

GUIDELINES FOR THE SERVICES EXPORT FUND (SEF)

Notes	
1	This guideline is valid for applications submitted from 13 May 2024 onwards.
2	SEF Guideline are subject to changes without prior notice.
3	The approval of Services Export Fund (SEF) is SUBJECT TO THE AVAILABILITY OF THE FUND FROM THE GOVERNMENT.
4	MATRADE has never appointed nor cooperated with any agent or third party in submitting SEF applications on companies' behalf.
5	MATRADE is committed to protect personal data of company in accordance to Personal Data Protection Act (PDPA).

NO	CONTENTS	PAGE
1.0	SERVICES EXPORT FUND (SEF)	1
2.0	PURPOSE	1
3.0	ACTIVITIES ELIGIBLE FOR SEF	1-2
4.0	ELIGIBLE SECTORS FOR APPLICANT	3
5.0	ELIGIBILITY CRITERIA	3-4
6.0	FORM OF ASSISTANCE	5
7.0	SEF LIMITS	5
8.0	CLAIM SUBMISSION REQUIREMENT	5
9.0	STANDARD SUPPORTING & ADDITIONAL DOCUMENTS	6
10.0	SEF IMPACT & MONITORING SURVEY	7
11.0	FEASIBILITY STUDY (ACTIVITY 5)	7-8
12.0	HOW TO SUBMIT A CLAIM FOR REIMBURSEMENT	8-10
13.0	ELIGIBLE ACTIVITIES FOR SEF	11-30
APPENDICES		
	SAMPLE OF DECLARATION LETTER (ORIGIN OF SERVICES OFFERED BY THE MALAYSIAN)	31
	SAMPLE OF DECLARATION LETTER (PRODUCTS ARE MADE IN MALAYSIA – ACTIVITY 12)	32
	PROGRAMME FOR EVENT & VENUE	33
	PROJECT BRIEF FORMAT	34
	CHECKLIST	35-47
	SAMPLE OF OUTCOME REPORT	48-49

1.0 **SERVICES EXPORT FUND (SEF)**

The Services Export Fund (SEF) is a trade support facility that assists Malaysian entities involved in the service industry, such as companies (Malaysian Service Providers or MSPs), Trade & Industry Associations, Chambers of Commerce, Professional Bodies, Government-Linked Investment Companies (GLICs), Government-Linked Companies (GLCs) and Co-operatives to undertake export related activities in international markets.

2.0 **PURPOSES**

The purposes of SEF are:

- i. To improve the international competitiveness of Malaysian Service Providers (MSPs);
- ii. To make inroads, increase accessibility and expand service exports of MSPs in the global market;
- iii. To advance the reach of Malaysia's export promotion initiatives, gain market access and capture export opportunities for services; and
- iv. To raise global awareness and branding of Malaysia as a competent, trusted and preferred service provider.

3.0 **ACTIVITIES ELIGIBLE FOR SEF**

NO.	TYPE OF ACTIVITIES	MAXIMUM LIMIT (RM)
1.	<u>Activity 1</u> Cost of travelling and accommodation as a participant in an international competition for the services industry held abroad.	50,000.00
2.	<u>Activity 2</u> Cost of travelling and accommodation to international destinations for tender bidding; And/or cost of purchasing tender documents for projects overseas.	50,000.00
3.	<u>Activity 3</u> Cost of travelling and accommodation to meet/ network/ conduct presentations to potential client(s) and further explore potential business and projects overseas.	100,000.00
4.	<u>Activity 4</u> Cost of travelling and accommodation in rendering services for the secured projects undertaken overseas (consultation, supply, delivery, implementation and execution of project).	100,000.00

NO.	TYPE OF ACTIVITIES	MAXIMUM LIMIT (RM)
5.	<u>Activity 5</u> Cost of conducting a feasibility study for international project overseas.	1,000,000.00
6.	<u>Activity 6</u> Cost of setting up a commercial office overseas.	200,000.00
7.	<u>Activity 7</u> Cost of procuring commercial intelligence/ market reports for assessing business opportunities or projects in international markets.	50,000.00
8.	<u>Activity 8</u> Cost of developing prototype/ system customisation/ localisation to meet project requirements overseas.	50,000.00
9.	<u>Activity 9</u> Cost of travelling, accommodation and participation fee in international training programmes held locally/overseas (physical/virtual) related to the services of the company. Training program is defined as an activity or activities that include undertaking one or a series of TECHNICAL courses/training related to the services of the company; or The courses/training attended must be a requirement for the project implementation. The courses/training can be conducted physically or online, and <u>not covered</u> by Human Resources Development Fund (HRDF).	50,000.00
10.	<u>Activity 10</u> Cost of acquiring international certification in export services (including compliance to sustainability). The claim includes for Pre-implementation, Implementation and Post-implementation of the certification.	100,000.00
11.	<u>Activity 11</u> Cost of renting/subscribing of software; or Cost of renting of machinery/equipment for exporting services overseas.	200,000.00
12.	<u>Activity 12</u> Cost of logistic (sea/air/land freight) involved in sending of Malaysian products and/ or equipment abroad (door to door), for overseas projects awarded to and implemented by Malaysian service companies.	350,000.00

Notes:

- i. Refer to Para 13.0 for details.
- ii. The details of the checklist of documents as per **Appendix B(i) – Appendix B(xii)**.

4.0 ELIGIBLE SECTORS FOR APPLICANT

All service sectors are eligible under SEF, **EXCEPT TOURISM, REAL ESTATE, BANKING and INSURANCE** services. Focus sectors for SEF include:

- Accounting
- Aerospace
- Business Services
- Construction
- Education
- Electronics Manufacturing Services (EMS)
- Engineering Services
- Franchising
- Financial Services (Governed by Bank Negara Malaysia and Securities Commission)
- Halal Related Services
- Healthcare & Pharmaceutical Services
- Information and Communications Technology (ICT)
- Legal
- Logistics
- Maintenance, Repair and Overhaul (MRO)
- Maritime
- Oil and Gas
- Power Generation and Distribution
- Professional Services

5.0 ELIGIBILITY CRITERIA

To qualify for the SEF, the following requirements must be met:

5.1 For Malaysian Service Providers (MSPs):

- i. Incorporated under the Companies Act 1965/ Companies Act 2016, Malaysia;
OR
Malaysian Professionals, either Sole Proprietors or Partnerships, and registered with a recognised professional authority in Malaysia;
OR
Malaysian Co-operatives incorporated under Co-operative Societies Act 1993;
- ii. At least 60% equity owned by Malaysian/s;

- iii. Manufacturing, wholesale and trading companies are NOT eligible;
- iv. For mixed business company, at least 51% revenue MUST derive from rendering services;
- v. The business entity must be at least one (1) year in operation (Activity 1 – 12), and at least three (3) years in operation for Activity 5.
- vi. Not a dormant business entity*;
- vii. Currently exporting Malaysian services or ready to start the export of services; and
- viii. Registered with MATRADE under the Malaysia Exporters Registry (MER), at <https://www.matrade.gov.my/ms/export-to-the-world/online-services/register-as-matrade-member>.

5.2 For Trade & Industry Associations, Chambers of Commerce, Professional Bodies and Co-operatives

- i. Registered with the Registrar of Society (ROS) or recognized professional authority;
- ii. Co-operatives incorporated under Co-operative Societies Act 1993;
- iii. Malaysian owned with at least 60% share; and
- iv. Registered with MATRADE under the Malaysia Exporters Registry (MER), at <https://www.matrade.gov.my/ms/export-to-the-world/online-services/register-as-matrade-member>.

5.3 For Government Link Company (GLC)/ Government Link Investment Company (GLIC)

- i. Registered/ Incorporated under the Companies Act 1965/ Companies Act 2016, Malaysia;
- ii. Malaysian owned with at least 60% share; and
- iii. Registered with MATRADE under the Malaysia Exporters Registry (MER), at <https://www.matrade.gov.my/ms/export-to-the-world/online-services/register-as-matrade-member>

***Footnote:**

An entity that is inactive or dormant is not eligible for SEF. An entity is considered dormant if it is not carrying on any business activity or does not have any significant accounting transaction for one (1) financial year.

6.0 **FORM OF ASSISTANCE**

- i. The assistance is extended in the form of **100% reimbursable grants for all activities.**
- ii. The grant works on the basis that companies and entities must spend first for eligible expenses, file an application for a claim within the eligible period after the last day of the eligible activity, and **if** approved, they will be reimbursed on all eligible expenses.
- iii. For Activity 5 (Feasibility Study), the **Approval in Principle*** is required before applicant embarking the Feasibility Study [**refer to Para 13.0 (Activity 5)**].

**Note: The applicant is required to make a presentation on the proposed feasibility study to the SEF Committees in order to obtain Approval in Principle for the application submitted. Eligible expenses are subjected to the claim documents submitted with due diligence.*

7.0 **SERVICES EXPORT FUND (SEF) LIMITS**

- i. Each company is eligible for reimbursable grants from **2021 to 2025** (RMK-12).
- ii. The maximum amount for each activity is according to the maximum limit set for the stipulated activities. (See Activities Eligible for SEF on **para 3.0**).
- iii. All approval is subject to availability of the fund.

8.0 **CLAIM SUBMISSION REQUIREMENT**

8.1 **Register your company with MATRADE**

Malaysian entities that wish to apply for SEF **must first register with MATRADE**. Registration is free and can be applied online at <https://www.matrade.gov.my/ms/export-to-the-world/online-services/register-as-matrade-member>

8.2 **Register MyExport**

1. Log on to MyExport at <https://myexport.matrade.gov.my/>. Company may be required to update company profile in MyExport.
2. Under **Application Status**, click **Apply** under SEF tab.

