

GUIDELINES MARKET DEVELOPMENT GRANT (MDG) 2020

Effective 1 January 2020

MDG 2020 Guidelines is effective from 1 January 2020

While MATRADE strives to be clear and transparent, MATRADE has sole rights to review, amend and change guidelines without any prior notification.

CONTENT	PAGE
1. General Information	3 - 4
1.1 What Is MDG?	
1.2 Why Is MDG Offered?	
1.3 Who Is Eligible To Claim For MDG?	
1.4 Who Is Not Eligible To Claim For MDG?	
1.5 What Requirements Must I Meet To Be Considered for MDG?	
1.6 How Do I Submit My New Application Of Claims Or Request For Reimbursement of Expenses?	
2. What Activities & Expenses Are Eligible For Grant Funding?	
2.1 Participation In International Trade Fairs Or Exhibitions	5
2.2 Participation In Trade & Investment Missions (TIM) Or Export Acceleration Missions (EAM)	6 - 7
2.3 Participation In International Conferences Held Overseas	8
2.4 Listing Fees For Made In Malaysia Products In Supermarkets Or Hypermarkets Or Retail Centres Or Boutique Outlets Located Overseas	8
3. What Are The Documents Required?	
3.1 Supporting Documents	10-11
3.2 Claim Documents	
3.2.1 Participation In International Trade Fairs Or Exhibitions	12
3.2.2 Participation In Trade & Investment Missions (TIM) Or Export Acceleration Missions (EAM)	13
3.2.3 Participation In International Conferences Overseas	14
3.2.4 Listing Fees For Made in Malaysia Products In Supermarkets Or Hypermarkets Or Retail Centres Or Boutique Outlets Located Overseas	15
4. Annexes	

Annex 1-	Format Of Declaration Letter By Supplier (Manufacturer) (For Trading Companies Only)	16
Annex 2-	Format Of Report on Trade Fairs Or Exhibitions Held In Malaysia (For Trade Fair or Exhibition Organiser Only) [Applicants must deal directly with the trade fair or exhibition organiser to ensure the organiser submits an Audited Trade Fair or Exhibition Report]	18
Annex 3-	Format Of Report On Trade & Investment Missions (TIM) Or Export Acceleration Missions (EAM) (For Missions Organiser Only) [Applicants must deal directly with the mission organiser to ensure the organiser submits a Mission Report]	20
Annex 4-	Format Of Form A: Joint Collaboration For Trade Investment Mission (TIM) or Export Acceleration Mission (EAM) (For Joint Collaborator Only)	23
5.	Contact Information	28

1. GENERAL INFORMATION

1.1 What Is MDG?

The Market Development Grant (MDG) is a support initiative in the form of a reimbursable grant. MDG was introduced in 2002 with the objective of assisting exporters in their efforts to promote Malaysian made products or services globally. The **lifetime limit of MDG is RM300,000** and it is specifically formulated for Malaysian SME Companies, Professional Service Providers, Trade and Industry Associations, Chambers of Commerce, Professional Bodies and Co-operatives.

The Malaysian SMEs, Professional Service Providers, Trade and Industry Associations, Chambers of Commerce, Professional Bodies and Co-operatives that has fully utilised RM200,000 also eligible to claim for additional **RM100,000** for participation in export promotion activities.

[Note: MDG reimbursements are subject to the availability of the government funds.]

1.2 Why Is MDG Offered?

The purpose of MDG is to assist Malaysian Small and Medium Enterprises (SMEs), Professional Service Providers, Trade & Industry Associations,

Chambers of Commerce, Co-operatives and Professional Bodies in increasing global sales by undertaking eligible export promotion activities.

1.3. Who Is Eligible To Claim For MDG?

Businesses and organisations that fall under the following four groups will be considered for MDG:

1.3.1 SMALL AND MEDIUM ENTERPRISES (SMEs)

- Incorporated under the Companies Act 1965 or Companies Act 2016.
- With at least 60% equity owned by Malaysians.
- Manufactures products that are made in Malaysia or provide services for export that originated from Malaysia, and
- Meet the following defining criteria:

Type of Business	*Annual Sales or	*Number of Full Time Employees
Manufacturing: (including agro-based products)	Not exceeding RM50 million or	Not exceeding 200
Trading:	Not exceeding RM20 million or	Not exceeding 75
Services: (excluding real estate)	Not exceeding RM20 million or	Not exceeding 75

* Annual Sales is based on the latest Audited Financial Statement

* Number of Full Time Employees is according to the latest EPF Statement

1.3.2 PROFESSIONAL SERVICE PROVIDERS (SOLE PROPRIETOR OR PARTNERSHIP)

- Incorporated under the Registration of Business Act (1956) or registered under the respective statutory bodies for professional services providers.
- With at least 60% equity owned by Malaysians.
- Exporting Malaysian services and fulfill one of the following criteria:

*Annual Sales or	*Number of Full Time Employees
Not exceeding RM20 million or	Not exceeding 75

* Annual Sales is based on the latest Financial Statement

* Number of Full Time Employees is according to the latest EPF Statement

1.3.3 TRADE & INDUSTRY ASSOCIATIONS, CHAMBERS OF COMMERCE OR PROFESSIONAL BODIES

- Registered with the Registrar of Society (ROS) or Associated Professional Authority.

