# NEW GUIDELINES FOR MARKET DEVELOPMENT GRANT (MDG) 2012

***Effective 1 July 2012***

# GUIDELINES FOR MARKET DEVELOPMENT GRANT (MDG) 2012

## OBJECTIVE

The Market Development Grant is a scheme introduced to assist the small and medium enterprises (SMEs), service providers, cooperatives and trade & industry associations/chambers of commerce & professional bodies in undertaking export promotional activities.

## METHOD OF DISBURSEMENT

Companies can apply for a **reimbursable grant** on the eligible export promotional activities undertaken. The value of the grant reimbursed will be determined by MATRADE based on locations and type of export promotional activities undertaken.

## GRANT CEILING

MDG applicants can claim up to a maximum grant of RM100,000.00 per company per year, subject to the availability of fund.

## QUALIFYING CRITERIA

The following applicants are eligible for MDG:

### A. Small and Medium Enterprises (SMEs)

- Registered as MATRADE member;
- Incorporated under the Companies Act 1965;
- At least 60% equity owned by Malaysian;
- Exporting products made in Malaysia; and fulfill any of the following criteria in (i) or (ii).

(i) **Manufacturing and Agro-based Companies:**

- Annual sales turnover **not exceeding RM 25 million** (*based on the latest financial report*) **OR**
- Full-time employees **not more than 150** (*based on the latest EPF Statement*)

(ii) **Trading Companies:**

- Annual sales turnover **not exceeding RM 5 million** (*based on the latest financial report*) **OR**
- Full-time employees **not more than 50** (*based on the latest EPF Statement*)

### B. Service Providers

- Registered as MATRADE member;
- Incorporated under the Companies Act 1965;
- At least 60% equity owned by Malaysian;
- Exporting Malaysian services; and fulfill any of the following criteria in (i) or (ii).

(i) Service Companies **(*excluding tourism and financial & insurance*):**

- Annual sales turnover **not exceeding RM 25 million** (based on the latest financial report) **OR**
- Full-time employees **not more than 150** (based on the latest EPF Statement)

(ii) Professional Service Providers **(Sole Proprietor or Partnership)**

- Registered under the Professional Services Bodies
- Annual sales turnover **not exceeding RM 25 million** (based on the latest financial report) **OR**
- Full-time employees **not more than 150** (based on the latest EPF Statement)

## C. Cooperatives

- Registered as MATRADE member;
- Incorporated under Cooperative Act 1993;
- At least 60% equity owned by Malaysian;
- The main business activity of the cooperative is for exporting
- Exporting products made in Malaysia or Malaysian services; and fulfill any of the following criteria:

  - Annual sales turnover **not exceeding RM 25 million** (based on the latest financial report) **OR**
  - Full-time employees **not more than 150** (based on the latest EPF Statement).

## D. Trade & Industry Associations, Chambers of Commerce & Professional Bodies

- Registered as MATRADE member; and
- Registered under the Registrar of Society (ROS) or Associated Professional Body.

## ELIGIBLE ACTIVITIES

### A. SMEs and Cooperatives in Manufacturing, Agro-based, and Trading:

1. International Trade Fairs / Exhibitions held Locally[1] or Overseas.
2. Trade & Investment Missions or Specialised Marketing Missions Overseas.[2]
3. International Conferences Overseas. (*Related to the industry*) – *It does not apply to seminar, workshop or training for the purpose of acquiring skill, upgrading knowledge and human capital development*
4. Display at Malaysia Export Exhibition Centre (MEEC), MATRADE.
5. Listing fee in Supermarket/ Hypermarket Overseas.
6. Registration of Intellectual Property (IP) Overseas – *which comprise of Layout design of integrated circuit, geographical indications, Copyright, Industrial design, Trade marks & Patents*.
7. International Certification Overseas.

