**Brexit Support Scheme**

**[Advisory services in preparation for BREXIT]**

**Application Form**

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|  | **Notes to Applicant** | **Noti lill-Applikant** |
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| a. | This Application Form is intended for undertakings requesting support through the Brexit Support Scheme. | *Din l-applikazzjoni hija intiża għal impriżi li ser jitolbu għajnuna permezz ta' l-Iskema Brexit Support* |
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| b. | The Application form content should address the Incentive Guidelines which can be downloaded from the Corporation’s website. | *L-informazzjoni mgħotija fl-applikazzjoni għandha tkun konformi mal-Linji Gwida tal-Inċentiv li jistgħu jitniżżlu mill-websajt tal-Korporazzjoni.* |
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| c. | All entries in this application must be clearly explained and substantiated. Any missing information or annexes could lead to a rejection of the application. | *L-informazjoni kollha f'din l-applikazzjoni għandha tkun spjegata u ssostanzjata b'mod ċar. Informazzjoni jew annessi nieqsa jistgħu jwasslu biex l-applikazzjoni ma tiġix aċċettata* |
| d. | This Application Form and any attached documents will be treated in strict confidence. | *Din l-applikazzjoni u kull dokument mehmuż ser jiġu trattati b'mod kunfidenzjali.* |
|  | Complete Application forms, filled in electronically (including all supporting annexes) must be submitted via Malta Enterprise Client Portal by no later than 31st December 2020 | *Applikazzjonijiet kompluta, mimlija b'mod elettroniku (inklużi l-annessi kollha) għandhom jiġi sottomessi permezz tal-Portal tal-Klijenti ta’ Malta Enterprise mhux aktar tard mill-31 ta' Diċembru 2020.* |

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| **1.** | **Applicant Details** | | **Dettalji tal-Applikant** | | |
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| 1.1 | **Registered Business Name/Name of Applicant** | | **L-isem rreġistrat tan-negozju / Isem l-Applikant** | | |
|  | The registered name of a company is the named specified in the Memorandum and Articles of Association registered with the Malta Financial Services Authority. Partnerships and co-operative societies should enter the name as specified in a valid deed of partnership. Self Employed persons should list the full name (first name and surname) as listed on their official identification document. | | L-isem irreġistrat ta’ kumpanija huwa l-isem speċifikat fil-Memorandum u l-Artikoli ta' Assoċjazzjoni rreġistrati mal-Awtorità għas-Servizzi Finanzjarji ta' Malta. Is-sħubiji u s-soċjetajiet kooperattivi għandhom idaħħlu l-isem kif speċifikat fil-ftehim uffiċali tas-sħubija. Persuni li jaħdmu għal rashom għandhom jiktibu l-isem sħiħ (isem u kunjom) kif muri fid-dokument ta' identifikazzjoni uffiċjali tagħhom. | | |
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| 1.2 | **Legal form of Business** | | **Forma Legali tan-Negozu** | | |
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| 1.3 | **Registration Number** | | **Numru ta’ Reġistrazzjoni** | | |
|  | This is the official registration number of the company or partnership in terms of the Companies Act, Chapter 386 of the Laws of Malta. Co-operative societies should enter their official registration number in terms of the Co-operatives Societies Act, Chapter 442 of the Laws of Malta. Self Employed should enter their Identity Card Number. | | Dan huwa n-numru ta' reġistrazzjoni uffiċjali tal-kumpanija jew is-sħubija skond l-Att dwar il-Kumpanniji, Kapitolu 386 tal-Liġijiet ta 'Malta. Is-soċjetajiet kooperattivi għandhom iniżżlu n-numru ta' reġistrazzjoni uffiċjali tagħhom skont l-Att dwar is-Soċjetajiet tal-Koperativi, Kapitolu 442 tal-Liġijiet ta' Malta. Persuni li jaħdmu għal rashom għandhom jiktbu in-Numru tal-Karta tal-Identità tagħhom. | | |
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| 1.4 | **VAT Number (if applicable)** | | **Numru tal-VAT (fejn applikabbli)** | | |
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| 1.5 | **Summary of Business Activity** | | **Taqsira tal-attività tan-negozju** | | |
|  | Give a brief description of your main business activities | | Agħti deskrizzjoni qasira tal-atitivatijiet prinċipali tan-negozju tiegħek | | |
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| 1.6 | **Current Employment** | **Click here to enter a date.** | | | **Impjieg Kurrenti** |
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|  | Number of full-time equivalent employees |  | | | Numru totali ta’ l-impjegati espress bħala full-time |
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| 1.7 | **Turnover as per last 2 years audited financial statements** | Enter Year | | Enter Year | **Bejgħ tal-kumpanija skont l-aħħar sentejn ta’ kontijiet ivverifikati** |
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|  | Total Turnover |  | |  | Bejgħ Totali |
|  | The amount declared should be certified by a CPA |  | |  | L-ammont dikjarat għandi jiġi ċċertifikat min kontablist pubbliku ċċertifikat |
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|  | Turnover dependent on transactions related to the British Market |  | |  | Bejgħ dipendenti fuq transazjonijiet relatati mas-suq Brittanniku |
|  | The amount declared should be certified by a CPA |  | |  | L-ammont dikjarat għandi jiġi ċċertifikat min kontablist pubbliku ċċertifikat |