1.3.4 CO-OPERATIVES

- Incorporated under Co-operative Societies Act 1993.
- At least 60% equity owned by Malaysian.
- The main business activity of the co-operative is for exporting.

- Exporting products Made in Malaysia or Malaysian services.

1.4 Who Is Not Eligible To Claim For MDG?

1.4.1 The following businesses will not be deemed as SMEs and also do not qualify for Government assistance:

i. Public-listed companies (PLC) in the main board such as Bursa Malaysia or main bourses in other countries.

ii. Subsidiaries of the following entities:

- Public-listed companies (PLC) in the main board.
- Large firms, Multinational Corporations (MNCs), Government-Linked Companies (GLCs) or have any government equity (federal or state) in its shareholding, Syarikat Menteri Kewangan Diperbadankan (MKDs) and State-Owned Enterprises.

1.4.2 Companies who are inactive in business (dormant) or less than one (1) year in operation.

1.4.3 Companies who are fully subsidised or sponsored by any third party for example, Ministries or Government Agencies or Trade and Industry Associations or Chambers of Commerce or Professional bodies and others. Companies who received a partial subsidy from a third party can still be considered for MDG reimbursements for airfare, accommodation or participation fee depending on what expenses were subsidised.

1.5 What Requirements Must I Meet To Be Considered For MDG?

- Meet eligibility requirements as stated under Item 1.3. above.
- **MUST** be **REGISTERED** with MATRADE. Log on to <http://www.matrade.gov.my/en/online-applications/register-as-matrade-member>. Registration is free.
- Fill **all** required information. Please ensure that information on your company is **up-to-date**. Existing MDG recipients who have not fully utilised their entire RM300,000 grant, must also update their company information before reimbursements of eligible export promotion expenses can be processed. You may check the particulars of your company at <http://www.matrade.gov.my/en/malaysian-exporters/online-services/myexport>.

1.6 How Do I Submit My New Application Of Claims Or Request For Reimbursement Of Expenses?

All **COMPLETED** applications **MUST** be **SUBMITTED ONLINE** through MATRADE's website at www.matrade.gov.my/mdg/.

Submissions for reimbursements must be:

- 1.6.1 Within 30 calendar days from the **last date** of the promotion activity for:
- International Trade Fairs or Exhibitions held locally or overseas;
 - Trade & Investment Missions (TIM) or Export Acceleration Missions (EAM);
 - International Conferences held overseas.
- 1.6.2 Within 30 calendar days from the **first day** of listing in Supermarkets, Hypermarkets, Retail Centres or Boutique Outlets located overseas.

2. WHAT ACTIVITIES & EXPENSES ARE ELIGIBLE FOR GRANT FUNDING?

2.1 PARTICIPATION IN INTERNATIONAL TRADE FAIRS OR EXHIBITIONS

ACTIVITY	MAXIMUM GRANT AMOUNT	DESCRIPTION	EXPENSES COVERED
a) International Trade Fairs or Exhibitions held in Malaysia	RM5,000	<u>Eligible Events:</u> Business to Business (B2B) events.	<ul style="list-style-type: none"> • Participation fee or Booth • Booth construction or Enhancement • Air fare
b) International Trade Fairs or Exhibitions held overseas	RM25,000	<u>Events Not Eligible:</u> Business to Consumer (B2C) or festival fairs or similar events.	<ul style="list-style-type: none"> • Public land transportation taxi or train from Malaysia ASEAN country destination (Does not include ground/transportation within that A country destination). • Accommodation

Additional Information On International Trade Fairs Or Exhibitions Held In Malaysia

DESCRIPTION
<p>Companies would be eligible for reimbursement of expenses for participating in an international fair or exhibition held in Malaysia, with the endorsement by MATRADE. The organiser submit the application of endorsement to Malaysian Export Exhibition Centre (MEEC) Unit</p> <p>However, the international trade fairs or exhibitions held in Malaysia must meet the definition international standard trade event, in order to qualify for MDG reimbursements.</p> <p>i. An international standard trade fair or exhibition held in Malaysia is defined as an event wh</p>