9.0 STANDARD SUPPORTING & ADDITIONAL DOCUMENTS

Supporting Documents

Malaysian Service Providers

- i. Certificate of Incorporation Form 9 or Form 13
- ii. Latest Form of Annual Returns of Company Having a Share Capital (full set)
- iii. Latest Financial Audited Accounts (full set)

OR

Professional Services (Partnership / Sole Proprietor)

- i. Incorporated under the Registration of Business Act (1956) or registered under the respective statutory bodies for professional services providers
- ii. Latest Financial Audited Accounts (full set)/ Latest Audited Management Accounts/ Latest Audited Income Statement / Latest Audited Company Accounts
- iii. Latest Form B (LHDN)

OR

Co-operative

- i. Incorporated under Co-operative Societies Act 1993
- ii. The main business activity of the co-operative is for exporting
- iii. Exporting products made in Malaysia or Malaysian services

OR

Chambers of Commerce, Trade and Industry Associations & Professional Bodies

Registration and/ or certification issued by the Registrar of Society (ROS)/ associated professional body/ Certificate of Incorporation of Public Company (Form 8)

AND

Other Additional Documents

- i. Company brochure/ company profile/ other relevant documents
- ii. List of past projects undertaken (including overseas projects)
- iii. Latest EPF Statement (**Form A is not acceptable**)
- iv. Latest salary slips (for the director)/ appointment letters (for the contract staff/s) who will undertake the project
- v. Letter of Declaration on the origin of services/products offered by the Malaysian entity [Format as in **Appendix A(i)** and **Appendix A(ii)**]
- vi. Outcome report [Format as in **Appendix C(i)**]
- vii. Claim Form

10.0 SEF IMPACT & MONITORING SURVEY

- i. Please take note that the company **MUST** fill up and submit the SEF Impact & Monitoring Survey after the date of approval whenever required by SEF Secretariat.
- ii. The objective of this survey is to study the impact of SEF in the expansion of services companies outside Malaysia. Approved applicants are OBLIGED to cooperate with SEF Secretariat in this survey.

11.0 FEASIBILITY STUDY (ACTIVITY 5)

- i. The applicant must apply for Activity 5 via online within forty (40) calendar days after receiving the **Letter of Intent (LOI) from the government of the host country to conduct the Feasibility Study.**
- ii. The maximum grant approval for Activity 5 is 30% of the total cost of Feasibility Study but not exceeding RM1,000,000.00, whichever is lower.
- iii. Method of Reimbursement:
 - a. 50% on the eligible expenses is claimable during the ongoing Feasibility Study; and
 - b. 50% balance of the eligible expenses is claimable subject to project being awarded with Letter of Award within one (1) year **from the completion of the feasibility study.**
- iv. Eligible expenses for Activity 5 consist of the following components:

No.	Expenses	Maximum Limit (RM)
1.	Travelling Cost: <ol style="list-style-type: none">i. Airfareii. Accommodationiii. Ground Transportation	94,000.00
2.	Cost of Consultancy Work: <ol style="list-style-type: none">i. Technical survey, studies and reportsii. Technical design/drawing and printingiii. Related work (eg: permit, license, etc. to fulfill requirement by the local authorities)	300,000.00 300,000.00 300,000.00
3.	Printing Cost for The Final Report with ISBN Registration Number (10 copies in hard cover)	6,000.00
Total		1,000,000.00

- v. The Approval in Principle is required before the applicant embarks the Feasibility Study. In order to obtain the Approval in Principle, the applicant must undergo a 3-stage process:
 - a. Pitching session by the applicant to Director/Senior Director of Transformation and Digital Trade Division and SEF Secretariat;

- b. Presentation to members of the SEF Technical Committee Meeting; and
 - c. Presentation to members of in the SEF Steering Committee Meeting.
- vi. The applicant is required to make a presentation on the completed feasibility study to the committees.
 - vii. In order to obtain 50% of the remaining balance of the eligible expenses, the applicant must provide the **Letter of Award** and the **Project Contract** related to the feasibility study within **one (1) year from the completion of the feasibility study**.
 - viii. The applicant is required to make a presentation on the awarded project to the SEF Technical Committee Meeting and SEF Steering Committee Meeting.
 - ix. Approval is subject to the SEF Steering Committee decision.
 - x. Upon approval and Letter of Acceptance (LOA), applicant will be required to sign a contract with MATRADE.

Note:

Applicants with approved Activity 5 are not allowed to apply for ANY OTHER SEF activities and other grants available under MATRADE, which are related to feasibility study.

12.0 HOW TO SUBMIT A CLAIM FOR REIMBURSEMENT (ACTIVITY 1 – 12)

- i. Applicants must take note and adhere to the **deadlines** for claim submissions as follows:

Activity	Deadline
Activity 1, 2, 3, 4 & 9	Claim must be submitted within forty (40) calendar days from the last date of the event or activity .
Activity 7, 8, 10 & 11	Claim must be submitted within forty (40) calendar days from the last date of the payment .
Activity 5	<ul style="list-style-type: none"> • Limited to two-time submissions within the duration of Feasibility Study. • The second claim must be submitted within forty (40) calendar days from the last date of the completion of the Feasibility Study.
Activity 6	<p>Claim submissions for the set-up of an overseas office can be made as methods below:</p> <ul style="list-style-type: none"> i. <u>Advance Payment (Upfront)</u> - The claim can be submitted within 40 calendar days once the payment has been made. ii. <u>Split Payment</u> – Limited to two-time submissions. The second claim must be made within 40 calendar days after the end of the 12 months period of the establishment of the overseas office or the date of termination of the office contract, whichever is earlier.

	iii. Full Payment - The claim must be made within 40 calendar days after the end of the 12 months period of the establishment of the overseas office or the date of termination of the office contract, whichever is earlier.
Activity 12	Claim submissions must be made within 40 calendar days from the date of shipment .

- ii. Not eligible for overseas project owned and programmes organised by Malaysian Government.
- iii. All claims involve in foreign currency exchange rates are guided by original bank statement, credit card statement and telegraphic transfer statement. Accountant General (AG) rate will be used as a second option when the details amount is not stated in the original bank statement, credit card statement and telegraphic transfer statement.
- iv. All applications must be made by the company's representative only. **Any third party is not allowed to apply on behalf of the company.**
- v. Individual who is a director/staff/representative of more than one company, cannot claim the same SEF Activities for under multiple companies.
- vi. All documents must be under **the applicant's name**. Documents under different name **will not be accepted**.

In a case where activities made by its direct subsidiary, the applicant must provide proof of establishment of the subsidiary. Proof of transaction must be shown by the parent company (applicant) on any payment made by the subsidiary.

- vii. For any contracts signed through appointed agent/ third parties, the applicant must provide the proof of document to show that the appointed agent/ third parties are representing the applicant for the project (i.e. partnership/ contractual agreement).
- viii. Documents that are written in any foreign languages other than Malay/ English, must be accompanied by an English translation. **However, for contract or agreement, the translated version MUST be attested by The Ministry of Foreign Affairs.**
- ix. Applicants are encouraged to avoid making payment via cash. Reimbursement on cash payment will be at the discretion of MATRADE.
- x. Applicant are not allowed to conceal any information in the original documents such as EPF statement, credit card/ bank statement, etc.

- xi. The application will only be processed **upon receiving complete documentation. Any submission for appeal on rejected application due to incomplete documents will not be entertained.**
- xii. Applicant apply for SEF Activity 1 - 12 is not allowed to apply for ANY **OTHER grants** available under MATRADE, which are related to the same activity and expenses.
- xiii. MATRADE reserves the right to reject any **incomplete or doubtful** application for claims.
- xiv. MATRADE reserves the right to use the company information with regard to the SEF application for the purpose of MATRADE's promotional activities.
- xv. **In the event of false claim and/or doctored document, MATRADE has the right to take the necessary action including legal which may cause the applicant to be blacklisted if found guilty.**

Disclaimer:

All applications submitted will be processed and considered by MATRADE, based on the requirements, terms and conditions set in the SEF Guidelines. MATRADE is authorised to approve applications according to the SEF Guidelines at its absolute discretion. In the event that MATRADE finds any error in the application submitted by the company/ applicant, or if any of the requirements, terms or conditions set in SEF Guidelines are not fulfilled or have been breached; MATRADE shall have the absolute right and discretion to reject the application without any liability to attributed to MATRADE. MATRADE shall also not be held liable to the company/ applicant for any consequence or implications arising from the application being rejected by MATRADE.

MATRADE reserves the right to investigate complaints or reported violations of our Legal Terms and to take any action MATRADE deems appropriate or necessary, including but not limited to reporting any misuse or suspected unlawful activity to law enforcement authorities or taking any legal action against the company / applicant.

All documents provided by MATRADE and/or submitted to MATRADE are strictly private, confidential and personal to its recipients and should not be copied, distributed or reproduced in whole or in part, nor passed to any third party as stipulated, amongst others, in the Personal Data Protection Act 2010 (PDPA) of Act 709.

13.0 **ELIGIBLE ACTIVITIES FOR SEF**

Any promotional activities for services export subsidised or sponsored by any third party (e.g. government ministries or agencies/ trade and industry associations/ chambers of commerce/ professional bodies or other institutions), will not be considered for SEF.