### B. Service Providers:

1. International Trade Fairs / Exhibitions held Locally[1] or Overseas.
2. Trade & Investment Missions or Specialised Marketing Missions Overseas.[2]
3. International Conferences Overseas. (*Related to the industry and professional services*) – *It does not apply to seminar, workshop or training for the purpose of acquiring skill, upgrading knowledge and human capital development*
4. Display at Malaysia Export Exhibition Centre (MEEC), MATRADE.
5. Presentation to Potential Clients Overseas. (as approved by MATRADE)
6. Registration of Intellectual Property (IP) Overseas – *which comprise of Layout design of integrated circuit, geographical indications, Copyright, Industrial design, Trade marks & Patents.*
7. International Certification Overseas.
8. Initial set up cost of representative office overseas – for the first three (3) months of office rental

Explanatory Notes:

[1] **International Trade Fairs / Exhibitions held Locally.**

1. *For claims related to participation in International Trade Fair held locally, the organiser of the event must submit the original Trade Fair Audited Report, audited by external auditor/chartered accountant or commissioner of oath with a copy of certificate of practice of the auditor and show directory booklet within sixty (60) days after the last date of the activity. Locally held international trade fair must meet the following criterias:*
   a. minimum gross space occupied for the fair must be at least 1,000 square meters (*mandatory*); and
   b. at least 10% of visitors must be foreign visitors; or
   c. at least 20% net space is rented to foreign exhibitors; or
   d. at least 20% of exhibitors are foreign exhibitors.
2. *Other than event organized by MATRADE, company must liaise directly with the event organiser with regard to the submission of the Audited Report.*
3. *Organiser must submit the report within sixty (60) days from the last date of the activity by using the MDG report format. Failure to submit and comply to the report requirements will result in company's application being rejected.*

[2] **Trade & Investment Missions or Specialised Marketing Missions.**

1. *Trade & Investment Missions or Specialised Marketing Missions must be organised by any Malaysian government agencies, trade associations or professional bodies that are registered in Malaysia and subjected to MATRADE's Approval.*
2. *Organiser must submit the full report of the mission within sixty (60) days from the last date of the activity by using the MDG report format. Failure to submit and comply to the report requirements will result in company's application being rejected.*
3. *Companies participating in the mission must submit MDG application individually and meet MDG guidelines and requirements.*

*The MDG report format for Trade Fairs/Exhibitions and Trade & Investment Missions/Specialised Marketing Missions can be referred to* ***Annex 2*** *and* ***3****.*

## REIMBURSABLE AMOUNT

The table below indicates the amount of grant to be reimbursed for the eligible activities for SMEs, cooperatives and service providers.

**TABLE 1: Pre-determined Grant for SMEs, cooperatives and service providers**

**A. ACTIVITY HELD IN MALAYSIA**

| INTERNATIONAL TRADE FAIRS/ EXHIBITIONS | | MEEC |
|---|---|---|
| INTERNATIONAL TRADE FAIRS/ EXHIBITIONS HELD IN MALAYSIA (RM) | SOFT EXPORT[3] (Art, Music, Fashion & Design sectors only) (RM) | (RM) |
| 10,000.00 | 15,000.00 | 600.00 |

**B. ACTIVITY HELD OVERSEAS**

| REGIONS | INTERNATIONAL TRADE FAIRS/ EXHIBITIONS (RM) | | TRADE & IVESTMENT MISSIONS/ SPECIALISED MARKETING MISSIONS (RM) | PRESENTATION TO POTENTIAL CLIENTS[4] (RM) |
|---|---|---|---|---|
| | | SOFT EXPORT[3] | | |
| LATIN AMERICA | 25,000.00 | 30,000.00 | 20,000.00 | 7,000.00 |
| NORTH AMERICA & CANADA | 18,000.00 | | 10,000.00 | 5,000.00 |
| EUROPE | 25,000.00 | | 20,000.00 | 7,000.00 |
| AFRICA | 18,000.00 | | 10,000.00 | 5,000.00 |
| AUSTRALIA/OCEANIA | 10,000.00 | | 6,000.00 | 3,000.00 |
| CENTRAL ASIA | 25,000.00 | | 20,000.00 | 7,000.00 |
| SOUTH ASIA | 12,000.00 | | 5,000.00 | 3,000.00 |
| WEST ASIA | 12,000.00 | | 6,000.00 | 3,000.00 |
| NORTH EAST ASIA | 10,000.00 | | 5,000.00 | 3,000.00 |
| SOUTH EAST ASIA (ASEAN) | 10,000.00 | | 4,000.00 | 3,000.00 |