- a. Gross space occupied must be at least 1,000 square meters; **and**
 - b. Event traffic of at least 10% foreign visitors; **or**
 - c. 20% net space are rented to foreign exhibitors; **or**
 - d. Event attracts at least 20% foreign exhibitors.
- ii. Companies must ensure that MATRADE receives a copy of an **External Auditor-Certified Fair or Exhibition Report** confirming compliance to item (i) of the above, together with:
 - a. **A cover letter with an authorised signature, a correspondence email and a contact number**
 - b. **Show directory**
 - c. **Companies Act 2016: Sekyen 263 (4) - *Pembaharuan Kelulusan Juruaudit***
 - d. **Auditor certificate (practising certificate)**
 - iii. The Audited Trade Fair or Exhibition **Report must be submitted within 30 calendar days** before the last date of the trade fair or exhibition (*format as in ANNEX 2 page 17*).
The trade fair or exhibition organiser is encouraged to submit:
 - a. list of foreign buyers
 - b. total sales generated
 - iv. Companies should **deal directly** with the organisers of trade fairs or exhibitions in Malaysia and ensure the organiser submits a copy of the Audited Trade Fair or Exhibition Report to MATRADE.

2.2 PARTICIPATION IN TRADE & INVESTMENT MISSIONS (TIM) OR EXPORT ACCELERATION MISSIONS (EAM)

ACTIVITY	DESCRIPTION	MAXIMUM GRANT AMOUNT	EXPENSES COVERED
a) Trade & Investment Missions (TIM) or Export Acceleration Missions (EAM)	i) Organised by MATRADE	RM10,000	<ul style="list-style-type: none"> • Participation fee • Air fare • Public land transport (bus, taxi or train) from Malaysia to an international country destination only (Does not include ground/intercity transport within that ASEAN country destination). • Accommodation

	ii) Joint collaboration programme with MATRADE (subject to prior approval from MATRADE). Collaborators may include: <ul style="list-style-type: none"> • Ministry or Government Agency or State Government • Chambers of Commerce or Business Council • Trade & Industry Association • Professional Body • Co-operative 	RM10,000	<ul style="list-style-type: none"> • Participation fee (Maximum of RM2,000) • Air fare • Public land transport bus, taxi or train Malaysia to an / country destination only (Does not ground/intercity transport within that ASEAN destination). • Accommodation
	iii) Organised by other entities (registered in Malaysia): <ul style="list-style-type: none"> • Ministry or Government Agency or State Government • Chambers of Commerce or Business Council • Trade & Industry Association • Professional Body • Co-operative • Professional Body • Co-operative 	RM2,000	<ul style="list-style-type: none"> • Participation fee • Air fare • Public land transport bus, taxi or train Malaysia to an / country destination only (Does not ground/intercity transport within that ASEAN destination). • Accommodation

Additional Information For ORGANISERS And JOINT COLLABORATORS in 2.2 For Trade & Investment Missions (TIM) Or Export Acceleration Missions (EAM)

<p>1. Joint Collaboration Programme with MATRADE as in (ii)</p> <ul style="list-style-type: none"> • The interested party must get prior approval from MATRADE by submitting Form A Joint Collaboration Form as in ANNEX 4 to MATRADE within three (3) BEFORE the start of the planned programme. Form A can be downloaded at http://www.matrade.gov.my/en/malaysian-exporters/services-for-exporters/expo
--

development/market-development-grant-mdg

-

2. Key Performance Indicator (KPI): Collaborator must **indicate targeted export sales**

3. Export sales recorded:

- Approved participants must report their export sales outcome to MATRADE.
- Where a Trade and Industry Association/ Chamber of Commerce is the responsible party that organised or co-organised the event; they are required to follow-up and inform MATRADE on the export sales outcomes of their individual participants.

4. Submission of Report

- A full report of the mission as in **ANNEX 3** must be forwarded to MATRADE within **working days** from the last date of the mission.

-

5. MATRADE will not be able to proceed with claims for reimbursement if documents submitted are incomplete.

2.3 PARTICIPATION IN INTERNATIONAL CONFERENCES HELD OVERSEAS

ACTIVITY	DESCRIPTION	MAXIMUM GRANT AMOUNT	EXPENSES COVERED
International Conferences held Overseas	<p>The activity must be related to the promotion of exports. [As a speaker or participant].</p> <p>(Does not apply to workshop, seminar or training for the purpose of acquiring skills, upgrading knowledge or human capital development).</p>	RM2,500	<ul style="list-style-type: none"> • Participation fee • Air fare • Public land transportation bus, taxi or train from Malaysia to an ASEAN country destination or (Does not include ground/intercity transportation within the ASEAN country destination) • Accommodation

2.4 LISTING FEES FOR MADE IN MALAYSIA PRODUCTS IN SUPERMARKETS OR HYPERMARKETS OR RETAIL CENTRES OR BOUTIQUE OUTLETS LOCATED OVERSEAS