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| **2.** | **Assistance Required** | **Għajnuna Meħtieġa** | |
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| 2.1 | **Dependency on British market** | **Dipendenza fuq is-suq Brittanniku** | |
|  | Quantify your undertaking’s activity in the British Market and explain how your business activity is dependent on this market and how you envisage that Brexit will affect you undertaking’s performance and economic success. | Ikkwantifika l-attività tal-impriża tiegħek fis-Suq Britanniku u spjega kif l-attività tan-negozju tiegħek tiddependi fuq dan is-suq u kif tipprevedi li Brexit ser taffettwa l-prestazzjoni u s-suċċess ekonomiku tal-impriża. | |
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| 2.2 | **Challenges and Opportunities** | **Sfidi u Opportunitajiet** | |
|  | Describe the matters you would like the business advisor help you to address. | Iddeskrivi l-kwistjonijiet li tixtieq li l-konsulent tan-negozju jgħinek tindirizza. | |
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| 2.3 | **Expected results** | **Riżultati mistennija** | |
|  | What results are you expecting to achieve from the advisory services requested? | X'riżultati qed tistenna li tikseb mis-servizz ta' konsulenza mitlub? | |
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| 2.4 | **Total cost of advisory services** | | **Spiża totali tal-konsulenza** |
|  | Kindly specify EITHER the number of hours that will be allocated for the consultancy together with the rate per hour OR the full cost of the service required. | | Ikkwantifika JEW in-numru ta’ siegħat li ser jiġu allokati għall-konsulenza flimkien mar-rata fis-siegħa, JEW l-ispiża sħiħa tas-servizz meħtieġ. |
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| 2.5 | **Value of assistance requested** | | **Valur ta assistenza mitlub** |
|  | This should be calculated as 50% of the total cost up to a maximum of €5000. | | Dan għandu jiġi ikkalkulat bħala 50% tal-ispiża totali sa mhux aktar minn €5000. |
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| **3.** | **Detail of selected advisor** | **Dettalji dwar il-konsulent magħżul** |
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| 3.1 | **Name of Business Advisor** | **Isem il-Konsulent** |
|  | A CV of the business advisor should be uploaded in the relevant field on the client portal. If the advisor is representing a firm you are also required to submit the CV of the team leader of the advisory. | CV tal-konsulent għandha tiġi mtella fit-taqsima relevanti tal-portal tal-klijenti. Jekk il-konsulent qed jirrappreżenta kumpanija ta’ konsulenza, għandu jiġi sottomess ukoll CV tal-mexxej tat-tim tal-konsulenza. |
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| 3.2 | **Name of Consultancy Firm** (if applicable) | **Isem il-Kumpanija ta’ Konsulenza** (jekk applikabbli) |
|  | If the selected advisor owns or works with a company, enter the name of the company. A business profile is to be uploaded in the relevant field in the client portal. | Jekk il-konsulent magħżul huwa sid ta’ jew jaħdem ma kumpanija ta’ konsulenza, ikteb l-isem. Profil tal-kumpanija għandu jittella fit-taqsima relevanti fil-portal tal-klijenti. |
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| 3.3 | **Give reasons on the selection of the business advisor** | **Spjega l-għażla tal-konsulent** |
|  | What is the rationale behind the choice of advisor? With the application form you should upload the draft terms of reference you will enter into with the advisor should the application be approved. These terms should clearly explain the that will be addressed through the advisory services and a quotation for the service to be rendered. This document can be uploaded in the in the Other Documents field. | X’inhuma ir-raġunijiet il-għaliex għażilt dan il-konsulent?  Mal-applikazzjoni għandek tissottometti abbozz tal-kuntratt li ser tagħmel mal-konsulent jekk l-applikazzjoni tiġi approvata. Il-kuntratt għandu jispjega il-kwistjonijiet li ser jiġu indirizzati u stima tas-servizz mitlub. Dan id-dokument għandu jittella fit-taqsima bl-isem *Other Documents.* |
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| **4.** | **Signatures** | **Firem** | |
|  | The undersigned hereby authorises Malta Enterprise Corporation to process the data contained in this form for the purpose stated above and declare that the information on this form and any other information given in support of this application is correct to the best of my knowledge. | Is-sottoskritt jawtorizza lil Malta Enterprise Corporation biex tipproċessa d-dejta f'din il-formola għall-iskop imsemmi hawn fuq u jiddikjara li l-informazzjoni fuq din il-formola u kwalunkwe informazzjoni oħra mogħtija bħala appoġġ għal din l-applikazzjoni hija korretta sa fejn naf jien | |
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|  | Name of Applicant (full legal name) | Isem legali tal-Applikant | |
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|  | Name and Surname of signatory authorised to represent the Applicant | Isem u Kunjom il-Firmatarju awtorizzat jirrapreżenta l-Applikant | |
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|  | Position in Establishment | Rwol | |
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|  | Signature & Company Stamp | Firma u Timbru tal-kumpanija | |
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|  | Date | Data | | |
|  | Click here to enter a date. | Għafas biex tagħżel data. | | |
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|  | By signing this application I confirm that I am aware that should this assistance be approved, upon submission of the claim I shall also be providing Malta Enterprise with a ‘report of the services rendered by the contracted advisor detailing how the objectives of the advisory were addressed’, as part of the claim documentation. | Nikkonferma li ninsab konxju li jekk din l-għajnuna tiġi approvata, meta nissotometti it-talba għal rimborż, għandi wkoll nipprovdi lil Malta Enterprise b’rapport tas-servizzi mogħtija mill-konsulent ikkuntrattat bid-dettalji dwar kif l-għanijiet tal-konsulenza ġew indirizzati, bħala parti mid-dokumentazzjoni tat-talba. | | |