing route. Following submission, ME will undertake a streamlined review process with the aim of issuing the corresponding tax credit certificate within a shorter timeframe than that applicable to standard applications.

The accelerated processing route is based on reliance on the procedures performed by the CPA or PCA. Consequently, ME reserves the right to carry out post-award audits and verification exercises to confirm the accuracy of the information submitted and the applicant's compliance with the scheme guidelines. Any discrepancies, ineligible costs, or instances of non-compliance identified during such reviews may result in the recovery, adjustment, or cancellation of aid granted, in accordance with the applicable scheme rules and legislation.

These procedures are intended to complement, and not replace, the applicant's obligation to comply with the MicroInvest Scheme Guidelines, the "Guidelines" and any other applicable legal or regulatory requirements.

Important Note

The procedures contained in this document are intended solely to assist CPAs and PCAs in performing procedures for the purposes of the Scheme's accelerated processing route. The MIA will issue a guidance note to assist its members in the performance of these engagements in accordance with ISRS 4400 (Revised). Responsibility for the accuracy and completeness of the application remains with the applicant.

Continuous Improvement and Updates

ME is committed to the continuous improvement of the Scheme's accelerated processing route, and together with the MIA, will periodically review these agreed-upon procedures and related guidance. **Accordingly, this document is to be treated as works in progress.** It shall be updated from time to time based on operational experience, stakeholder feedback, and the findings arising from the monitoring of applications processed through this route. Revisions may also be required to reflect amendments to the Guidelines, applicable legislation, regulatory requirements, administrative procedures, or any other rules governing the implementation of the scheme. **Users of this document should therefore ensure that they are referring to the latest version in force at the time of submission, which will always be published on ME's website**.

Section 1 - Applicant Eligibility Procedures

NOTES:

This section outlines the procedures to be performed in relation to all applications submitted under the Scheme. The procedures relate to the applicant's requirements relating to the nature of the economic activity carried out, the location from which the business operates or the investment is undertaken, the legal form of the undertaking applying for support. Where applicable, additional procedures are included where the applicant is applying for higher aid intensities available under specific provisions of the scheme, such as those applicable to businesses operating in Gozo or businesses that are female-owned.

It is worth nothing that, in addition to the procedures outlined below, ME will perform further procedures in relation to compliance with State Aid rules, verifications of de minimis aid thresholds, aid cumulation requirements, scheme caps, and other limits applicable under the Scheme. Responsibility for the applicant's eligibility assessment rests with ME Enterprise and falls outside the scope of the procedures described herein.

AUP No.	Applicant Eligibility Procedures
1	[ALL APPLICANTS] Confirm that Applicant's NACE codes are aligned with those established on the Applicant's VAT certificate; or in the absence of a VAT certificate because the Applicant's business is not required to be registered for Maltese VAT purposes, the confirmation issued by the NSO indicating the NACE code allocated to the business.
2	[PARTNERSHIP APPLICANTS] Confirm that the application has been duly signed by all partners.
3	[PARTNERSHIP APPLICANTS] Obtain the partnership agreement and confirm that the profit-sharing ratios align with those reported in the application.
4	[PARTNERSHIP APPLICANTS] Ensure that all expenditure being claimed is properly recorded in the partnership's accounting records.
5	[PARTNERSHIP APPLICANTS] Confirm that the invoices supporting the claimed costs display the partnership's VAT number.
7	[ALL APPLICANTS] Request the applicant's employment record from Jobsplus and upload a copy to the application file.
8	[ALL APPLICANTS] Confirm that at the point of application the applicant employs at least one (1) person on full-time or part-time basis and not more than fifty (50) full-time employees.
9	[ALL APPLICANTS CLAIMING GOZO HIGHER AID INTENSITY RATE] Confirm that the registered address of the applicant, as shown on the MBR website and certificate, is located in Gozo. If the applicant is self-employed, the applicant's ID card must be registered in Gozo.
10	[ALL APPLICANTS CLAIMING GOZO HIGHER AID INTENSITY RATE] Confirm that the applicant's operational address is in Gozo by checking the PA permit, rental agreement, or relevant invoices. Both registered and operational addresses need to be in Gozo.
11	[ALL APPLICANTS CLAIMING FEMALE-OWNED HIGHER AID INTENSITY RATE]

	Confirm ownership in line with the definitions provided in the guidelines by: a) Companies: Checking the Malta Business Registry (MBR) to identify all shareholders and confirm their respective shareholdings. Confirm the gender of each shareholder by inspecting their ID cards, ensuring that the majority shareholding is held by a female. b) Partnerships: Confirm the gender of all partners using their ID cards and confirm the ownership ratios declared in the application — the majority ownership must be held by female partners. c) Self-employed individuals: Confirm the gender indicated on the applicant's ID card — the applicant must be female.