ACTIVITY	DESCRIPTION	MAXIMUM GRANT AMOUNT	EXPENSES COVERED
Listing fees for Made in Malaysia products in Supermarkets or Hypermarkets or Retail Centres or Boutique Outlets Located Overseas	Limited to one Supermarket or Hypermarket or Retail Centre or Boutique Outlet located per country.	RM20,000	Listing fees

IMPORTANT RERMINDER:

MATRADE makes every effort to ensure that applications and claims are processed without delay. From past experience, we note that the greatest setback to speedy processing is the submission of incomplete or wrong documents, which can result in a complete stop of processing or even a disqualification of application. Applicants are **strongly** advised to carefully **read what is needed** and to **present exactly what is required** to avoid delays.

Please take note of the following:

- All documents must be submitted online. This will involve **scanning and attaching of documents**. All documents sent must be **clear, readable and in color**.

However, in the event the documents are submitted in **black and white**, they must be **certified** by an External Auditor, External Chartered Accountants, Commissioner for Oaths or the issuer of the payment document.

- All claim documents **MUST** be under:
 - i. Company's name;
 - ii. If it is under the name of an individual, the name must be listed in the list of directors or shareholders or in EPF statement)*** Submission of claim documents under names other than company or authorised individuals will not be accepted.**
- Documents not in the English language **MUST** be submitted together with an **English translation**.

Disclaimer:

All applications submitted will be processed and considered by MATRADE, based on the requirements, terms and conditions set in MDG Guidelines. MATRADE is authorised to approve applications according to the set MDG Guidelines. 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 MDG Guidelines are not fulfilled; MATRADE shall have the right to reject the application without any obligation or liability to the company/ applicant. MATRADE shall also not be held liable to the company/ applicant for any consequence or implication should the application be rejected by MATRADE.

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

3. WHAT ARE THE DOCUMENTS REQUIRED?

3.1 SUPPORTING DOCUMENTS

NO	TYPE OF BUSINESS	SUPPORTING DOCUMENTS
a.	Manufacturing	<ul style="list-style-type: none"> i. Companies Act 1965 (Certificate of Incorporation Form 9/ Form 13) or Companies Act 2016 (Section 17/ Section 28) ii. Companies Act 1965 (Memorandum & Articles of Association - M&A) or Companies Act 2016 (Section 14) or Manufacturing License iii. Companies Act 1965 (Annual Return of Company Having A Share Capital for the year 2018 or 2019) or Companies Act 2016 (Section 68) for the year 2018 or 2019 (full set) iv. Company's Audited Financial Statement for the year 2018 or 2019 (full set)

NO	TYPE OF BUSINESS	SUPPORTING DOCUMENTS
		<ul style="list-style-type: none"> v. Latest EPF Statement (Form A is not applicable)
b.	Trading	<ul style="list-style-type: none"> i. Companies Act 1965 (Certificate of Incorporation Form 9/ Form 13) or Companies Act 2016 (Section 17/ Section 28) ii. Companies Act 1965 (Annual Return of Company Having A Share Capital) or Companies Act 2016 (Section 68) for the year 2018 or 2019 (full set) iii. Company's Audited Financial Statement for the year 2018 or 2019 (full set) iv. Latest EPF Statement (Form A is not applicable) v. Letter of declaration by supplier to certify that products are made in Malaysia (<i>Format as per Annex 1 page 15 and to be printed on supplier's letterhead</i>) vi. Product Brochure/ Company Profile
c.	Services	<ul style="list-style-type: none"> i. Companies Act 1965 (Certificate of Incorporation Form 9/ Form 13) or Companies Act 2016 (Section 17/ Section 28) ii. Companies Act 1965 (Annual Return of Company Having A Share Capital for the year 2018 or 2019) or Companies Act 2016 (Section 68) for the year 2018 or 2019 (full set) iii. Company's Audited Financial Statement for the year 2018 or 2019 (full set) iv. Latest EPF Statement (Form A is not applicable)

NO	TYPE OF BUSINESS	SUPPORTING DOCUMENTS
		v. Product Brochure/ Company Profile
d.	Professional Service Providers (partnership/ sole proprietor)	<ul style="list-style-type: none"> i. Registration Letter or License or Certificate issued by Professional Services Body ii. Company's Financial Statement for the year 2018 or 2019 (full set) iii. Latest EPF Statement (Form A is not applicable)
e.	Trade And Industry Associations, Chambers Of Commerce & Professional Bodies	<ul style="list-style-type: none"> i. Registration certificate issued by the Registrar of Society (Form 3) or Associated Professional Body or Certificate of Incorporation Of Public Company (Form 8) ii. List of committee members vi. Latest EPF Statement (Form A is not applicable)
f.	Co-operatives	<ul style="list-style-type: none"> i. Incorporated under Co-operative Societies Act 1993. ii. Audited Financial Statement for the year 2018 or 2019 (full set) iii. List of committee members iv. Latest EPF Statement (Form A is not applicable) vi. Co-operative Profile