ACTIVITY 1

DESCRIPTION	REQUIRED DOCUMENTS
100% reimbursable grant for eligible expenses incurred up to a maximum of RM50,000.00 per company/ entity.	
<p>Cost of travelling and accommodation as a participant in an international competition for the services industry held abroad</p> <p>Eligible expenses:</p> <ul style="list-style-type: none"> • <u>Economy class airfare for two (2) persons</u>. Cost of items such as visa, insurance, meals, change of flight date and seat are not included. Cost of additional baggage is not included <u>except for low cost airlines</u>. • <u>Accommodation for two (2) persons</u> not exceeding RM1,000 per night. Payment is including the duration of one (1) night before the event or a maximum of five (5) nights, whichever is lower. Cost of items such as minibar expenses, entertainment, laundry and hotel transportation are not included. <p>Notes:</p> <ol style="list-style-type: none"> i. Accommodation can be in a standard hotel room, airbnb, apartment or homestay and related type of accommodation. ii. Public Ground Transportation (except rental transportation) claims for ASEAN countries, countries in Europe and countries with international 	<p>The following are hardcopy documents required for Activity 1:</p> <ul style="list-style-type: none"> • Standard Supporting & Additional Documents (Please refer to para 9.0) • Event programme [Format as in Appendix A(iii)] • Copy of invitation letter as participant in an international competition • Copy of confirmation letter from the organiser on applicant's participation <p><u>Airfare</u></p> <ul style="list-style-type: none"> • Copy of invoice/booking confirmation with price details • Original receipt • Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) • Return boarding passes/ Air ticket/ Passport with immigration stamp of entry into & exit from the foreign country <p><u>Accommodation</u></p> <ul style="list-style-type: none"> • Copy of invoice/ guest folio with price details • Original receipt • Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) <p><u>Note:</u> If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document.</p>

borders such as US-Canada, Hong Kong SAR-Shenzen, Hong Kong-Macau-Zhuhai and so on.

- iii. Eligible Flight Routes:
 - a. Flight depart from Malaysia to country of event; and
 - b. Flight return to Malaysia from country of event
- iv. Not eligible for any promotion passes (e.g MH Flypass).
- v. Payment made using payment gateway (e.g BigPay, Wise, etc.) is acceptable with proof of reload transaction from the bank statement
- vi. Not eligible for installment payments (e.g GrabPay, Atome, etc.) including point redemption for both airfare & accommodation.
- vii. Appointment as competition judge/ jury is not eligible.
- viii. Not applicable for receiving award recognition.

ACTIVITY 2

DESCRIPTION	REQUIRED DOCUMENTS
100% reimbursable grant for eligible expenses incurred up to a maximum of RM50,000.00 per company/ entity.	
<p>Cost of travelling and accommodation to international destinations for tender bidding; And/or cost of purchasing tender documents for projects overseas.</p> <p>Eligible expenses:</p> <ul style="list-style-type: none"> • <u>Economy class airfare for two (2) persons.</u> Cost of items such as visa, insurance, meals, change of flight date and seat are not included. Cost of additional baggage is not included <u>except for low cost airlines.</u> • <u>Accommodation for two (2) persons</u> not exceeding RM1,000 per night. Payment is including the duration of one (1) night before the event or a maximum of five (5) nights, whichever is lower. Cost of items such as minibar expenses, entertainment, laundry and hotel transportation are not included. • <u>Cost of purchasing the tender documents</u> (can also be purchased via online). <p>Notes:</p> <p>i. Accommodation can be in a standard hotel room, airbnb, apartment or homestay and related type of accommodation.</p> <p>ii. Public Ground Transportation (except rental transportation) claims for ASEAN countries, countries in Europe and countries with international borders such as US-Canada, Hong Kong SAR-Shenzhen, Hong Kong-Macau-Zhuhai and so on.</p>	<p>The following are hardcopy documents required for Activity 2:</p> <ul style="list-style-type: none"> • Standard Supporting & Additional Documents (Please refer to para 9.0) • Copy of invitation letter for tender bidding/ tender notice • Copy of tender bid/ announcement/ advertisement • Copy of full set of tender documents that was submitted to tenderee • Copy of acknowledgement slip or letter to prove submission of tender document <p><u>Airfare</u></p> <ul style="list-style-type: none"> • Copy of invoice/booking confirmation with price details • Original receipt • Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) • Return boarding passes/ Air ticket/ Passport with immigration stamp of entry into & exit from the foreign country <p><u>Accommodation</u></p> <ul style="list-style-type: none"> • Copy of invoice/ guest folio with price details • Original receipt • Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) <p><u>Purchasing of Tender Document</u></p> <ul style="list-style-type: none"> • Copy of invoice • Original receipt • Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) <p><u>Note:</u> If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document.</p>

iii. Eligible Flight Routes:

- a. Flight depart from Malaysia to country of event;
and
- b. Flight return to Malaysia from country of event

iv. Not eligible for any promotion passes (e.g MH Flypass).

v. Payment made using payment gateway (e.g BigPay, Wise, etc.) is acceptable with proof of reload transaction from the bank statement

vi. Not eligible for installment payments (e.g GrabPay, Atome, etc.) including point redemption for both airfare & accommodation.

ACTIVITY 3

DESCRIPTION	REQUIRED DOCUMENTS
100% reimbursable grant for eligible expenses incurred up to a maximum of RM100,000.00 per company/ entity.	
<p>Cost of travelling and accommodation to meet/ network/ conduct presentations to potential client(s) and further explore potential business and projects overseas.</p> <p>Eligible expenses:</p> <ul style="list-style-type: none"> ● <u>Economy class airfare for two (2) persons.</u> Cost of items such as visa, insurance, meals, change of flight date and seat are not included. Cost of additional baggage is not included <u>except for low cost airlines.</u> ● <u>Accommodation for two (2) persons</u> not exceeding RM1,000 per night. Payment is including the duration of one (1) night before the event or a maximum of five (5) nights, whichever is lower. Cost of items such as minibar expenses, entertainment, laundry and hotel transportation are not included. <p>Notes:</p> <ol style="list-style-type: none"> i. Accommodation can be in a standard hotel room, airbnb, apartment or homestay and related type of accommodation. ii. Public Ground Transportation (except rental transportation) claims for ASEAN countries, countries in Europe and countries with international borders such as US-Canada, Hong Kong SAR-Shenzen, Hong Kong-Macau-Zhuhai and so on. iii. Eligible Flight Routes: <ol style="list-style-type: none"> a. Flight depart from Malaysia to country of event; and b. Flight return to Malaysia from country of event iv. Not eligible for any promotion passes (e.g MH Flypass). 	<p>The following are hardcopy documents required for Activity 3:</p> <ul style="list-style-type: none"> ● Standard Supporting & Additional Documents (Please refer to para 9.0) ● Event programme [Format as in Appendix A(iii)] ● Copy of official invitation via letter/ email from potential clients to undertake business visit <p>Airfare</p> <ul style="list-style-type: none"> ● Copy of invoice/booking confirmation with price details ● Original receipt ● Original bank Statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) ● Return boarding passes/ Air ticket/ Passport with immigration stamp of entry into & exit from the foreign country <p>Accommodation</p> <ul style="list-style-type: none"> ● Copy of invoice/ guest folio with price details ● Original receipt ● Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) <p>Notes:</p> <ol style="list-style-type: none"> i. Invitation acceptance letter/ email from potential clients is necessary if the meeting intended by the applicant. ii. Invitation via Webchat (e.g WhatsApps) and text message are not acceptable. iii. Invitation via subsidiary company in oversea is acceptable, with the <u>official extension invitation</u> from the subsidiary company to the applicant. iv. If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document.

- v. **Payment made using payment gateway (e.g BigPay, Wise, etc.) is acceptable with proof of reload transaction from the bank statement**
- vi. **Not eligible for installment payments (e.g GrabPay, Atome) including point redemption.**
- vii. **Company is allowed to claim up to three (3) meetings with the same potential client.**
- viii. **Meeting with partners/ agents/ consultants are not eligible.**
- ix. **Invitation for networking session/ business community gathering is not eligible.**
- x. **Travelling as a part of business delegation in trade mission or any programme organised by any parties is not eligible for claim.**

ACTIVITY 4

DESCRIPTION	REQUIRED DOCUMENTS
100% reimbursable grant for eligible expenses incurred up to a maximum of RM100,000.00 per company/ entity	
<p>Cost of travelling and accommodation in rendering services for the secured projects undertaken overseas (consultation, supply, delivery, implementation and execution of project).</p> <p>Eligible expenses:</p> <ul style="list-style-type: none"> • <u>Economy class airfare for two (2) persons.</u> Cost of items such as visa, insurance, meals, change of flight date and seat are not included. Cost of additional baggage is not included except for low cost airlines. • <u>Accommodation for two (2) persons</u> not exceeding RM1,000 per night. Payment is including the duration of one (1) night before the event or a maximum of five (5) nights, whichever is lower. Cost of items such as minibar expenses, entertainment, laundry and hotel transportation are not included. <p>Notes:</p> <ol style="list-style-type: none"> i. Accommodation can be in a standard hotel room, airbnb, apartment or homestay and related type of accommodation. ii. Public Ground Transportation (except rental transportation) claims for ASEAN countries, countries in Europe and countries with international borders such as US-Canada, Hong Kong SAR-Shenzen, Hong Kong-Macau-Zhuhai and so on. iii. Eligible Flight Routes: <ol style="list-style-type: none"> a. Flight depart from Malaysia to country of event; and b. Flight return to Malaysia from country of event iv. Not eligible for any promotion passes (e.g MH Flypass). 	<p>The following are hardcopy documents required for Activity 4:</p> <ul style="list-style-type: none"> • Standard Supporting & Additional Documents (Please refer to para 9.0) • Event programme [Format as in Appendix A(iii)] • Copy of invitation letter/ email request from project owner to undertake the business visit and render services • Copy of overseas project contract that has been secured. <p><u>Airfare</u></p> <ul style="list-style-type: none"> • Copy of invoice/booking confirmation with price details • Original receipt • Original bank Statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) • Return boarding passes/ Air ticket/ Passport with immigration stamp of entry into & exit from the foreign country <p><u>Accommodation</u></p> <ul style="list-style-type: none"> • Copy of invoice/ guest folio with price details • Original receipt • Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) <p><u>Notes:</u></p> <ol style="list-style-type: none"> i. Project contract is compulsory and must be signed by both parties. ii. Invitation via Webchat (e.g WhatsApps) and text message are not acceptable. iii. If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document.

v. Payment made using payment gateway (e.g BigPay, Wise, etc.) is acceptable with proof of reload transaction from the bank statement

vi. Not eligible for installment payments (e.g GrabPay, Atome) including point redemption.

