 Micro Guarantee 2017-2020

Application Form





**For Office Use Only:**

Reference Number

Date and Stamp received by the

Corporation

Introduction

**Please note that:**

1. The scope of this application form is to ensure that all applicants submit at least the minimum required information. Enterprises are however encouraged to submit additional information, in any format they prefer, to substantiate or elaborate on what is declared in this form.
2. Hand written applications will not be accepted.

**When compiling this application, it is recommended to:**

* Provide specific details
* Provide truthful and realistic information;
* Invest adequate time and effort to compile and complete the application;
* Add supplementary documentation in cases where the space provided is not sufficient, and
* Demonstrate why the application should be approved

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Details** |  | | |
| Registered Business Name[[1]](#footnote-2) |  | | |
| Type of Business | Choose an item. | Identification Number[[2]](#footnote-3) | Click here to enter text. |
| VAT Number | Click here to enter text. | Jobsplus Number | Click here to enter text. |
| Business Activity Starting Date | Click here to enter a date. | | |

Registered Address Fill in the Section below if the premises where the investment will be carried out if different from the registered address

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Street | Click here to enter text. | | | | Street | Click here to enter text. | | | |
| Locality | Click here to enter text. | | Post Code | Click here to enter text. | Locality | Click here to enter text. | | Post Code | Click here to enter text. |
| Telephone Number | | Click here to enter text. | | | Contact Person | | Click here to enter text. | | |
| Web Address | | Click here to enter text. | | | Name and Surname | | Click here to enter text. | | |
|  | |  | | | Designation | | Click here to enter text. | | |
|  | |  | | | E-mail address | | Click here to enter text. | | |
|  | |  | | | Mobile Number | | Click here to enter text. | | |

**Summary of Business Activity**

Click here to enter text.

**Describe the investment and the economic feasibility of the project which will be financed should the Micro Guarantee be approved.**

Click here to enter text.

**The proposed project addresses one (1) or more of the following actions -**

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

Choose an item.

**Explain how the investment will help you in your business activity in relation to the proposed actions chosen above with regards to:**

**Products and Services:**

Click here to enter text.

**Markets:**

Click here to enter text.

**Employment:**

Click here to enter text.

**Innovation:**

Click here to enter text.

**Environment:**

Click here to enter text.

**Business Improvement:**

Click here to enter text.

**Investment Costs**

Select one (1) or more of the following eligible costs and provide a detailed description of the costs related to the proposed project. A new line should be used for each specific cost item.

Malta Enterprise reserves the right to request a submission of three quotations per cost item.

Choose an item.

|  |  |
| --- | --- |
| List each individual cost item and it’s cost  Item 1  Item 2  Item 3 | Amount (Excluding VAT)  € 0  € 0  € 0 |

Choose an item.

|  |  |
| --- | --- |
| List each individual cost item and it’s cost  Item 1  Item 2  Item 3 | Amount (Excluding VAT)  € z gnf 0  € 0  € 0 |

# Choose an item.

|  |  |
| --- | --- |
| List each individual cost item and it’s cost  Item 1  Item 2  Item 3 | Amount (Excluding VAT)  € 0  € 0  € 0 |

Choose an item.

|  |  |
| --- | --- |
| List each individual cost item and it’s cost  Item 1  Item 2  Item 3 | Amount (Excluding VAT)  € 0  € 0  € 0 |
| **TOTAL:** | € 0 |
| **Total Loan Amount Being Requested From the Financial Institution** | € 0 |

**Employment**

List down the potential new jobs created through the implementation of the investment to be carried out. Also define the nature and skills required for the new employment.

Click here to enter text.