***Please refer to Annex 1 for the full list of countries by regions***

| OTHER ACTIVITIES OVERSEAS | GRANT AMOUNT (RM) |
|---|---|
| 1. International Conferences Overseas | 5,000.00 per activity |
| 2. Listing fee in Supermarket/ Hypermarket Overseas | Max. of 20,000.00 per country |
| 3. Registration of Intellectual Property (IP) Overseas | Max. of 20,000.00 per country |
| 4. International Certification Overseas | Max. of 20,000.00 per country |
| 5. Initial set up cost of representative office Overseas for services companies[5] | Max. of 10,000.00 per country |

Explanatory Notes:

[3] *This activity is applicable to Arts, Music, Fashion & Design sectors only and subject to approval by MATRADE.*

[4] *The application must be made within sixty (60) days from the presentation date. Applicants are required to make a presentation to MATRADE and subject to MATRADE's approval.*

[5] *Applicants are eligible for a maximum grant of RM10,000 per country or the initial three (3) months office rental, whichever cost incurred earlier. The application must be submitted within one hundred and fifty (150) days from the date of commencement of the representative office.*

## ELIGIBLE ACTIVITIES

### C. Trade & Industry Associations/ Chambers of Commerce/ Professional Bodies:

1. International Trade Fairs/Exhibitions held Overseas.
2. Trade & Investment Missions or Specialised Marketing Missions Overseas.[6]
3. International Conferences Overseas. (Related to the industry and professional services) - It does not apply to seminar, workshop or training for the purpose of acquiring skill, upgrading knowledge and human capital development
4. Meetings related to Mutual Recognition Agreement (MRA), Free Trade Agreement (FTA), ASEAN and World Trade Organization (WTO).
5. Organizing International Trade Fairs/ Exhibitions, Trade & Investment Missions or Specialised Marketing Missions Overseas.

Explanatory Notes:

[6] **Trade & Investment Missions or Specialised Marketing Missions.**

1. *Trade & Investment Missions or Specialised Marketing Missions must be organised by any Malaysian government agencies, trade associations or professional bodies that are registered in Malaysia and subject to MATRADE's Approval.*
2. *Organiser must submit the full report of the mission within sixty (60) days from the last date of the activity by using the MDG report format. Failure to submit and comply to the report requirements will result in company's application being rejected.*
3. *Companies participating in the mission must submit MDG application individually and meet MDG guidelines and requirements.*
4. *The MDG report format for Trade & Investment Missions/Specialised Marketing Missions can be referred to **Annex 3**.*

## REIMBURSABLE AMOUNT

The table below indicates the amount of grant to be reimbursed for the eligible activities for Trade & Industry Associations/ Chambers of Commerce/ Professional Bodies.

**TABLE 3: Pre-determined Grant for Trade & Industry Associations/ Chambers of Commerce/ Professional Bodies**

**A. PARTICIPATION IN THE FOLLOWING ACTIVITY:**

| REGIONS | INTERNATIONAL TRADE FAIRS/ EXHIBITIONS OVERSEAS (RM) | TRADE & INVESTMENT MISSIONS/ SPECIALISED MARKETING MISSIONS OVERSEAS (RM) |
|---|---|---|
| LATIN AMERICA | 25,000.00 | 20,000.00 |
| NORTH AMERICA & CANADA | 18,000.00 | 10,000.00 |
| EUROPE | 25,000.00 | 20,000.00 |
| AFRICA | 18,000.00 | 10,000.00 |
| AUSTRALIA/OCEANIA | 10,000.00 | 6,000.00 |
| CENTRAL ASIA | 25,000.00 | 20,000.00 |
| SOUTH ASIA | 12,000.00 | 5,000.00 |
| WEST ASIA | 12,000.00 | 6,000.00 |
| NORTH EAST ASIA | 10,000.00 | 5,000.00 |
| SOUTH EAST ASIA (ASEAN) | 10,000.00 | 4,000.00 |

| ACTIVITY | GRANT AMOUNT (RM) |
|---|---|
| International Conferences Overseas/ Meetings related to Mutual Recognition Agreement (MRA), Free Trade Agreement (FTA), ASEAN and WTO Overseas. | 5,000.00 per activity |

