# Strengthening Market Entry and Internationalisation

# Application Form: Participation in Trade Event





**For Office Use Only:**

Reference Number

Date and Stamp received by the

Corporation

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| This form is to be used by undertakings participating in Business to Business international trade event (as per section 2.2 of the Incentive Guideline).  NOTES:   * This form must reach Malta Enterprise at least three (3) months before the trade event. * Funding is at the sole discretion of Malta Enterprise. Application evaluations are carried out based on benefits derived by participating enterprises and how these benefits may support the general growth of industry in Malta. * Prior to filling and submitting this form, applicants should read the Strengthening Market Entry and Internationalisation Incentive Guidelines available at: <http://www.maltaenterprise.com/en/support/trade-promotion>. * All relevant fields in this form must be completed. * All requested info should be completed in the fields provided; any reference to external documents will be disregarded. |

| 1. Applicant Details | | | | |
| --- | --- | --- | --- | --- |
|  | | | | |
| Name of Undertaking |  | | | |
|  | | | | |
| Address |  | | | |
| Post Code | |  |  |
|  | | | | |
| VAT Number: |  | |  | |
|  | | | | |
| Company Registration Number: | |  | | |
|  | | | | |
| Legal form of Undertaking: | |  | | |
|  | | | | |
| Telephone Number/s: |  | |  | |
|  | |  | |
|  | | | | |
| e-mail: |  | | | |
|  | | | | |
| Website (URL) |  | | | |
|  | | | | |
| Summary of business activity |  | | | |

| 2. Details of Trade Event and participation. | | |
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| Name of event: |  | |
| Event website: |  | |
| Dates of the event: | from: | to: |
| Dates of participation in the event | from: | to: |
| Provide a summary of how the Applicant intends to participate in the trade event (eg. setting-up a stand, one-to-one meetings with other business partners),etc. |  | |

| 3. Reason for participating in the Trade Event | |
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| Provide a summary on the benefits that the Applicant will gain by participating in the trade event. In particular, explain how participation in this trade event will contribute to facilitate the Applicant’s access to foreign markets. |  |

| 4. Estimated Costs  Refer to Section 3.3 of the Incentive Guideline | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
|  |  |  | € |
| Registration fees for trade event. |  |  | 0 |
| Costs for participation in trade event (rental of exhibition space / stand and/or stand construction services). | | | 0 |
| Stand improvements costs, including display aids and graphics but excluding any other promotional material. | | | 0 |
| Freight expenses for shipping materials and exhibits required to setup and run the stand. | | | 0 |
| Travel costs (of **one** representative only). |  |  | 0 |
| Per Diem | Rate / day (€) : | 0 | 0 |
|  | Number of days | 0 |  |
| Total |  |  | 0 |

The Per Diem list may be accessed by [clicking here](http://www.maltaenterprise.com/en/support/docs/diem-rates).

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| 5. Annexes | |
| Please ensure that the following annexes are attached to your application: | |
| Annex 1 | State aid declarations for de minimis aid  (refer to <http://www.maltaenterprise.com/en/support/docs/de-minimis-declaration>) |
| Annex 2 | Enterprise size declaration.  (refer to <http://www.maltaenterprise.com/en/support/docs/enterprise-size-declaration>) |
| Annex 3 | VAT compliance certificate.  Attach a VAT compliance certificate issued by the VAT department not more than six (6) months before the submission of this application form. |
| Annex 4 | Income tax compliance certificate.  Attach a certificate issued by the Inland Revenue Department confirming that the applicant has no liabilities in respect of income tax or is otherwise honouring an agreement for setting any outstanding amounts. The certification should have been issued in the six (6) months preceding the submission of this application form. |
| Annex 5 | Final Settlement and Social Security Contributions compliance certificate.  Attach a certificate issued by the Inland Revenue Department confirming that the application has no liabilities in respect of the Final Settlement System (FSS) and of Social Security Contributions (SSC) or is honouring an agreement for setting any outstanding amounts. The certification should have been issued in the six (6) months preceding the submission of this application form. |

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| 6. Personal Data Protection |
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| Personal information collected in this form will be processed in accordance with the Data Protection Act, Cap 440 of the Laws of Malta and shall be treated in the strictest confidence.  Information provided in this form will be processed by Malta Enterprise to assess your eligibility, approve or otherwise assistance under this scheme, to monitor implementation of aid granted and for other processing related thereto.  Malta Enterprise may also need to forward some information to third parties where this is strictly necessary for the proper administration of this incentive or when legally required.  You have the right to access, rectify, and, where applicable, the right to erase personal data concerning you. Malta Enterprise Corporation guarantees fair processing in respect of your personal information. Furthermore, we will solely send you information related to the Corporation’s services. |

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| 7. Declaration |
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| As authorised Officer of the Company or the Promoter should complete this Declaration.  I confirm that:   * The Company/Promoter has not sought and will not seek aid from any other State Agency in respect of this expenditure. (If aid has been sought, is being sought or has been awarded in respect to this expenditure you are requested to attach full details to this application form.) * The Company is applying for support under the Malta Enterprise Act and acknowledges to having read and to be in agreement with the guidelines relevant to this incentive. * I agree that Malta Enterprise can publish an agreed text concerning the success of my proposal. * The information collected in this form is being collected for the purposes of determining whether the applicant is eligible to benefit from the above mentioned scheme. All information will be processed in accordance with the Data Protection Act, Cap 440 of the Laws of Malta and shall be treated in the strictest confidence.   I hereby authorise 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 are correct to the best of my knowledge. |
| |  |  | | --- | --- | | Name of Undertaking  (full legal name) |  | |  |  | | Undertaking’s Registration Number |  | |  |  | | Name and Surname  (BLOCK LETTERS) |  | |  |  | | Position in Establishment |  | |  |  | | Signature |  | |  |  | | Date | Click here to enter a date. | |