3.2 CLAIM DOCUMENTS:

3.2.1 PARTICIPATION IN INTERNATIONAL TRADE FAIRS OR EXHIBITIONS (IN MALAYSIA AND OVERSEAS)

TYPE OF EXPENSES	CLAIM DOCUMENTS *originals must be scanned in colour
a) Participation Fee or Booth Rental	i. Receipt or Bank Statement or Credit Card Statement Telegraphic Transfer; and ii. Invoice(s) iii. Proof of Presence: - Show Directory with company's name and booth number and; - Exhibitor pass or Booth photo with company's name and booth number If sponsored or subsidised: iv. Confirmation Letter from the Organiser/ Sponsor If Appointed: Co-Organiser/ Agent v. Letter of appointment/ authorised letter by event organiser
b) Booth Construction or Enhancement <i>(printing materials not claimable)</i>	i. Receipt or Bank Statement or Credit Card Statement Telegraphic Transfer; and ii. Invoice(s)
c) Air Fare <i>(ticket from Malaysia into and exit from country of event only)</i>	i. Receipt or Bank Statement or Credit Card Statement Telegraphic Transfer ii. Invoice(s) iii. Flight itinerary iv. Boarding Pass or Passport with Immigration Stamp Entry Into & Exit from the Foreign Country
d) Public land transportation - bus, taxi or train from Malaysia to an ASEAN country destination only. <i>(Does not include ground/ intercity transportation within that ASEAN country destination).</i>	i. Receipt or Ticket of the public land transportation

<p>e) Accommodation <i>(additional 2 nights from the actual date of event or maximum 6 nights whichever is lower)</i></p>	<p>i. Receipt or Bank Statement or Credit Card Statement or Telegraphic Transfer ii. Guest Folio or Invoice(s)</p>
---	--

3.2.2 PARTICIPATION IN TRADE & INVESTMENT MISSIONS (TIM)/ EXPORT ACCELERATION MISSIONS (EAM)

<p>TYPE OF EXPENSES</p>	<p>CLAIM DOCUMENTS *originals must be scanned in colour</p>
<p>a) Participation Fee</p>	<p>i. Receipt or Bank Statement or Credit Card Statement or Telegraphic Transfer; and ii. Invoice(s)</p> <p>If sponsored or subsidised:</p> <p>iii. Confirmation Letter from the Organiser/ Sponsor</p>
<p>b) Air Fare <i>(ticket from Malaysia into and exit from country of event only)</i></p>	<p>i. Receipt/ Bank Statement or Credit Card Statement or Telegraphic Transfer, ii. Invoice(s) iii. Flight itinerary iv. Boarding Pass or Passport with Immigration Stamp or Entry Into & Exit from the Foreign Country</p>
<p>c) Public land transportation - bus, taxi or train from Malaysia to an ASEAN country destination only. <i>(Does not include ground/ intercity transportation within that ASEAN country destination).</i></p>	<p>i. Receipt or Ticket of the public land transportation</p>
<p>d) Accommodation <i>(additional 2 nights from the actual date of event or maximum 6 nights whichever is lower)</i></p>	<p>i. Receipt/ Bank Statement or Credit Card Statement or Telegraphic Transfer ii. Guest Folio or Invoice(s)</p>

3.2.3 PARTICIPATION IN INTERNATIONAL CONFERENCES OVERSEAS

TYPE OF EXPENSES	CLAIM DOCUMENTS *originals must be scanned in colour
a) Participation Fee	i. Receipt or Bank Statement or Credit Card Statement or Telegraphic Transfer ii. Invoice(s) iii. Conference Programme iv. Proof of Presence (Conference Pass) For speaker or presenter: v. Confirmation Letter from the Organiser If sponsored or subsidised vi. Confirmation Letter from the Organiser/ Sponsor
b) Air Fare <i>(ticket from Malaysia into and exit from country of event only)</i>	i. Receipt or Bank Statement or Credit Card Statement or Telegraphic Transfer, ii. Invoice(s) iii. flight itinerary iv. Boarding Pass or Passport with Immigration Stamp or Entry Into & Exit from the Foreign Country
c) Public land transportation - bus, taxi or train from Malaysia to an ASEAN country destination only. <i>(Does not include ground/</i>	i. Receipt or Ticket of the public land transportation

TYPE OF EXPENSES	CLAIM DOCUMENTS *originals must be scanned in colour
<i>intercity transportation within that ASEAN country destination).</i>	
d) Accommodation <i>(additional 2 nights from the actual date of event or maximum 6 nights whichever is lower)</i>	i. Receipt or Bank Statement or Credit Card Statement or Telegraphic Transfer ii. Guest Folio or Invoice(s)