ACTIVITY 5

DESCRIPTION	REQUIRED DOCUMENTS															
100% reimbursable grant for eligible expenses incurred up to a maximum of RM1,000,000.00 per company/ entity.																
<p>Cost of conducting a feasibility study for international project overseas.</p> <p>The maximum grant approved for Activity 5 is 30% of the total cost of Feasibility Study but not exceeding RM1,000,000.00, whichever is lower.</p> <p>Method of Reimbursement: i. 50% on the eligible expenses is claimable during the ongoing Feasibility Study; and ii. 50% on the eligible balance expenses is claimable subject to project being awarded with Letter of Award within one (1) year from the completion of the feasibility study.</p> <p>Eligible expenses:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">No.</th> <th style="width: 75%;">Expenses</th> <th style="width: 20%;">Maximum Expenses (RM)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td> Travelling Cost: iv. Airfare v. Accommodation vi. Ground Transportation </td> <td style="text-align: center;">94,000.00</td> </tr> <tr> <td style="text-align: center;">2.</td> <td> Cost of Consultancy Work: iv. Technical survey, studies and reports v. Technical design/drawings and printing vi. Related work (eg: permit, license, etc. to fulfill requirement by the local authorities) </td> <td style="text-align: center;">300,000.00 300,000.00 300,000.00</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Printing Cost for Final Report with ISBN Registration Number (10 Copies)</td> <td style="text-align: center;">6,000.00</td> </tr> <tr> <td colspan="2" style="text-align: center;">Total</td> <td style="text-align: center;">1,000,000.00</td> </tr> </tbody> </table>	No.	Expenses	Maximum Expenses (RM)	1.	Travelling Cost: iv. Airfare v. Accommodation vi. Ground Transportation	94,000.00	2.	Cost of Consultancy Work: iv. Technical survey, studies and reports v. Technical design/drawings and printing vi. Related work (eg: permit, license, etc. to fulfill requirement by the local authorities)	300,000.00 300,000.00 300,000.00	3.	Printing Cost for Final Report with ISBN Registration Number (10 Copies)	6,000.00	Total		1,000,000.00	<p>Applicant must apply SEF for Activity 5 via online within forty (40) calendar days after receiving the Letter of Intent (LOI) from the government of the host country for the awarded project.</p> <p>The following are hardcopy documents required for Activity 5:</p> <ul style="list-style-type: none"> • Standard Supporting & Additional Documents (Please refer to para 9.0) • Copy of Letter of Intent/ Invitation/ Interest (LOI)/ Support by the host country, Malaysia Government or international institution • Copy of contract with the consultant(s) • Profile of the consultants involved in the feasibility study showing the qualification and experience • Copy Project Brief [Format as in Appendix A(iv)] <p>Airfare</p> <ul style="list-style-type: none"> • Copy of invoice/booking confirmation with price details • Original receipt • Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) • Return boarding passes/ Air ticket/ Passport with immigration stamp of entry into & exit from the foreign country
No.	Expenses	Maximum Expenses (RM)														
1.	Travelling Cost: iv. Airfare v. Accommodation vi. Ground Transportation	94,000.00														
2.	Cost of Consultancy Work: iv. Technical survey, studies and reports v. Technical design/drawings and printing vi. Related work (eg: permit, license, etc. to fulfill requirement by the local authorities)	300,000.00 300,000.00 300,000.00														
3.	Printing Cost for Final Report with ISBN Registration Number (10 Copies)	6,000.00														
Total		1,000,000.00														

DESCRIPTION	REQUIRED DOCUMENTS
<p>Eligible expenses:</p> <ul style="list-style-type: none"> • <u>Economy class airfare</u>. Cost of items such as visa, insurance, meals, change of flight date and seat are not included. Cost of additional baggage is not included <u>except for low cost airlines</u>. • <u>Accommodation</u> not exceeding RM1,000 per night. Cost of items such as minibar expenses, entertainment, laundry and hotel transportation are not included. <p>Notes:</p> <ul style="list-style-type: none"> • Accommodation can be in a standard hotel room, airbnb, apartment or homestay and related type of accommodation. • Eligible Flight Routes: <ul style="list-style-type: none"> a. Flight depart from Malaysia to country of event; and b. Flight return to Malaysia from country of event • Not eligible for any promotion passes (e.g MH Flypass). • Payment made using payment gateway (e.g BigPay, Wise, etc.) is acceptable with proof of reload transaction from the bank statement • Not eligible for installment payments (e.g GrabPay, Atome) including point redemption. 	<p><u>Accommodation</u></p> <ul style="list-style-type: none"> • Copy of invoice/ guest folio with price details • Original receipt • Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) <p><u>Ground Transportation</u></p> <ul style="list-style-type: none"> • Copy of invoice • Original receipt • Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) <p><u>Expenses for Consultant(s)</u></p> <ul style="list-style-type: none"> • Copy of invoice • Original receipt • Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) • Technical Survey, Studies & Report • Technical Designs/ Profiles/ Drawings <p><u>Documents submitted upon completion of the feasibility study</u></p> <ul style="list-style-type: none"> • 10 copies of final report (hard covered) with ISBN Registration Number <p><u>Documents submitted upon project awarded (within one [1] year after completion of the feasibility study</u></p> <ul style="list-style-type: none"> • Letter of Award issued by the host country for the project • Project contract <p><u>Note: If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document.</u></p>

- i. Travelling expenses of appointed consultants, should be included in the consultancy fees.**
- ii. Costs associated with technical survey, other related studies and reports in the targeted market which are the overall feasibility study such as:**
 - a. Surveys relevant to the feasibility study such as geotechnical, hydrological and ground surveys.**
 - b. Purchases of market reports and related information.**
 - c. Related expenses on research and local studies.**
- iii. Costs related to technical design/ drawing and printing for example:**
 - a. Schematic designs**
 - b. Computer-aided animation**
 - c. Detail design**
 - d. Technical drawing**
- iv. MATRADE has the right to use the contents of the report, deliverables and outcomes of the feasibility study which are not considered confidential or sensitive to the parties concerned, for its own promotion initiatives.**

ACTIVITY 6

DESCRIPTION	REQUIRED DOCUMENTS
100% reimbursable grant for eligible expenses incurred in the cost of setting up a commercial office overseas, incurred up to a maximum of RM200,000.00 per company/ entity, whichever is earlier.	
<p>Cost of the first 12 months setting up a commercial office overseas, for the purpose of:</p> <ol style="list-style-type: none"> i. capturing, implementing, servicing and monitoring projects and contracts ii. seeking opportunities for outsourcing, subcontracting and directly exporting a service business iii. undertaking activities for the promotion of Malaysian services iv. conducting research on the foreign market/s v. finding new clientele in the surrounding foreign markets <p>Eligible expenses:</p> <ul style="list-style-type: none"> • Rental of office • Maintenance fee/ sinking fund/ service charge • Utilities: Electricity and water <p>Type of Office. It can be either a:</p> <ul style="list-style-type: none"> • Subsidiary office • Branch office • Representative office • Shared office/ co-working space • Virtual office • Marketing office <p>Notes:</p> <ol style="list-style-type: none"> i. The overseas office must be set-up in a commercial area of district (residential area is not acceptable). ii. Office can be set-up in site-area (i.e. construction company). 	<p>The following are hardcopy documents required for Activity 6:</p> <ul style="list-style-type: none"> • Standard Supporting & Additional Documents (Please refer to para 9.0) • Copy of Tenancy Agreement/ Office Lease Agreement OR Confirmation Letter from overseas client • Copy of Office Agreement showing JV partners (for shared office) • Copy of official documents of the host country's regional, municipal or local authority translated in English such as: <ol style="list-style-type: none"> i. documents from local authority confirming registration/ setting-up of office overseas ii. copy of contract of ongoing project/ project to be implemented <p><u>Rental Fee</u></p> <ul style="list-style-type: none"> • Copy of invoice • Original receipt • Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) <p><u>Maintenance Fee</u></p> <ul style="list-style-type: none"> • Copy of invoice • Original receipt • Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) <p><u>Utilities (Water & Electricity)</u></p> <ul style="list-style-type: none"> • Copy of invoice • Original receipt • Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)

iii. Gallery, restaurant, warehouse and franchise outlet are considered as operational space and not claimable. Any office premise attached to these operational spaces is also not eligible for claim.

iv. Any cost of deposit and renovation is not eligible for claim.

Notes:

i. Tenancy agreement must be signed by both parties

ii. If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document.