**Forecasts**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | 2016 | 2017 | 2018 | 2019 | 2020 |
|  | **Audited** | **Audited** | **Choose an item.** | **Forecast** | **Forecast** |
| Turnover | € 0 | € 0 | € 0 | € 0 | € 0 |
| Cost of Sales | € 0 | € 0 | € 0 | € 0 | € 0 |
| Gross Profit (Loss) | € 0 | € 0 | € 0 | € 0 | € 0 |
| Bank interest payable | € 0 | € 0 | € 0 | € 0 | € 0 |
| Depreciation | € 0 | € 0 | € 0 | € 0 | € 0 |
| Other Overheads | € 0 | € 0 | € 0 | € 0 | € 0 |
| Operating Profit/Loss | 0 | 0 | 0 | 0 | 0 |
| Other non-operating income/Expenditure | € 0 | € 0 | € 0 | € 0 | € 0 |
| Tax | € 0 | € 0 | € 0 | € 0 | € 0 |
| Profit after Tax | € 0 | € 0 | € 0 | € 0 | € 0 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Number of employees | 0 | 0 | 0 | 0 | 0 |  |
| Total Wage Costs | 0 | 0 | 0 | 0 | 0 |  |
| Wages per employee | € 0 | € 0 | € 0 | € 0 | € 0 |  |
|  |  |  |  |  |  |  |
| Number of new employees created | 0 | 0 | 0 | 0 | 0 |  |
|  |  |  |  |  |  |
| Total Assets | € 0 | € 0 | € 0 | € 0 | € 0 |
| Total Liabilities | € 0 | € 0 | € 0 | € 0 | € 0 |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **6. Declarations**   * 1. **Personal Data Protection**  |  | | --- | | Contact email address of the Data Protection Officer: [dpo@maltaenterprise.com](mailto:dpo@maltaenterprise.com)  The legal basis and purpose of processing:  The personal data collected by Malta Enterprise (hereinafter ‘the Corporation) via this written application for the aid and its subsequent processing by the Corporation to evaluate data subject’s request for aid under the Scheme is in line with:   1. The Scheme Incentive Guidelines; 2. Article 28 of the Malta Enterprise Act; 3. Commission Regulation (EU) No 651/2014 of 17th June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty as amended by Commission Regulation (EU) No 2017/1084 of 14 June 2017 amending Regulation (EU) No 651/2014 as regards aid for port and airport infrastructure, notification thresholds for aid for culture and heritage conservation and for aid for sport and multifunctional recreational infrastructures, and regional operating aid schemes for outermost regions and amending Regulation (EU) No 702/2014 as regards the calculation of eligible costs(hereinafter referred to as the ‘General Block Exemption Regulations’ (for Schemes notified under the General Block Exemption Regulations); or 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 (*de minimis* Regulation); 4. Data Protection Act, Chapter 440 of the Laws of Malta and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).   The legitimate basis to process personal data submitted by the data subject by virtue of his/her written application for aid is Regulation 6 (1)(b) of the General Data Protection Regulation (“GDPR”), as ‘*processing is necessary in order to take steps at the request of the data subject prior to entering into a contract*’.  Data retention period:  The data collected by the Corporation as submitted by the data subject via this written application for aid will be retained for a period of 10 years from the last aid granted to the Undertaking represented by the data subject in relation to this written application for aid, in line with the Scheme Incentive Guidelines and Article 12 of the General Block Exemption Regulations or Article 6 of the *de minimis* Regulation. | | 1. Pursuant to the Regulation, you have the right to access the personal data, rectify inaccurate personal data, request to erase personal data and request the Corporation to restrict the processing of personal data.   To exercise such rights, you are to submit a written request to the Data Protection Officer via the contact e-mail address.  Any erasing and/or rectification of personal data and/or restriction of processing as referred to above may:   * 1. Render one or more cost items or the Undertaking ineligible for assistance under the Scheme or render void an Incentive Entitlement Certificate issued in favour of the Undertaking for assistance under the Scheme in relation to this written application for aid;   2. Lead the Corporation to enforce a recovery of aid granted to the Undertaking as part of this written application for aid, in line with Article 32 of the Malta Enterprise Act. | | Sharing of data where strictly necessary and required by law:  For the purpose of processing this written application for aid in line with the Scheme Incentive Guidelines, the General Block Exemption Regulations or the 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 (hereinafter referred to as the ‘*de minimis Regulations*’), the Corporation shall share the data provided via this application with other Government Entities, subject that such processing satisfies at least one of the grounds listed under Regulation of the GDPR. | | For the purpose of monitoring of aid in line with Article 6 of the *de minimis* Regulations and Articles 11 and 12 of the General Block Exemption Regulations or where legally required, any data provided as part of this written application for aid may be shared with the European Commission. | | For any individual aid awarded in excess of €500,000 as part of this written application for aid, the details of the Beneficiary, the awarded aid and the project details shall be published as provided for in Article 9 of the General Block Exemption Regulations. | | If you feel that your data protection rights have been infringed, you have the right to lodge a complaint with the Information and Data Protection Commissioner. | | Authorisation to engage with the Corporation on matters related to this application.  I the undersigned, as legal representative of the Applicant Undertaking, authorise the following Legal Bodies and/or Natural Persons to act on my behalf with Malta Enterprise Corporation with respect to matters related to this written application for aid and any subsequent documentation exchanged between the two parties in relation to the same written application for aid.   |  |  |  | | --- | --- | --- | | **Name of Legal Entity** | **Name and Surname of Natural Person granted authorisation(1)** | **E-mail address of party granted authorisation(2)** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   Note 1: Leave empty if authorisation is intended to any natural person engaged with the Legal Entity. Otherwise specify the name and surname of the person(s) working for the Legal Entity to whom the authorisation is intended.  Note 2: Written communication with the Legal Entity and/or Natural Person granted authorisation via email will only be accepted via the email address specified in the table above. The Undersigned should be copied (via the email address specified in this application) in any communication between the Corporation and the Person granted authorisation as per above table.   |  |  | | --- | --- | | **Name and Surname of person giving authorisation:** |  | | **E-mail address of person giving authorisation:** |  | | **Signature of person giving authorisation:** |  | | **Designation:** |  | | **Date:** | Click here to enter a date. | | *The person giving authorisation should correspond to the data subject of personal data contained in this application as well as represent the Applicant Undertaking as its legal representative.* | | |  | | |   **6.2 Cumulation of Aid**  The undersigned declares that aid approved under this incentive is in line with the terms and conditions set out in the Incentive Guidelines and in line with Article 5 of the 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.  **6.3 Double Funding**  The undersigned confirms that there has not been any approval or has not been granted any funding, financing or fiscal benefit in respect to the cost items on which aid is being requested and will not seek funding or fiscal benefits for these cost items through other **National** and/or **European Union** measures. Such schemes may be administered by Malta Enterprise,  **6.4 Outstanding Recovery Order**  The undersigned confirms that the applicant is not subject to an outstanding recovery order following a previous Commission decision declaring an aid illegal and incompatible with the internal market. |