3.2.4 LISTING FEES FOR MADE IN MALAYSIA PRODUCTS IN SUPERMARKETS OR HYPERMARKETS OR RETAIL CENTRES OR BOUTIQUE OUTLETS LOCATED OVERSEAS

TYPE OF EXPENSES	CLAIM DOCUMENTS *originals must be scanned in colour
a) Listing fees	Where the Malaysian company deals DIRECTLY with the Supermarket or Hypermarket or Retail Centre or Boutique Outlet located overseas i. Receipt or Bank Statement or Credit Card Statement or Telegraphic Transfer of payment of listing fees ii. Invoice(s) from the Supermarket or Hypermarket or Retail Centre or Boutique Outlet located overseas iii. Offer or Invitation Letter from the Supermarket or Hypermarket or Retail Centre or Boutique Outlet to place products in their outlets iv. Contract or Agreement (with duty stamp) between the

TYPE OF EXPENSES	CLAIM DOCUMENTS *originals must be scanned in colour
	<p>company and Supermarket or Hypermarket or Retail Centre or Boutique Outlet located overseas</p> <p>Where the Malaysian company deals WITH AN AUTHORISED AGENT nominated by the Supermarket or Hypermarket or Retail Centre or Boutique Outlet located overseas</p> <ul style="list-style-type: none"> i. Receipt or Bank Statement or Credit Card Statement or Telegraphic Transfer from the Authorised Agent or the Supermarket or Hypermarket or Retail Centre or Boutique Outlet located overseas ii. Invoice(s) from the Authorised Agent or the Supermarket or Hypermarket or Retail Centre or Boutique Outlet located overseas iii. Offer or Invitation Letter from the Supermarket or Hypermarket or Retail Centre or Boutique Outlet to the Authorised Agent to place products in their outlets. iv. Contract or Agreement (with duty stamp) between the company and the Authorised Agent or company and Supermarket or Hypermarket or Retail Centre or Boutique Outlet located overseas.

ANNEX 1:
For Trading Company Only

**FORMAT OF
DECLARATION LETTER BY SUPPLIER
(MANUFACTURER)**

(On Supplier's [Manufacturer] Original Letterhead)

Date:

(Company's address):

DECLARATION AND CERTIFICATION OF MADE IN MALAYSIA PRODUCT

To: The Market Development Unit, MATRADE

Our company hereby declares and certifies that all of the following products listed below are manufactured and made in Malaysia by our company for **(MDG applicant's name eg: ABC Sdn Bhd)**

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

(Please add more rows if space is insufficient)

2. Our company through the undersigned hereby declares that the above details and statements are true, correct and complete; that all the listed products are produced in Malaysia and that the products comply with the origin requirements specified for each product. Attached are the necessary documents to support the above certification. (if any)

3. Our company fully understands that in the event that 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 undertakes and agrees to fully indemnify MATRADE in full, from 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 Company's official
Authorised Signatory Rubber stamp
Name of Authorised Signatory
Designation of Authorised Signatory

ANNEX 2:

For Trade Fair or Exhibition Organiser Only

FORMAT OF REPORT ON TRADE FAIR OR EXHIBITION HELD IN MALAYSIA

[Applicants must deal directly with the trade fair or exhibition organiser to ensure the organiser submits an Audited Trade Fair Report]

Annex 2

AUDITED REPORT OF EXHIBITION OR TRADE FAIR

(This report MUST be filled by an External Auditing Firm or Chartered Accountant)

- | | | |
|----|--|---|
| 1. | Name of Exhibition | : |
| 2. | Date | : |
| 3. | Venue | : |
| 4. | Name of Organiser | : |
| 5. | Number of Times the Exhibition Has Been Previously Held | : |
| 6. | Total Gross Space Occupied (sq.m.) | : |
| | <i>Occupied by Malaysian Exhibitors</i> | : |
| a) | <i>Total space Occupied by Foreign Exhibitors</i> | : |
| 7. | Total Number of Exhibitors | : |
| a) | Number of Malaysian Exhibitors | : |

- b) Number of Foreign Exhibitors
 c) List:
 (i) Top 5 country of origin for Foreign Exhibitors
 (ii) % of Foreign Exhibitor / total number of Exhibitors

Main country of origin of Foreign Exhibitor	% of total Exhibitors/ total number of Exhibitors
1.	
2.	
3.	
4.	
5.	

8. **Total Number of Visitors** :
- a) Number of Malaysian Visitors :
- (i) Number of Trade Visitors :
- (ii) Number of General Public :

9. **Number of Foreign Visitors** :
- List :
- (i) Top 5 country of origin for Foreign Visitors
- (ii) % of Foreign Visitors/ total number of Visitors

Main country of origin of Foreign Visitors	% of total visitors/ total number of Visitors
1.	
2.	
3.	
4.	
5.	