ACTIVITY 7

DESCRIPTION	REQUIRED DOCUMENTS
100% reimbursable grant for eligible expenses incurred up to a maximum of RM50,000.00 per company/ entity.	
<p>Cost of procuring commercial intelligence/ market reports for assessing business opportunities or projects in international markets.</p> <p>Eligible expenses: Purchase of commercial and market intelligence including technical reports and survey reports relevant to the service industry e.g. geotechnical, hydrological, ground surveys and other related information.</p> <p>Notes:</p> <p>i. The report can also be purchased via online with proof of purchase.</p> <p>ii. Company must outsource from a credible company specialising in the industry to prepare the report.</p> <p>iii. Not applicable for any online subscriptions.</p>	<p>The following are hardcopy documents required for Activity 7:</p> <ul style="list-style-type: none"> ● Standard Supporting & Additional Documents (Please refer to para 9.0) ● Copy of full report of the market/ commercial intelligence report <p><u>Purchasing Cost</u></p> <ul style="list-style-type: none"> ● Copy of invoice ● Original receipt ● Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) <p><u>Note:</u> If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document.</p>

ACTIVITY 8

DESCRIPTION	REQUIRED DOCUMENTS
100% reimbursable grant for eligible expenses incurred up to a maximum of RM50,000.00 per company/ entity.	
<p>Cost of developing prototype/ system customisation/ localisation to meet project requirements overseas.</p> <p>Eligible expenses: Related expenses in developing prototypes, system customisations/ localisation adaptations to meet the local requirements in international markets.</p> <p>Note: i. Development of prototype must be outsourced from a credible company specialising in the relevant industry.</p>	<p>The following are hardcopy documents required for Activity 8:</p> <ul style="list-style-type: none"> • Standard Supporting & Additional Documents (Please refer to para 9.0) • Copy of proof of request from clients to prepare prototype, system customisation/ localisation • Photo/ documents/ softcopy of the progress work in developing the prototype i.e. details content of customisation/ localization, technical drawing and relevant documents <p>Preparation Cost</p> <ul style="list-style-type: none"> • Copy of invoice • Original receipt • Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) <p>Note: If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document.</p>

ACTIVITY 9

DESCRIPTION	REQUIRED DOCUMENTS
100% reimbursable grant for eligible expenses incurred up to a maximum of RM50,000.00 per company/ entity.	
<p>Cost of travelling, accommodation and participation fee in international training programmes held locally/overseas (physical/virtual) related to the services of the company.</p> <p>Training program is defined as an activity or activities that include undertaking one or a series of <u>TECHNICAL</u> courses/training related to the services of the company; or</p> <p>The courses/training attended must be a requirement for the project implementation. The courses/training can be conducted physically or online, and not covered by Human Resources Development Fund (HRDF) physically or online.</p> <p>Eligible expenses:</p> <ul style="list-style-type: none"> ● <u>Participation fee for two (2) persons.</u> ● <u>Economy class airfare for two (2) persons.</u> Cost of items such as visa, insurance, meals, change of flight date and seat are not included. Cost of additional baggage is not included <u>except for low cost airlines.</u> ● <u>Accommodation for two (2) persons not exceeding RM1,000 per night.</u> Payment is including the duration of one (1) night before the event or a maximum of five (5) nights, whichever is lower. Cost of items such as minibar expenses, entertainment, laundry and hotel transportation are not included. <p>Notes:</p> <p>i. Accommodation can be in a standard hotel room, airbnb, apartment or homestay and related type of accommodation.</p>	<p>The following are hardcopy documents required for Activity 9:</p> <ul style="list-style-type: none"> ● Standard Supporting & Additional Documents (Please refer to para 9.0) ● Event programme [Format as in Appendix A(iii)] ● Copy of confirmation letter/ email by the organiser to participate the training ● Copy of participation certification ● Copy of project contract (if applicable) <p><u>Airfare</u></p> <ul style="list-style-type: none"> ● Copy of invoice/ booking confirmation with price details ● Original receipt ● Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) ● Return boarding passes/ Air ticket/ Passport with immigration stamp of entry into & exit from the foreign country <p><u>Accommodation</u></p> <ul style="list-style-type: none"> ● Copy of invoice/ guest folio with price details ● Original receipt ● Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) <p><u>Participation Fee</u></p> <ul style="list-style-type: none"> ● Copy of invoice ● Original receipt ● Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) <p><u>Note:</u></p> <p>If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document.</p>

- ii. Public Ground Transportation (except rental transportation) claims for ASEAN countries, countries in Europe and countries with international borders such as US-Canada, Hong Kong SAR-Shenzen, Hong Kong-Macau-Zhuhai and so on.**
- iii. Eligible Flight Routes:**
 - a. Flight depart from Malaysia to country of event; and**
 - b. Flight return to Malaysia from country of event**
- iv. Not eligible for any promotion passes (e.g MH Flypass).**
- v. Payment made using payment gateway (e.g BigPay, Wise, etc.) is acceptable with proof of reload transaction from the bank statement**
- vi. Not eligible for installment payments (e.g GrabPay, Atome) including point redemption.**

ACTIVITY 10

DESCRIPTION	REQUIRED DOCUMENTS
100% reimbursable grant for eligible expenses incurred up to a maximum of RM100,000.00 per company/ entity.	
<p>Cost of acquiring international certification in export services (including compliance to sustainability).</p> <p>The claim includes for Pre-implementation, Implementation and Post-implementation of the certification.</p> <p>Eligible expenses:</p> <ul style="list-style-type: none"> • Registration fees for certification • Audit fees • Processing fees • Other related costs <p><u>Notes:</u></p> <p>i. Cost of certification renewal is eligible for claim.</p> <p>ii. Payment made using payment gateway (e.g BigPay, Wise, etc.) is acceptable with proof of reload transaction from the bank statement</p> <p>iii. Not eligible for installment payments (e.g GrabPay, Atome) including point redemption.</p>	<p>The following are hardcopy documents required for Activity 10:</p> <ul style="list-style-type: none"> • Standard Supporting & Additional Documents (Please refer to para 9.0) • Copy of registration proof and confirmation from certified body to comply for the project <p><u>Claim Documents:</u></p> <ul style="list-style-type: none"> • Copy of invoice • Original receipt • Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) <p><u>Note:</u> If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document.</p>

ACTIVITY 11

DESCRIPTION	REQUIRED DOCUMENTS
100% reimbursable grant for eligible expenses incurred up to a maximum of RM200,000.00 per company/ entity.	
<p>Cost of renting/ subscribing of software; or Cost of renting of machinery/equipment for exporting services overseas.</p> <p>Eligible expenses:</p> <ol style="list-style-type: none"> i. Cost of renting/subscribing of software for exporting services overseas including the software license renewal, limited to 12 months rental/subscription or contract duration, whichever earlier. ii. Cost of renting of machinery/equipment for exporting services overseas, limited to 12 months rental or contract duration, whichever earlier. <p>Notes:</p> <ol style="list-style-type: none"> i. Cost of software/ machinery/ equipment upgrading is not eligible. ii. Renting/Subscribing of software/ equipment/ machinery for own purpose and not for project required is not claimable (i.e. maintaining company's performance/ monitoring appointed staff at oversea). iii. Renting/Subscribing of software/ equipment/ machinery must be outsourced from a credible company specialising in the industry to provide the software/ equipment/ machinery. 	<p>The following are hardcopy documents required for Activity 11:</p> <ul style="list-style-type: none"> • Standard Supporting & Additional Documents (Please refer to para 9.0) • Copy of the contract that request software/ machine and equipment that need to be used for the project implementation • Video demonstration of software (via link/ softcopy)/ photo of machine and equipment <p><u>Rental/Subscription Cost</u></p> <ul style="list-style-type: none"> • Copy of invoice • Original receipt • Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) <p>Notes:</p> <ol style="list-style-type: none"> i. Project contract is compulsory and must be signed by both parties ii. If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document.

ACTIVITY 12

DESCRIPTION	REQUIRED DOCUMENTS
100% reimbursable grant for eligible expenses incurred up to a maximum of RM350,000.00 per company/ entity.	
<p>Cost of logistic (sea/air/land freight) involved in sending of Malaysian products and/ or equipment abroad (door to door), for overseas projects awarded to and implemented by Malaysian service companies.</p> <p>Eligible expenses: Logistic cost including:</p> <ul style="list-style-type: none"> • Sea/air/land Freight • Forwarding Fee • Haulage • Terminal Handling Charges • Bill of Lading <p>For this activity, the following criteria will apply:</p> <ol style="list-style-type: none"> i. The projects abroad must be awarded to Malaysian companies involved in services trade ii. The products/ equipment must be made in Malaysia <p>Examples of projects undertaken overseas are infrastructure development, housing, hospital design & built, IT solution & integration and oil & gas fabrication works etc.</p> <p>Notes:</p> <ol style="list-style-type: none"> i. Logistics cost do not include items such as import duties, insurance, bank guarantees and surcharge. ii. Companies that are already borne or sponsored by any foreign counterpart or the project owner are not eligible. iii. For series of shipment, application can be submitted after each shipment completed (do not compile until all shipments are completed). 	<p>The following are hardcopy documents required for Activity 12:</p> <ul style="list-style-type: none"> • Standard Supporting & Additional Documents (Please refer to para 9.0) • Copy of Supply Contract/ Appointment Letter from Malaysian project owner overseas to supply product and/or equipment • Copy of purchase order from Malaysian project owner overseas for sending of Malaysian product and/or equipment OR copy of purchase order/ quotation from overseas client (if applicant as supplier) • Copy of bill of lading (stamped by receiver) • Copy of packing list <p><u>Logistic Cost</u></p> <ul style="list-style-type: none"> • Copy of invoice • Original receipt • Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured) <p><u>Notes:</u></p> <ol style="list-style-type: none"> i. Supply Contract/ Appointment Letter must be signed by both parties ii. If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document. iii. If applicant do not issue any Purchase Order to vendor, a Letter of Declaration [Appendix A (ii)] to verify on the origin of products offered by the applicant itself with Purchase Order/ Quotation issued by overseas client.

SAMPLE DECLARATION LETTER
(For Activity 1-12)
(Type this on applicant's letterhead)

To: SEF Secretariat
Services Development Unit (SDU)
8th Floor (East Wing), Menara MATRADE
Jalan Sultan Haji Ahmad Shah
50480 Kuala Lumpur

From: **(Applicant's name, entity and address)**

Dear SEF Secretariat:

SEF DECLARATION THAT SERVICES OFFERED ORIGINATED FROM MALAYSIA

Our behalf of our company/ entity, we certify that the following services listed below are services that originate from Malaysia.

No	Type/ Name of services	Details of services
1.		
2.		
3.		
4.		
5.		