**B. ORGANIZING INTERNATIONAL TRADE FAIRS/ EXHIBITIONS OR TRADE & INVESTMENT MISSIONS OR SPECIALISED MARKETING MISSION AT THE FOLLOWING REGION:**

| REGIONS | ORGANISING INTERNATIONAL TRADE FAIRS/ EXHIBITIONS OR TRADE & INVESTMENT MISSIONS/ SPECIALISED MARKETING MISSIONS OVERSEAS (RM) |
|---|---|
| LATIN AMERICA | 7,000.00 |
| NORTH AMERICA & CANADA | 5,000.00 |
| EUROPE | 7,000.00 |
| AFRICA | 5,000.00 |
| AUSTRALIA/OCEANIA | 3,000.00 |
| CENTRAL ASIA | 7,000.00 |
| SOUTH ASIA | 3,000.00 |
| WEST ASIA | 3,000.00 |
| NORTH EAST ASIA | 3,000.00 |
| SOUTH EAST ASIA (ASEAN) | 3,000.00 |

***Please refer to Annex 1 for the full list of countries by regions***

## APPLICATION AND CLAIM PROCEDURES

- Application for Market Development Grant (MDG) must be made through MDG Online System. The system can be accessed in MATRADE website at www.matrade.gov.my or direct link of the system at www.matrade.gov.my/mdg/
- Before you start applying for the grant, please ensure that your company has registered with MATRADE and if not, you may register your company at www.matrade.gov.my/ms/online-applications/register-as-matrade-member
- The deadline for the submission of applications are as follow:
  1. **Within sixty (60) days from the last date of activity for**:
     - International Trade Fairs/Exhibitions held locally or overseas;
     - Trade & Investment Missions or Specialised Marketing Missions overseas;
     - International Conferences overseas; and
     - Display at Malaysia Export Exhibition Centre (MEEC), MATRADE.
  2. **Within sixty (60) days from the date of receipts/payments for:**
     - Registration of International Intellectual Property (IP); and
     - International Certification overseas.
  3. **Within sixty (60) days from the first day of** listing fee in Supermarket/Hypermarket overseas.
  4. **Within sixty (60) days from the date of** presentation to potential clients overseas.
  5. **Within one hundred and fifty (150) days from the date of commencement of the** representative office overseas.
- Application must include:
  - **Scanned supporting document** which includes **latest:**
    1. Form 9/ Form 13;
    2. Form of Annual Return (*Please provide Form 24 if company operating less than 1 year);*
    3. Company Audited Account for the year 2010/2011 (*Please provide Management Account if company operating less than 1 year*);
    4. Latest EPF Statement;
    5. List of local SMEs suppliers and details of product for export (*for Trading company only*); and
    6. Product Brochure.
  - **Scanned claim document** which includes the **original:**

    **Proof of Payment**
    - Receipts **or** bank statements **or** credit card statements **or** telegraphic transfers as proof of participations; **and**
    - Invoices.

    ***Note: The photocopies any of these documents must be certified by External Auditors/Chartered Accountants/Commissioner of Oaths/issuer of the receipts/banks.***

    **Proof of presence**
    - Flight itinerary **or** air tickets **or** boarding passes **or** copy of passports (with stamping in and out of the foreign country) **or** guest folios.

- For subsidized applicants (**sponsorship**); the amount of grant will be determined by MATRADE.
- This guideline is applicable for promotional activities *undertaken from 1 July 2012 and subject to changes from time to time.*
- In the event of false claims and documents, applicants shall be blacklisted and shall be required to reimburse all grants received from MATRADE.

**For enquiry on MDG, please contact:**

**MATRADE**
Market Development Grant Unit
8th Floor, Menara MATRADE,
Jalan Khidmat Usaha, Off Jalan Duta,
50480 Kuala Lumpur
Tel: 03-6207 7593 Fax: 03-6203 7252

**Operating Hours**

| | |
|---|---|
| **Monday – Thursday** | **:** 8.00 am - 5.00 pm |
| **Friday** | **:** 8.00 am - 12.15 pm<br>2.45 pm - 5.00 pm |