**7. Signatures**

|  |  |
| --- | --- |
| Signature and Stamp of Applicant |  |
| Designation[[3]](#footnote-4) | Click here to enter text. |
| Date | Click here to enter a date. |

**8. Annexes**

**Annex 1 – Enterprise Size Declaration**

**Annex 2 – De Minimis Declaration**

**Annex 3 – Latest Audited Financial Statement**

In the case of newly-established enterprises whose accounts have not yet been approved, the data to apply is to bederived from a bona fide estimate made in the course of the financial year.

In the case of self-employed a copy of the latest tax returns including the income statement.

In the case of Family Business an updated certificate issued by the Regulator for Family Business

1. The registered name of a company is the name specified in the Memorandum and Articles of Association registered with the Malta Financial Services Authority (MFSA). 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). [↑](#footnote-ref-2)
2. The registration number 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. [↑](#footnote-ref-3)
3. In the case of a registered company, the individual signing this application must be duly authorized either in terms of the Beneficiary’s Memorandum and Articles of Association or in terms of an appropriate resolution of the Board of Directors, a copy of which must be attached to this application.

   In the case of a partnership, the individual signing this application must be duly authorized in terms of the Partnership Agreement or in terms of an appropriate resolution of the Board of Directors, a copy of which must be attached to this application. [↑](#footnote-ref-4)