(please add more rows if space is not sufficient)

2. Our company/ entity through the undersigned, hereby declare that the above details and statements are true, correct and complete and that all the listed services are originated from Malaysia.

3. Our Company/ entity fully understands that in the event any information given is found to be incorrect, false or misleading or wrong, the undersigned and/ or the company may be liable to face any penal actions including but not limited to the Penal Code (Act 574) and / or other consequences as may be prescribed by the laws or otherwise warranted.

4. Our Company/ entity undertakes and agrees to fully indemnify **MATRADE** in full form and against all consequences, liabilities, actions, suits, proceedings, damages, costs, claims, demands, expenses, and/ or losses whatsoever which may be taken or made against **MATRADE** or incurred or become payable by **MATRADE** by reason of or on account of or arising out of **MATRADE's** reliance on the Company's declaration above.

Thank you.

Certified by,

Signature of
Authorised Signatory

Company's official
Rubber stamp

Name of Authorised Signatory
Designation of Authorised Signatory

**SAMPLE DECLARATION LETTER
(Only for Activity 12)
(Type this on Manufacturer's/ Trader's Letterhead)**

To: SEF Secretariat

From: **Supplier's name [manufacturer/ trader of products]/ entity and address**

Note: A trading company sending products to Malaysian projects overseas should obtain the manufacturer's declaration that the products are made in Malaysia.

Dear SEF Secretariat:

SEF DECLARATION THAT PRODUCTS ARE MADE IN MALAYSIA

Our company/ entity hereby declares and certifies that the following products listed below are made in Malaysia.

No	Type/ Name of products	Details of products
1.		
2.		
3.		
4.		
5.		

(please add more rows if the space is not sufficient)

2. Our company/ entity through the undersigned hereby declares that the above details and statements are true, correct and complete; that all the listed products are Made in Malaysia.

3. Our Company/ entity also fully understand that in the event any information given is found to be incorrect, false, misleading or wrong, the undersigned and/ or the company may be liable to face any penal actions including but not limited to the Penal Code (Act 574) and/ or other consequences as may be prescribed by the laws or otherwise warranted.

4. Our Company/ entity undertakes and agrees to fully indemnify **MATRADE** in full form and against all consequences, liabilities, actions, suits, proceedings, damages, costs, claims, demands, expenses, and/or losses whatsoever which may be taken or made against **MATRADE** or incurred or become payable by **MATRADE** by reason of or on account of or arising out of **MATRADE's** reliance on the Company's/ entity's declaration above.

Thank you.

Certified by,

Signature of
Authorised Signatory

Company's official
Rubber stamp

Name of Authorised Signatory
Designation of Authorised Signatory

**PROGRAMME FOR
(EVENT NAME)
(VENUE & DATE)**

Date	Programme
Date (Day 1) (Time) hrs : (Time) hrs :	
Date (Day 2) (Time) hrs : (Time) hrs :	

**PROJECT BRIEF FORMAT IN DECK PRESENTATION
(ONLY FOR ACTIVITY 5)**

A. Introduction

Brief introduction on:

- Country (description of country, location & map)
- Client (name & background of client)
- Project (name, scope & value of project)
- Applicant (background, experience etc.)

B. Details of Project

B.1 Technical aspects:

- Scope of project
- Terms of reference (how the project is agreed upon)
- Name of executing government ministry/ department/ agency (provide organization chart)
- Project objectives
- Project timeline and deliverables (provide Gantt Chart) and specific date for execution of the project
- Project team (provide chart & attach capability statement for each member)
- Background and CV of appointed consultants (local & overseas)

B.2 Financial aspects

- Sources of funding from private and public sector organisation(s) to implement the project
- Method of financing (jointly funded etc.)

C. Risk Identification and Mitigation

- Identified challenges when conducting feasibility study
- Mitigation on the challenges faced

D. Outcome

Identify and explain the outcomes of the project (in terms of):

- Malaysian local content in the project
- Contribution of other Malaysian companies in the implementation of the project
- Other commercial activities that benefit Malaysian companies
- Other multiplier effects/ spillover effects (job creation, does it lead to other business opportunities and new potential markets, etc.)
- Total project value and revenue to Malaysian companies
- Malaysia's image as exporter of services
- Recognition received from the host country (Award, Certificate, etc.)

E. Conclusion

Appendix B(i)

CHECKLIST - ACTIVITY 1:

Cost of travelling and accommodation as a participant in an international competition for the services industry held abroad.

Applicant is required to tick (✓) the checklist [Appendix B (i)] below

A. Supporting Documents		Applicant (✓)	Internal Use (✓)
1	Certificate of Incorporation Form 9 or Form 13		
2	Latest Form of Annual Return of Company Having a Share Capital (full set)		
3	Latest Financial Audited Account (full set)		
B. Additional Documents		Applicant (✓)	Internal Use (✓)
1	Company brochure/ Company profile/ other relevant documents		
2	List of past projects/ jobs undertaken (including overseas project)		
3	Latest EPF Statement (Form A is not acceptable)		
4	Latest salary slips (for the director)/ appointment letters (for the contract staff/s) who will undertake the project		
5	Declaration Letter by Malaysian entity [Format as in Appendix A(i)]		
6	Outcome report [Format as in Appendix C(i)]		
7	Event programme [Format as in Appendix A(iii)]		
8	Copy of invitation letter from the organiser to applicant as a participant in an international competition		
9	Copy of confirmation letter from the organizer on applicant's participation		
C. Claim Documents (All claim documents must be under the applicant's name. Claim document other than the applicant's name is not permitted)			
Airfare - 2 persons		Applicant (✓)	Internal Use (✓)
1	Copy of invoice/ booking confirmation with price details		
2	Original receipt		
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)		
4	Return boarding passes/ Air ticket/ Passport with immigration stamp of entry into & exit from the foreign country		
Accommodation - 2 rooms		Applicant (✓)	Internal Use (✓)
1	Copy of invoice/ guest folio with price details		
2	Original receipt		
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)		
D. SEF Claim Form		Applicant (✓)	Internal Use (✓)
1	Claim Form		

Note: If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document.

Appendix B(ii)

CHECKLIST - ACTIVITY 2:

Cost of travelling and accommodation to international destinations for tender bidding; and/or cost of purchasing tender documents for projects overseas.

Applicant is required to tick (✓) the checklist [Appendix B (ii)] below

A. Supporting Documents		Applicant (✓)	Internal Use (✓)
1	Certificate of Incorporation Form 9 or Form 13		
2	Latest Form of Annual Return of Company Having a Share Capital (full set)		
3	Latest Financial Audited Account (full set)		
B. Additional Documents		Applicant (✓)	Internal Use (✓)
1	Company Brochure/ Company Profile/ other relevant documents		
2	List of Past Projects/ jobs undertaken (including overseas project)		
3	Latest EPF Statement (Form A is not acceptable)		
4	Latest salary slips (for the director)/ appointment letters (for the contract staff/s) who will undertake the project		
5	Declaration Letter by Malaysian entity [Format as in Appendix A(i)]		
6	Outcome report [Format as in Appendix C(i)]		
7	Copy of invitation letter for tender bidding/ tender notice		
8	Copy of tender bid/ announcement/ advertisement		
9	Copy of acknowledgement slip or letter to prove submission of tender document		
10	Copy of full set of tender that was submitted to tenderee		
C. Claim Documents (All claim documents must be under the applicant's name. Claim document other than the applicant's name is not permitted)			
Airfare – 2 persons		Applicant (✓)	Internal Use (✓)
1	Copy of invoice/ booking confirmation with price details		
2	Original receipt		
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)		
4	Return boarding passes/ Air ticket/ Passport with immigration stamp of entry into & exit from the foreign country		
Accommodation - 2 rooms		Applicant (✓)	Internal Use (✓)
1	Copy of invoice/ guest folio with price details		
2	Original receipt		
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)		
Purchasing of Tender Document		Applicant (✓)	Internal Use (✓)
1	Copy of invoice		
2	Original receipt		
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)		
D. SEF Claim Form		Applicant (✓)	Internal Use (✓)
1	Claim Form		

Note: If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document.

Appendix B(iii)

CHECKLIST - ACTIVITY 3:

Cost of travelling and accommodation to meet/ network/ conduct presentations to potential client(s) and further explore potential business and projects overseas.

Applicant is required to tick (✓) the checklist [Appendix B (iii)] below

A. Supporting Documents		Applicant (✓)	Internal Use (✓)
1	Certificate of Incorporation Form 9 or Form 13		
2	Latest Form of Annual Return of Company Having a Share Capital (full set)		
3	Latest Financial Audited Account (full set)		
B. Additional Documents		Applicant (✓)	Internal Use (✓)
1	Company Brochure/ Company Profile/ other relevant documents		
2	List of Past Projects/ jobs undertaken (including overseas project)		
3	Latest EPF Statement (Form A is not acceptable)		
4	Latest salary slips (for the director)/ appointment letters (for the contract staff/s) who will undertake the project		
5	Declaration Letter by Malaysian entity [Format as in Appendix A(i)]		
6	Outcome report [Format as in Appendix C(i)]		
7	Event programme [Format as in Appendix A(iii)]		
8	Copy of official invitation via letter/ email from potential clients to undertake business visit		
C. Claim Documents (All claim documents must be under the applicant's name. Claim document other than the applicant's name is not permitted)			
Airfare - 2 persons		Applicant (✓)	Internal Use (✓)
1	Copy of invoice/ booking confirmation with price details		
2	Original receipt		
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)		
4	Return boarding passes/ Air ticket/ Passport with immigration stamp of entry into & exit from the foreign country		
Accommodation - 2 rooms		Applicant (✓)	Internal Use (✓)
1	Copy of invoice/ guest folio with price details		
2	Original receipt		
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)		
D. SEF Claim Form		Applicant (✓)	Internal Use (✓)
1	Claim Form		

Note:

1. If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document;
2. The meeting must be conducted on weekdays, and during working hours (standard 9.00AM – 6.00PM);
3. The eligible activity only for business meeting, business presentation and site visit. Luncheon/Dinner Meeting and Business Networking Session are not eligible to for claim.