10. **List of Foreign Buyers** (please attach as annex) :
11. **Total Sales Generated** :

BY EXTERNAL AUDIT FIRM:-

Authorised Signatory:

Name of Authorised Signatory:

Firm or Company Name:

Firm or Company's Official Rubber Stamp

Date:

ANNEX 3:

For Missions Organiser Only

FORMAT OF REPORT ON TRADE & INVESTMENT MISSIONS (TIM) OR EXPORT ACCELERATION MISSIONS (EAM)

[Applicants must deal directly with the mission organiser to ensure the organiser submits a Mission Report]

REPORT ON TRADE & INVESTMENT MISSIONS (TIM) OR EXPORT ACCELERATION MISSIONS (EAM)

1. INTRODUCTION

2. OBJECTIVE OF THE MISSION

3. MALAYSIAN DELEGATION

- Number of delegates in detail (by how many private companies or government agencies or representatives of associations etc)
- Detailed list of delegates as per ANNEX I.

4. MISSION PROGRAMME

The (x) days programme comprises:

4.1 Detailed programme as per ANNEX II

4.2 Business Matching Session (Individual Business Meeting)

- Details of the Business Matching
- Detailed list of buyers attending the Business Matching as per ANNEX III.
- Total number of business meetings conducted during the Mission
- Reported total generated or potential sales or other business opportunities
- Photos of the Business Matching Session

4.3 Other Activities (Meetings, MOUs signing, business visits etc.)

- Objectives
- Number of meetings or MOUs signed or business visits arranged
- Details of other activities
- Outcome of other activities

5. MISSION OUTCOME

5.1 Sales Value

- Reported actual sales or projected sales: Value...Products or Services involved....
- Reported potential sales arising from the mission.
 - Expected short term (immediate : Value...Products or Services
1 year) involved...
 - Expected Midterm (1 - 3 years) : Value...Products or Services
involved...
 - Expected Long term (3 years & : Value...Products or Services

more) involved...

- Other areas of potential business:

5.2 General Comments by Malaysian Exporters

5.3 Challenges Faced by Malaysian Exporters

6. CONCLUSION AND RECOMMENDATION

Annex I

LIST OF MALAYSIAN DELEGATES

No.	Details of Company	Business Interest	Representative
1.	<ul style="list-style-type: none"> • Company Name • Business Address 		<ul style="list-style-type: none"> • Name (in full) • Designation

Annex II

PROGRAMME FOR TRADE MISSIONS OR EXPORT ACCELERATION MISSIONS (EAM) ON..... (PLACE & DATE)

Date (Day 1)

(Time) hrs :

(Time) hrs :

Date (Day 2)

(Time) hrs :

(Time) hrs :

Annex III

LIST OF BUYERS

No.	Details of Company	Business Interest	Representative

1.	<ul style="list-style-type: none">• Company Name• Business Address		<ul style="list-style-type: none">• Name (in full)• Designation
----	---	--	--

ANNEX 4:
For Joint Collaborator Only

FORMAT OF
FORM A: JOINT COLLABORATION FOR TRADE INVESTMENT
MISSIONS (TIM) OR EXPORT ACCELERATION MISSIONS (EAM)
[Applicants must deal directly with the mission organiser to ensure the organiser submits a Mission Report]



**APPLICATION FOR
JOINT COLLABORATION PROGRAMME FOR TRADE & INVESTMENT MISSION
(TIM)/ EXPORT ACCELERATION MISSION (EAM)**

To: Export Promotion & Market Access Division (info@matrade.gov.my)

Name of MATRADE Officer (if known):

Name of the Programme :

A) ORGANISER'S INFORMATION	
Name of Organisation:	
Mailing Address:	
Date of Incorporation:	
Certificate of Registration: (ROS, ROB) <i>- Please attach certified copy</i>	
MATRADE Registration Number:	
Contact Person:	
Designation:	
Telephone Number:	Office No:
	Mobile No:
Email Address:	



**APPLICATION FOR
JOINT COLLABORATION PROGRAMME FOR TRADE & INVESTMENT MISSION
(TIM)/ EXPORT ACCELERATION MISSION (EAM)**