# MDG SUPPORTING AND CLAIM DOCUMENTS CHECKLIST

## 1. SUPPORTING DOCUMENTS FOR APPLICATION

| TYPE OF BUSINESS | SUPPORTING DOCUMENT REQUIRED |
|---|---|
| **MANUFACTURING & AGRO-BASED COMPANY** | ☑ Certificate of Incorporation Form 9 or Form 13<br>☑ Latest Form of Annual Return of Company Having A Share Capital *(Form 24 if company operating less than 1 year)*<br>☑ Company's Audited Account for the year 2010 or 2011 *(Management Account if company operating less than 1 year)*<br>☑ Latest EPF Statement *(Form A is not applicable)*<br>☑ Product Brochure |
| **CONTRACT MANUFACTURING COMPANY** | ☑ Certificate of Incorporation Form 9 or Form 13<br>☑ Latest Form of Annual Return of Company Having A Share Capital *(Form 24 if company operating less than 1 year)*<br>☑ Company's Audited Account for the year 2010 or 2011 *(Management Account if company operating less than 1 year)*<br>☑ Latest EPF Statement *(Form A is not applicable)*<br>☑ Product Brochure |
| **TRADING COMPANY** | ☑ Certificate of Incorporation Form 9 or Form 13<br>☑ Latest Form of Annual Return of Company Having A Share Capital *(Form 24 if company operating less than 1 year)*<br>☑ Company's Audited Account for the year 2010 or 2011*(Management Account if company operating less than 1 year)*<br>☑ Latest EPF Statement *(Form A is not applicable)*<br>☑ List of local SME's suppliers and details of products for export (*using company Letterhead*)<br>☑ Product Brochure |
| **SERVICE PROVIDERS** | ☑ Certificate of Incorporation Form 9 or Form 13<br>☑ Latest Form of Annual Return of Company Having A Share Capital *(Form 24 if company operating less than 1 year)*<br>☑ Company's Audited Account for the year 2010 or 2011 *(Management Account if company operating less than 1 year)*<br>☑ Latest EPF Statement *(Form A is not applicable)*<br>☑ Product Brochure |

| TYPE OF BUSINESS | SUPPORTING DOCUMENT REQUIRED |
|---|---|
| **PROFESSIONAL SERVICES** | ☑ Registration Letter/ license/ certificate issued by Professional Services Body<br>☑ Management Account / income statement/ company account/ company's audited account for the year 2010 or 2011<br>☑ Product Brochure<br>☑ Latest EPF Statement *(Form A is not applicable)*<br>☑ Declaration letter on **latest** number of employees (*using company Letterhead*)<br>** For partnership/ sole proprietor* |
| **COOPERATIVE** | ☑ Registration certificate under Cooperative Act 1993<br>☑ Declaration letter on equity (*Number of shares of Bumiputera, Chinese, India & Others*)<br>☑ Declaration letter on Made in Malaysia product/ services*(List of products/ services)*<br>☑ Cooperative's Audited Account for the year 2010 or 2011 *(Management Account if company operating less than 1 year)*<br>☑ Latest EPF Statement *(Form A is not applicable)*<br>☑ Product Brochure |
| **ASSOCIATIONS** | ☑ Registration certificate issued by the Registrar of Society/ Associated Professional Body |

**2. CLAIMS DOCUMENTS FOR:**
**A.MANUFACTURING, AGRO-BASED, TRADING, SERVICE PROVIDERS & COOPERATIVE**

| NO. | ACTIVITIES | TYPE OF EXPENSES | CLAIMS DOCUMENTS |
|---|---|---|---|
| **1.** | **PARTICIPATION IN INTERNATIONAL TRADE FAIR/ EXHIBITION HELD LOCALLY OR OVERSEAS** | 1. Participation Fee / Booth Rental | **Original**<br>☑ Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer<br>☑ Invoice<br>☑ Confirmation letter from organizer (*if sponsored*) |
| | | 2. Air Fare | ☑ Flight Itinerary/ Boarding pass/ Air ticket/ Passport with Immigration stamp of entry into & exit from the foreign country |
| | | 3. Accommodation | ☑ Invoice/ Original Guest Folio |
| **2.** | **PARTICIPATION IN TRADE INVESTMENT MISSION OR SPECIALISED MARKETING MISSION OVERSEAS** | 1. Participation Fee | **Original**<br>☑ Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer<br>☑ Invoice<br>☑ Confirmation letter from organizer (*if sponsored*) |
| | | 2. Air Fare | ☑ Flight Itinerary/ Boarding pass/ Air ticket/ Passport with Immigration stamp of entry into & exit from foreign country |
| | | 3. Accommodation | ☑ Invoice/ Original Guest Folio |
| **3.** | **PARTICIPATION IN INTERNATIONAL CONFERENCE (INDUSTRY AND PROFESSIONAL RELATED) OVERSEAS** | 1. Participation Fee | **Original**<br>☑ Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer<br>☑ Invoice<br>☑ Conference program<br>☑ Confirmation letter from organizer (*if sponsored*) |
| | | 2. Air Fare | ☑ Flight Itinerary/ Boarding pass/ Air ticket/ Passport with Immigration stamp of entry into & exit from foreign country |
| | | 3. Accommodation | ☑ Invoice/ Original Guest Folio |