Appendix B(iv)

CHECKLIST - ACTIVITY 4:

Cost of travelling and accommodation in rendering services for the secured projects undertaken overseas (consultation, supply, delivery, implementation and execution of project).

Applicant is required to tick (√) the checklist [Appendix B (iv)] below

A. Supporting Documents		Applicant (√)	Internal Use (√)
1	Certificate of Incorporation Form 9 or Form 13		
2	Latest Form of Annual Return of Company Having a Share Capital (full set)		
3	Latest Financial Audited Account (full set)		
B. Additional Documents		Applicant (√)	Internal Use (√)
1	Company Brochure/ Company Profile/ other relevant documents		
2	List of Past Projects/ jobs undertaken (including overseas project)		
3	Latest EPF Statement (Form A is not acceptable)		
4	Latest salary slips (for the director)/ appointment letters (for the contract staff/s) who will undertake the project		
5	Declaration Letter by Malaysian entity [Format as in Appendix A(i)]		
6	Outcome report [Format as in Appendix C(i)]		
7	Event programme [Format as in Appendix A(iii)]		
8	Copy of invitation letter/ email request from project owner to undertake business visit and render services		
9	Copy of overseas project contract that has been secured		
C. Claim Documents (All claim documents must be under the applicant's name. Claim document other than the applicant's name is not permitted)			
Airfare - 2 persons		Applicant (√)	Internal Use (√)
1	Copy of invoice/ booking confirmation with price details		
2	Original receipt		
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)		
4	Return boarding passes/ Air ticket/ Passport with immigration stamp of entry into & exit from the foreign country		
Accommodation - 2 rooms		Applicant (√)	Internal Use (√)
1	Copy of invoice/ guest folio with price details		
2	Original receipt		
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)		
D. SEF Claim Form		Applicant (√)	Internal Use (√)
1	Claim Form		

Note:

1. If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document;

Appendix B(v)

CHECKLIST - ACTIVITY 5:

Cost of conducting a feasibility study for international project overseas.

Applicant is required to tick (√) the checklist [Appendix B (v)] below

A. <u>Supporting Documents</u>				
SERVICE PROVIDERS (Company)			Applicant (√)	Internal Use (√)
1	Certificate of Incorporation Form 9 or Form 13			
2	Latest Form of Annual Return of Company Having a Share Capital (full set)			
3	Financial Audited Account (full set)			
OR				
PROFESSIONAL SERVICES (Partnership/ Sole Proprietor)			Applicant (√)	Internal Use (√)
1	Registration of Business Act (1956)/ License/ Certificate issued by respective professional bodies			
2	Latest Financial Audited Account (full set) for the latest 3 consecutive years/ Management Account/ Income Statement/ Company Account			
B. <u>Additional Documents</u>			Applicant (√)	Internal Use (√)
1	Company brochure/ company profile/ other relevant documents			
2	List of past projects/ jobs undertaken (including overseas project)			
3	Latest EPF Statement (Form A is not acceptable)			
4	Latest salary slips (for the director)/ appointment letters (for the contract staff/s) who will undertake the project			
5	Declaration Letter by Malaysian entity [Format as in Appendix A(i)]			
6	Project Brief [Format as in Appendix A(iv)]			
7	Copy of Letter of Intent / Invitation/ Interest (LOI)/ Support by the host country, Malaysia Government or international institution			
8	Copy of contract with the consultant(s)			
9	Profile of the consultants involved in the feasibility study showing the qualification and experience			
C. <u>Claim Documents</u> (All claim documents must be under the applicant's name. Claim document other than the applicant's name is not permitted)				
<u>Airfare</u>			Applicant (√)	Internal Use (√)
1	Copy of invoice/ booking confirmation with price details			
2	Original receipt			
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)			
4	Return boarding passes/ Air ticket/ Passport with immigration stamp of entry into & exit from the foreign country			

<u>Accommodation</u>			Applicant (√)	Internal Use (√)
1	Copy of invoice/ guest folio with price details			
2	Original receipt			
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)			
<u>Ground Transportation</u>			Applicant (√)	Internal Use (√)
1	Copy of invoice			

2	Original receipt		
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)		
Expenses for Consultants		Applicant (√)	Internal Use (√)
1	Copy of invoice		
2	Original receipt		
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)		
4	Technical Survey, Studies & Report		
5	Technical Designs/ Profiles/ Drawings		
Documents Submitted Upon Completion of Feasibility Study		Applicant (√)	Internal Use (√)
1	10 Copies of Final Report (Hard-Covered)		
Documents Submitted Upon Project Awarded (Within One (1) Year After Completion of Feasibility Study)		Applicant (√)	Internal Use (√)
1	Copy of Letter of Award issued by the host country for the awarded project		
2	Project Contract		
D. SEF Claim Form		Applicant (√)	Internal Use (√)
1	Claim Form		

Note: If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document.

Appendix B(vi)

CHECKLIST - ACTIVITY 6:

Cost of setting up a commercial office overseas.

Applicant is required to tick (√) the checklist [Appendix B (vi)] below

A. Supporting Documents		Applicant (√)	Internal Use (√)
1	Certificate of Incorporation Form 9 or Form 13		
2	Latest Form of Annual Return of Company Having a Share Capital (full set)		
3	Latest Financial Audited Account (full set)		
B. Additional Documents		Applicant (√)	Internal Use (√)
1	Company Brochure/ Company Profile/ other relevant documents		
2	List of Past Projects/ jobs undertaken (including overseas project)		
3	Latest EPF Statement (Form A is not acceptable)		
4	Latest salary slips (for the director)/ appointment letters (for the contract staff/s) who will undertake the project		
5	Declaration Letter by Malaysian entity [Format as in Appendix A(i)]		
6	Outcome report [Format as in Appendix C(i)]		
7	Copy of Tenancy Agreement/ Office Lease Agreement OR Confirmation Letter from overseas client		
8	Copy of Office Agreement showing JV partners (for shared office)		
9	Copy of official documents of the host country's regional, municipal or local authority translated in English such as: i. documents from local authority confirming registration/ setting-up of office overseas ii. copy of contract of ongoing project/ project to be implemented		
C. Claim Documents (All claim documents must be under the applicant's name. Claim document other than the applicant's name is not permitted)			
Rental Fee		Applicant (√)	Internal Use (√)
1	Copy of invoice		
2	Original receipt		
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)		
Maintenance Fee		Applicant (√)	Internal Use (√)
1	Copy of invoice		
2	Original receipt		
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)		
Utilities (Water & Electricity)		Applicant (√)	Internal Use (√)
1	Copy of invoice		
2	Original receipt		
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)		
D. SEF Claim Form		Applicant (√)	Internal Use (√)
1	Claim Form		

Note: If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document.

Appendix B(vii)

CHECKLIST - ACTIVITY 7:

Cost of procuring commercial intelligence/ market reports for assessing business opportunities or projects in international markets.

Applicant is required to tick (√) the checklist [Appendix B (vii)] below

A. Supporting Documents		Applicant (√)	Internal Use (√)
1	Certificate of Incorporation Form 9 or Form 13		
2	Latest Form of Annual Return of Company Having a Share Capital (full set)		
3	Latest Financial Audited Account (full set)		
B. Additional Documents		Applicant (√)	Internal Use (√)
1	Company Brochure/ Company Profile/ other relevant documents		
2	List of Past Projects/ jobs undertaken (including overseas project)		
3	Latest EPF Statement (Form A is not acceptable)		
4	Latest salary slips (for the director)/ appointment letters (for the contract staff/s) who will undertake the project		
5	Declaration Letter by Malaysian entity [Format as in Appendix A(i)]		
6	Outcome report [Format as in Appendix C(i)]		
7	Copy of full report of the market/ commercial intelligence report		
C. Claim Documents (All claim documents must be under the applicant's name. Claim document other than the applicant's name is not permitted)			
Purchasing Cost		Applicant (√)	Internal Use (√)
1	Copy of invoice		
2	Original receipt		
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)		
D. SEF Claim Form		Applicant (√)	Internal Use (√)
1	Claim Form		

Note: If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document.

Appendix B(viii)

CHECKLIST - ACTIVITY 8:

Cost of developing prototype/ system customisation/ localisation to meet project requirements overseas.

Applicant is required to tick (√) the checklist [Appendix B (viii)] below

A. <u>Supporting Documents</u>		Applicant (√)	Internal Use (√)
1	Certificate of Incorporation Form 9 or Form 13		
2	Latest Form of Annual Return of Company Having a Share Capital (full set)		
3	Latest Financial Audited Account (full set)		
B. <u>Additional Documents</u>		Applicant (√)	Internal Use (√)
1	Company Brochure/ Company Profile/ other relevant documents		
2	List of Past Projects/ jobs undertaken (including overseas project)		
3	Latest EPF Statement (Form A is not acceptable)		
4	Latest salary slips (for the director)/ appointment letters (for the contract staff/s) who will undertake the project		
5	Declaration Letter by Malaysian entity [Format as in Appendix A(i)]		
6	Outcome report [Format as in Appendix C(i)]		
7	Copy of proof of request from clients to prepare prototype, system customisation/ localisation		
8	Photo/ documents/ softcopy of the progress work in developing the prototype i.e. details content of customisation/ localization, technical drawing and relevant documents		
C. <u>Claim Documents</u> (All claim documents must be under the applicant's name. Claim document other than the applicant's name is not permitted)			
<u>Preparation Cost</u>		Applicant (√)	Internal Use (√)
1	Copy of invoice		
2	Original receipt		
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)		
D. <u>SEF Claim Form</u>		Applicant (√)	Internal Use (√)
1	Claim Form		

Note: If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document.