B) DETAILS OF PROGRAMME			
Title:			
Date:			
Duration:			
Place/ City:			
Organiser's foreign partners: (if any)			
No. of participating companies:		Total no. of representatives :	
Type of participating companies: <i>Please tick (✓) where relevant.</i>	Type <input type="checkbox"/> Manufacturer <input type="checkbox"/> Trader <input type="checkbox"/> Service Provider <input type="checkbox"/> Others. (Please specify)	No of Companies: _____ _____ _____ _____	
Participation fee charged to participants <i>Please tick (✓) where relevant.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No (free of charge)	
Objectives of the programme: <i>Please tick (✓). You may tick more than one</i>	<input type="checkbox"/> Enter new market <input type="checkbox"/> Expand markets <input type="checkbox"/> Find new buyers <input type="checkbox"/> Recruit channel partners <input type="checkbox"/> Build awareness & gain exposure <input type="checkbox"/> Conduct competitive intelligence	<input type="checkbox"/> Factory visit <input type="checkbox"/> Business pitching <input type="checkbox"/> Signing of agreement (MoU, MoA, Lol) <input type="checkbox"/> Product/ Service presentation <input type="checkbox"/> Business meeting <input type="checkbox"/> Others. (Please specify).....	
KPI target (RM): (potential sales value)	RM.....		

C) SUPPORTING DOCUMENTS

Please attach:	1.	Copy of proposed budget required to organise the programme
	2.	Itinerary of programme

The organiser is obliged to **submit a full report** of the programme using the format in Annex 3 (MDG Guidelines) **within 14 working days from the last date of the programme**. Failure to submit within the specified time frame or failure to comply with the full report requirements will result in the rejection of the participating company's application for MDG.



**APPLICATION FOR
JOINT COLLABORATION PROGRAMME FOR TRADE & INVESTMENT MISSION
(TIM)/ EXPORT ACCELERATION MISSION (EAM)**

Legal Disclaimer/Terms of Use of MATRADE’S Logo

By using MATRADE’s logo, the user agrees to fully comply with and be bound by our Legal Terms as follows:

Legal Terms

Compliance The user agrees to comply with all applicable laws and with all directions, orders, requirements and instructions given to the user by MATRADE and/ or its agent/s to do so under any applicable law. MATRADE reserves the right to investigate complaints or reported violations of our Legal Terms and to take any action we deem appropriate, including but not limited to reporting any misuse or suspected unlawful activity to law enforcement authority or taking any legal action against the user.

Usage of MATRADE’s logo shall be used for the aforesaid programme purposes **ONLY**. The use of MATRADE’s logo for any other purposes without a written approval from MATRADE is **STRICTLY PROHIBITED**. MATRADE shall be entitled to claim against the user for any losses or damages suffered arising from the negligent use or misuse of MATRADE’s logo by the organiser/ company.

Intellectual Property: MATRADE’s logo and its trademark are protected by copyright law and other law applicable. MATRADE’s logo may not be copied, reproduced or imitated whether in whole or in part, unless expressly permitted by MATRADE. The user shall be responsible for any claim in the event that the use of MATRADE’s logo infringes a patent, copyright or registered design.

Indemnity: The user releases MATRADE to the fullest extent permitted by law from any claims relating to use of MATRADE’s logo. In no event will MATRADE be liable for any incidental, consequential or any damages whatsoever arising from the use of MATRADE’s logo by the user.

I hereby certify that all the information given are true and correct as to the best of my knowledge.

Applicant’s Signature :

Name of Applicant :

Date :

Organisation’s Stamp :

Reminder:

The completed application form (Form A) should be submitted to MATRADE three (3) months before the event.

By ticking the “I Agree” button below, you hereby indicate and acknowledge that you have read and have understood MATRADE’s [Privacy Policy](#) and hereby consent to us processing your personal data in the manner and for the purposes described in the to the aforesaid Privacy Notice. Do not tick on the “I Agree” button if you do not agree to or otherwise have any objections to the processing of your personal data or to the terms of the Privacy Policy.

I Agree



**APPLICATION FOR
JOINT COLLABORATION PROGRAMME FOR TRADE & INVESTMENT MISSION
(TIM)/ EXPORT ACCELERATION MISSION (EAM)**

FOR INTERNAL USE ONLY

Type of Collaborator *(Please tick (✓) where relevant.)*

- Ministry/ Government Agency/ State Government
- Chamber of Commerce/ Business Council
- Trade & Industry Association
- Professional Body
- Co-operative
- Others, please specify:

Date of application received:

Status of application: Approved Not Approved Date:.....

Note:

This guideline is applicable for export promotion activities ***undertaken from 1 July 2020*** and is subject to change from time to time.

If the **documentation** or claim is found to be **false**, the applicant, company or both, will be **blacklisted** and will be required to reimburse in full to MATRADE all monies received from MDG.

CONTACT INFORMATION

All **enquiries** and submission of hard copy of the **reports** must be sent to:

Market Development Unit (MDG)
8th Floor, East Wing
Menara MATRADE
Jalan Sultan Haji Ahmad Shah
50480 Kuala Lumpur

Tel: 03-6207 7593
Fax: 03-6203 7252
Website: www.matrade.gov.my
Email: mdg@matrade.gov.my