Section 2 – Transaction- Related Procedures

NOTES:

This section outlines the procedures to be performed in respect of the transactions and expenditure for which support is being requested. The purpose of these procedures is to establish that the costs claimed are supported by appropriate documentation, have been incurred by the applicant, and provide ME with information relevant to its assessment of compliance with the conditions established under the Scheme.

Given that the Scheme supports a variety of investment and business expenditure categories, the nature of the procedures and supporting documentation required may differ depending on the type of cost being claimed. To assist in the application of these procedures, introductory guidance is provided at the beginning of each sub-section to explain the scope of the eligible cost category and highlight any specific conditions or limitations that may apply.

CPAs or PCAs should maintain documentation evidencing the procedures performed, together with the supporting information obtained in respect of each expenditure category included in the application. Where supporting documentation is incomplete, inconsistent, or unavailable, the CPA or PCA should request the applicant to provide the missing or amended documentation and should not complete the relevant procedures until such documentation is received. Transactions that are not supported by the established documentation should be excluded from the claim submission.

Important Note

The procedures contained within this section are intended to assist ME in verifying the eligibility and accuracy of the expenditure being claimed based on the documentation and information made available by the applicant. They should be read in conjunction with the Guidelines, which remain the primary source for ME and the applicant in establishing the eligibility of expenditure, applicable conditions, aid intensities, and any exclusions or limitations that may apply to a particular investment or cost category.

AUP No.	2.1 – Increase in Eligible Wage Costs and Retention of Employment
	NOTES: This section outlines the procedures that ME expects CPAs or PCAs to perform and the supporting documentation to be inspected when an applicant is claiming support in relation to eligible wage cost increases and the additional allocation available for the retention of employment, as detailed in the Guidelines.
12	[FOR WAGE COST INCREASE CLAIMS] Obtain a tax compliance certificate and confirm that there are no outstanding dues in respect of any PE number allocated to the applicant, or, if dues exist, that they are fully covered by a repayment agreement that is being honoured.
13	[FOR WAGE COST INCREASE CLAIMS - PARTNERSHIP APPLICANTS] In case of a partnership's check that PE number is registered on the partnership.
14	[FOR WAGE COST INCREASE CLAIMS] Reconcile the payroll expenditure of full-time employees (excluding fringe benefits and share options) for the relevant financial years as reported entry C1 in FS7 return to the Applicant's accounting records.
15	[FOR WAGE COST INCREASE CLAIMS] Confirm that the income tax and social security contribution amounts included in the FS7 returns provided by the Applicant tie in to the amounts on the receipts issued by MTCA upon settlement.
16	[FOR WAGE COST INCREASE & RETENTION OF EMPLOYMENT CLAIMS] For full-time employees with more than four years of service, confirm their employment duration using Jobsplus records and ensure that the amounts claimed align with the Applicant's internal records (such as FS3s for relevant years).

AUP No.	2.2 - Investment in Tangible Assets
	NOTES: This section outlines the procedures to be performed by the CPAs or PCAs and the supporting documentation to be inspected when an applicant claims support in relation to investments in tangible assets as defined in the Guidelines. Procedures **6** to **10** set out the general procedures applicable to all applications for support relating to eligible tangible asset investments falling within this category. These procedures cover the core checks relating to supporting invoices, proof of payment, business use, eligibility of costs, ownership, and accounting treatment of the assets. Procedures **11** to **17** set out additional procedures applicable to applications for support relating to specific categories of tangible assets. These procedures should be performed in conjunction with the general procedures where the applicant is claiming support for the relevant asset type. The purpose of these supplementary checks is to address any specific eligibility conditions, limitations, licensing requirements, or sector-specific rules established under the scheme guidelines for particular categories of assets.
17	[FOR TANGIBLE ASSET INVESTMENT CLAIMS] Obtain the relevant invoice supporting the asset purchase and proof of payment (e.g. bank statement / receipt from supplier) or if not fully settled a copy to a binding commitment that the amount will be settled in a specified timeframe [Assets covered by a hire purchase agreements at the end of which the asset becomes the property of the applicant are eligible. Assets covered by a Finance lease that only gives the possibility to acquire the asset at the end of the lease, are not eligible]
18	[FOR TANGIBLE ASSET INVESTMENT CLAIMS] Obtain a signed declaration from the applicant confirming that the asset is used only for business purposes. **(This is applicable for all assets including vehicles, aircraft and vessels.)**
19	[FOR TANGIBLE ASSET INVESTMENT CLAIMS] Confirm that the invoiced amounts agree to the amounts being claimed and that the amount claimed is net of VAT and stamp duty.
20	[FOR TANGIBLE ASSET INVESTMENT CLAIMS] Confirm that the VAT number on the invoice matches the VAT number of the business [where a business is required to be registered for VAT].