Appendix B(ix)

CHECKLIST - ACTIVITY 9:

Cost of travelling, accommodation and participation fee in international training programmes held locally/overseas (physical/virtual) related to the services of the company.

Applicant is required to tick (√) the checklist [Appendix B (ix)] below

A. Supporting Documents		Applicant (√)	Internal Use (√)
1	Certificate of Incorporation Form 9 or Form 13		
2	Latest Form of Annual Return of Company Having a Share Capital (full set)		
3	Latest Financial Audited Account (full set)		
B. Additional Documents		Applicant (√)	Internal Use (√)
1	Company Brochure/ Company Profile/ other relevant documents		
2	List of Past Projects/ jobs undertaken (including overseas project)		
3	Latest EPF Statement (Form A is not acceptable)		
4	Latest salary slips (for the director)/ appointment letters (for the contract staff/s) who will undertake the project		
5	Declaration Letter by Malaysian entity [Format as in Appendix A(i)]		
6	Outcome report [Format as in Appendix C(i)]		
7	Event programme [Format as in Appendix A(iii)]		
8	Copy of confirmation letter/ email by the organiser to participate the training		
9	Copy of participation certification		
10	Copy of project contract (if applicable)		
C. Claim Documents (All claim documents must be under the applicant's name. Claim document other than the applicant's name is not permitted)			
Airfare – 2 persons		Applicant (√)	Internal Use (√)
1	Copy of invoice/ booking confirmation with price details		
2	Original receipt		
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)		
4	Return boarding passes/ Air ticket/ Passport with immigration stamp of entry into & exit from the foreign country		
Accommodation - 2 rooms		Applicant (√)	Internal Use (√)
1	Copy of invoice/ guest folio with price details		
2	Original receipt		
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)		
Participation Fee – 2 persons		Applicant (√)	Internal Use (√)
1	Copy of invoice		
2	Original receipt		
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)		
D. SEF Claim Form		Applicant (√)	Internal Use (√)
1	Claim Form		

Note: If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document.

Appendix B(x)

CHECKLIST - ACTIVITY 10:

Cost of acquiring international certification in export services (including compliance to sustainability).

Applicant is required to tick (√) the checklist [Appendix B (x)] below

A. Supporting Documents		Applicant (√)	Internal Use (√)
1	Certificate of Incorporation Form 9 or Form 13		
2	Latest Form of Annual Return of Company Having a Share Capital (full set)		
3	Latest Financial Audited Account (full set)		
B. Additional Documents		Applicant (√)	Internal Use (√)
1	Company Brochure/ Company Profile/ other relevant documents		
2	List of Past Projects/ jobs undertaken (including overseas project)		
3	Latest EPF Statement (Form A is not acceptable)		
4	Latest salary slips (for the director)/ appointment letters (for the contract staff/s) who will undertake the project		
5	Declaration Letter by Malaysian entity [Format as in Appendix A(i)]		
6	Outcome report [Format as in Appendix C(i)]		
7	Copy of registration proof and confirmation from certified body to comply for the project		
C. Claim Documents (All claim documents must be under the applicant's name. Claim document other than the applicant's name is not permitted)			
Required Documents		Applicant (√)	Internal Use (√)
1	Copy of invoice		
2	Original receipt		
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)		
D. SEF Claim Form		Applicant (√)	Internal Use (√)
1	Claim Form		

Note: If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document.

Appendix B(xi)

CHECKLIST - ACTIVITY 11:

Cost of renting/subscribing of software;
or
Cost of renting of machinery/ equipment for exporting services overseas.

Applicant is required to tick (√) the checklist [Appendix B (xi)] below

A. Supporting Documents		Applicant (√)	Internal Use (√)
1	Certificate of Incorporation Form 9 or Form 13		
2	Latest Form of Annual Return of Company Having a Share Capital (full set)		
3	Latest Financial Audited Account (full set)		
B. Additional Documents		Applicant (√)	Internal Use (√)
1	Company Brochure/ Company Profile/ other relevant documents		
2	List of Past Projects/ jobs undertaken (including overseas project)		
3	Latest EPF Statement (Form A is not acceptable)		
4	Latest salary slips (for the director)/ appointment letters (for the contract staff/s) who will undertake the project		
5	Declaration Letter by Malaysian entity [Format as in Appendix A(i)]		
6	Outcome report [Format as in Appendix C(i)]		
7	Copy of the contract that request software/ machine/ equipment that need to be used for the project implementation		
8	Video demonstration of software (via link/ softcopy)/ photo of machine/ equipment		
C. Claim Documents (All claim documents must be under the applicant's name. Claim document other than the applicant's name is not permitted)			
Rental/Subscription Cost		Applicant (√)	Internal Use (√)
1	Copy of invoice		
2	Original receipt		
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)		
D. SEF Claim Form		Applicant (√)	Internal Use (√)
1	Claim Form		

Note: If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document.

Appendix B(xii)

CHECKLIST - ACTIVITY 12:

Cost of logistic (sea/air/land freight) involved in sending of Malaysian products and/ or equipment abroad (Door to Door), for overseas projects awarded to and implemented by Malaysian service companies.

Applicant is required to tick (√) the checklist [Appendix B (xii)] below

A. Supporting Documents		Applicant (√)	Internal Use (√)
1	Certificate of Incorporation Form 9 or Form 13		
2	Latest Form of Annual Return of Company Having a Share Capital (full set)		
3	Latest Financial Audited Account (full set)		
B. Additional Documents		Applicant (√)	Internal Use (√)
1	Company Brochure/ Company Profile/ other relevant documents		
2	List of Past Projects/ jobs undertaken (including overseas project)		
3	Latest EPF Statement (Form A is not acceptable)		
4	Latest salary slips (for the director)/ appointment letters (for the contract staff/s) who will undertake the project		
5	Declaration Letter by Malaysian entity [Format as in Appendix A(i) and Appendix A(ii)]		
6	Outcome report [Format as in Appendix C(i)]		
7	Copy of Supply Contract/ Appointment Letter from Malaysian project owner overseas to supply product and/or equipment		
8	Copy of purchase order from Malaysian project owner overseas for sending of Malaysian product and/or equipment OR copy of purchase order/ quotation from overseas client (if applicant as supplier)		
9	Copy of bill of lading (stamped by receiver)		
10	Copy of packing list		
C. Claim Documents (All claim documents must be under the applicant's name. Claim document other than the applicant's name is not permitted)			
Logistic Cost		Applicant (√)	Internal Use (√)
1	Copy of invoice		
2	Original receipt		
3	Original bank statement/ credit card statement/ telegraphic transfer (TT) statement together with slip (coloured)		
D. SEF Claim Form		Applicant (√)	Internal Use (√)
1	Claim Form		

Note: If applicant is unable to provide original receipts/ bank statement/ credit card statement/ TT statement, photocopies must be certified by an External Auditor / External Chartered Accountants/ Commissioner of Oaths/ issuer of the payment document.

Appendix C(i)

**FORMAT OF SAMPLE OUTCOME REPORT
(to be submitted together with all claim submissions)**

Note: Please choose the relevant Activity

1	Activity 1	Cost of travelling and accommodation as a participant in an international competition for the services industry held abroad.
2	Activity 2	Cost of travelling and accommodation to international destinations for tender bidding; and/or cost of purchasing tender documents for projects overseas.
3	Activity 3	Cost of travelling and accommodation to meet/ network/ conduct presentations to potential client(s) and further explore potential business and projects overseas.
4	Activity 4	Cost of travelling and accommodation in rendering services for the secured projects undertaken overseas (consultation, supply, delivery, implementation and execution of project).
5	Activity 5	Cost of conducting a feasibility study for international project overseas.
6	Activity 6	Cost of setting up a commercial office overseas.
7	Activity 7	Cost of procuring commercial intelligence/ market reports for assessing business opportunities or projects in international markets.
8	Activity 8	Cost of developing prototype/ system customisation/ localisation to meet project requirements overseas.
9	Activity 9	Cost of travelling, accommodation and participation fee in international training programmes held locally/overseas (physical/virtual) related to the services of the company.
10	Activity 10	Cost of acquiring international certification in export services (including compliance to sustainability).
11	Activity 11	Cost of renting/subscribing of software; or Cost of renting of machinery/ equipment for exporting services overseas.
12	Activity 12	Cost of logistic (sea/air/land freight) involved in sending of Malaysian products and/ or equipment abroad (Door to Door), for overseas projects awarded to and implemented by Malaysian service companies.

Company/ Entity Name : _____

Name of Event/ Project : _____

Date of Event/ Project : _____

Date of SEF Approval : _____

EVENT / PROJECT OUTCOME

A. List of Clients Met

No.	Company Details	Outcome of Meeting/ Networking	Sales/ JV Collaboration/ Projects Identified
1.	<ul style="list-style-type: none"> • Company name • Business address • Representative name (in full) • Representative designation 	<ul style="list-style-type: none"> • Total of business meeting/ networking during event/ visit • Outcome of meeting/ networking 	<ul style="list-style-type: none"> • Actual sales • Potential sales • JV collaboration • Project identified • Areas of potential business sectors

B. Official/ formal/ proper photos/ videos/ success story captured during the event/visit

C. General comments by company

D. Challenges faced by company

For more information, please contact:

**SEF Secretariat
Services Development Unit (SDU)
8th Floor (East Wing), Menara MATRADE
Jalan Sultan Haji Ahmad Shah
50480 Kuala Lumpur**

**Tel: 03-6207 7077
E-mail: sef@matrade.gov.my
Website: www.matrade.gov.my**