21	[FOR TANGIBLE ASSET INVESTMENT CLAIMS] Confirm from the invoice or relevant documentation that the asset is new. If the documentation does not clearly indicate whether the asset is new or used, obtain a declaration from the applicant confirming its status
22	[FOR TANGIBLE ASSET INVESTMENT CLAIMS] Ensure that the cost of the asset being claimed is recorded in the applicant's fixed asset register / accounting records. Refer to guidelines on the treatment of ancillary costs that are invoiced separately from the asset.
23	[FOR TANGIBLE ASSET INVESTMENT CLAIMS SPECIFICALLY INDUSTRIAL MACHINERY, ELECTRO-MECHANICAL EQUIPMENT AND DIGITAL EQUIPMENT] Confirm that the quantity of portable digital equipment claimed, by type, does not exceed the total number of employees - per application even if this covers more than one year.
24	[FOR TANGIBLE ASSET INVESTMENT CLAIMS SPECIFICALLY MOTORVEHICLES] Confirm vehicle classification by obtaining the logbook and confirm that the vehicle is classified under one of the eligible categories: N1, N2, N3, or O. Ensure that any customisation included relates directly to business functionality. Refer to guidelines on type of vehicles that are eligible for support. Confirm business activity eligibility through NACE as registered with MTCA, Memorandum & Articles of the Company or operating licence as applicable. Refer to guidelines on which activities are eligible to claim support on motor vehicles.
25	[FOR TANGIBLE ASSET INVESTMENT CLAIMS SPECIFICALLY MOTORVEHICLES CLASSIFIED UNDER CATEGORIES M1, M2 AND M3] Obtain the vehicle registration document (logbook) and confirm the vehicle is classified as M1, M2, M3, or a hearse.
26	[FOR TANGIBLE ASSET INVESTMENT CLAIMS SPECIFICALLY MOTORVEHICLES CLASSIFIED UNDER CATEGORY M1] For M1 vehicles, check that the eligible value does not exceed €10,000.
27	[FOR TANGIBLE ASSET INVESTMENT CLAIMS SPECIFICALLY MOTORVEHICLES CLASSIFIED UNDER CATEGORIES M1, M2 AND M3] Confirm the applicant holds the appropriate license to operate services for the transportation of persons. Eg (Transport Malta operator license/permit)
28	[FOR TANGIBLE ASSET INVESTMENT CLAIMS SPECIFICALLY VESSELS]

	Obtain the Commercial Vessel License issued by Transport Malta and confirm that it is valid and issued in the name of the applicant. Obtain a declaration from the applicant confirming that the vessel is used solely for business purposes tied to that activity.
29	[FOR TANGIBLE ASSET INVESTMENT CLAIMS SPECIFICALLY AIRCRAFTS] 1. Obtain the Aircraft License issued by Transport Malta and confirm that it is valid and issued in the name of the applicant. 2. Obtain VAT certificate, NACE registration codes, or other documentation) to confirm the economic activity.

AUP No.	2.3 - Refurbishment of Business Premises
	NOTES: This section outlines the procedures and supporting documentation required where support is being requested for costs incurred in the refurbishment, upgrading, or improvement of business premises used by the applicant for its economic activity. Given the technical nature of such works, evidence supporting procedures covering the expenditure incurred and the works carried out should include certifications and declarations issued by a warranted Perit. The Perit's certification serves to confirm, amongst other matters, the nature of the works undertaken, the costs incurred, the applicant's entitlement to carry out the works on the premises, and the use of the premises for business purposes. Eligibility for support under this category is subject to the expenditure having been incurred by the business carrying out the economic activity for which the premises are licensed and used.
30	[FOR REFURBISHMENT OF PROPERTY CLAIMS] Obtain the bill of quantities (BOQ) certified by a warranted Perit to confirm the costs being claimed.
31	[FOR REFURBISHMENT OF PROPERTY CLAIMS] Obtain the rental agreement or purchase agreement to confirm the applicant has title to the premises or obtain a declaration from a warranted Perit confirming that the applicant has title to the premises where the works are carried out.
32	[FOR REFURBISHMENT OF PROPERTY CLAIMS] Obtain a declaration from a warranted Perit that the works were carried out on premises exclusively used for the applicant’s business activity.
33	[FOR REFURBISHMENT OF PROPERTY CLAIMS] Obtain a declaration from a warranted Perit confirming that the site where works were carried out meets all legal requirements and is licensed by the relevant authorities for conducting the business activity.

AUP No.	2.4 - Digital Solutions
	NOTES: This section outlines the procedures and supporting documentation required where support is being requested for investments in digital solutions under the MicroInvest Scheme. As digital investments may take different forms, including software licences, Software as a Service (SaaS) solutions, software development and customisation, website and digital application development, accessibility enhancements, and certain costs directly linked to the implementation of new digital solutions, additional procedures are included to address the specific characteristics and supporting documentation applicable to each category.
34	[FOR DIGITAL SOLUTIONS CLAIMS] 4. In cases where packaged solutions are also license-based, the checks should follow the procedure outlined for SaaS solutions, below
35	[FOR DIGITAL SOLUTIONS CLAIMS SPECIFICALLY SOFTWARE AS A SERVICE (SAAS)] 1. Obtain the invoice(s) covering the SaaS solution, including customisation and setup costs and the first twelve (12) months of licence payments. Confirm that the invoice clearly describes the service provided. 2. Obtain a signed declaration from the applicant confirming that the SaaS solution will be used exclusively for the economic activity of the business. 3. Confirm that the amounts on the invoice agree with the amounts being claimed; and the VAT number on the invoice matches the VAT number of the business. 4. Obtain documentation confirming that any licence payments represent the first subscription to the SaaS solution (e.g., provider confirmation, onboarding documentation, contract start date). NOTE: Where licences are paid monthly and the 12 month payments span over 2 years (eg 6 June 2027 to 5 June 2027), unless the application is being submitted to cover 2 whole years, the costs should be broken down in 2 application forms, the first 6 months for the application covering costs for 2026 and the subsequent 6 months in the application for costs covering 2027. The CPA should check that no more than 12 months licenses are being requested.
36	[FOR DIGITAL SOLUTIONS CLAIMS SPECIFICALLY COSTS FOR SOFTWARE SYSTEMS, WEBSITES AND DIGITAL APPLICATIONS]

	1. Obtain the invoice for the software, website, or digital application development/customisation being claimed, ensuring the description clearly identifies the services provided. 2. Obtain a signed declaration from the applicant confirming that the developed or customised system/application will be used exclusively for the economic activity of the business. 3. Confirm that the amounts on the invoice agree with the amounts being claimed; and the VAT number on the invoice matches the VAT number of the business. 4. Obtain the agreement signed prior to the commencement of the works, as required by the scheme. This agreement must clearly specify the functionality to be developed or customised.
37	[FOR DIGITAL SOLUTIONS CLAIMS SPECIFICALLY ENHANCEMENT COSTS FOR SOFTWARE SYSTEMS, WEBSITES AND DIGITAL APPLICATIONS WITH INCREASING ACCESSIBILITY TO DISADVANTAGED PERSONS] 1. Obtain the invoice(s) for the development, updating, or enhancement of the website and confirm that the works claimed relate specifically to enhancing website accessibility for disadvantaged persons. 2. Obtain a signed declaration from the applicant confirming that the accessibility enhancements are being implemented for the economic activity of the business. 3. Confirm that the amounts on the invoice agree with the amounts being claimed; and the VAT number on the invoice matches the VAT number of the business. 4. Obtain certification from the Foundation for Information Technology Accessibility (FITA) confirming that the website enhancements were carried out to increase accessibility for disadvantaged persons, and the works comply with the relevant accessibility standards accepted by FITA.
38	[FOR DIGITAL SOLUTIONS CLAIMS SPECIFICALLY ENHANCEMENT COSTS FOR SOFTWARE SYSTEMS, WEBSITES AND DIGITAL APPLICATIONS WITH INCREASING ACCESSIBILITY TO DISADVANTAGED PERSONS] 1. Obtain the invoice(s) for the development, updating, or enhancement of the website and confirm that the works claimed relate specifically to enhancing website accessibility for disadvantaged persons. 2. Obtain a signed declaration from the applicant confirming that the accessibility enhancements are being implemented for the economic activity of the business. 3. Confirm that the amounts on the invoice agree with the amounts being claimed; and the VAT number on the invoice matches the VAT number of the business. 4. Obtain certification from the Foundation for Information Technology Accessibility (FITA) confirming that the website enhancements were carried out to increase

	accessibility for disadvantaged persons, and the works comply with the relevant accessibility standards accepted by FITA.
39	[FOR DIGITAL SOLUTIONS CLAIMS SPECIFICALLY MAINTENANCE AGREEMENTS AND HOSTING SERVICE LINKED TO THE PROCUREMENT OR DEVELOPMENT OF NEW SOLUTIONS] Obtain a copy of the agreement covering the new digital solution included in this application form, which should include terms and period of maintenance, hosting or intial subscription., including the terms and period covered, and confirm that: - Maintenance costs are excluded. - Hosting fees, server rental, cloud hosting, and similar operating costs are excluded. - Subscription renewal fees are excluded. (Renewals of maintenance, hosting and subscription fees are not eligible, as the asset is no longer considered new at the point of renewal.) Confirm that: - Only agreements entered into at the time of asset procurement are considered eligible. - The agreement was signed at the moment the asset was purchased or implemented. - Later agreements or renewals must not be accepted.