| NO. | ACTIVITIES | TYPE OF EXPENSES | CLAIMS DOCUMENT |
|---|---|---|---|
| **4.** | **DISPLAY AT MALAYSIAN EXPORT EXHIBITION CENTRE (MEEC), MATRADE** | 1. Participation Fee | **Original**<br>☑ Receipt from MATRADE<br>☑ Bank Statement with confirmation letter from MATRADE |
| **5.** | **LISTING IN SUPERMARKET/ HYPERMARKET OVERSEAS**<br>(*Only for cooperative, trading, manufacturing and agro-based*) | 1. Listing Fee | **Original**<br>☑ Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer<br>☑ Copy of payment voucher<br>☑ Invoice from the Supermarket/ Hypermarket<br>☑ Offer/ invitation letter from the Hypermarket/ appointed agent |
| **6.** | **REGISTRATION OF INTELLECTUAL PROPERTY (IP) OVERSEAS** | 1. Registration Fee | **Original**<br>☑ Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer<br>☑ Invoice<br>☑ Contract/ agreement with the consultant |
| **7.** | **INTERNATIONAL CERTIFICATION OVERSEAS** | 1. Registration Fee | **Original**<br>☑ Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer<br>☑ Invoice<br>☑ Contract/ agreement with the consultant |
| **8.** | **PRESENTATION TO POTENTIAL CLIENTS OVERSEAS**<br>(*Only for service providers*) | 1. Proof of participation | ☑ A copy of invitation letter from the potential clients/ buyers |
| | | 2. Air Fare | **Original**<br>☑ Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer<br>☑ Invoice<br>☑ Flight Itinerary/ Boarding pass/ Air ticket/ Passport with Immigration stamp of entry into & exit from foreign country |
| | | 3. Accommodation | ☑ Invoice/ Original Guest Folio |
| **9.** | **INITIAL SET UP COST OF REPRESENTATIVE OFFICE OVERSEAS**<br>(*Only for service providers*) | 1. Office Rental *(for the first three (3) months)* | **Original**<br>☑ Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer<br>☑ Contract and Agreement of the office rental<br>☑ Photo of the representative office overseas (front and interiors view of the office)<br>☑ License or supporting document from the Local Authority for setting up the office (if applicable) |

**2. CLAIMS DOCUMENTS FOR:**

**B. TRADE & INDUSTRY ASSOCIATIONS, CHAMBERS OF COMMERCE & PROFESSIONAL BODIES**

| NO. | ACTIVITIES | TYPE OF EXPENSES | CLAIMS DOCUMENT |
|---|---|---|---|
| **1.** | **PARTICIPATION IN INTERNATIONAL TRADE FAIR/ EXHIBITION HELD LOCALLY OR OVERSEAS** | 1. Participation Fee / Booth Rental | **Original**<br>☑ Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer<br>☑ Invoice<br>☑ Confirmation letter from organizer (if sponsored) |
| | | 2. Air Fare | ☑ Flight Itinerary/ Boarding pass/ Air ticket/ Passport with Immigration stamp of entry into & exit from the foreign country |
| | | 3. Accommodation | ☑ Invoice/ Original Guest Folio |
| **2.** | **PARTICIPATION IN TRADE INVESTMENT MISSION OR SPECIALISED MARKETING MISSION OVERSEAS** | 1. Participation Fee | **Original**<br>☑ Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer<br>☑ Invoice<br>☑ Confirmation letter from organizer (if sponsored) |
| | | 2. Air Fare | ☑ Flight Itinerary/ Boarding pass/ Air ticket/ Passport with Immigration stamp of entry into & exit from the foreign country |
| | | 3. Accommodation | ☑ Invoice/ Original Guest Folio |
| **3.** | **PARTICIPATION IN INTERNATIONAL CONFERENCE (INDUSTRY AND PROFESSIONAL RELATED) OVERSEAS** | 1. Participation Fee | **Original**<br>☑ Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer<br>☑ Invoice<br>☑ Conference program<br>☑ Confirmation letter from organizer (if sponsored) |
| | | 2. Air Fare | ☑ Flight Itinerary/ Boarding pass/ Air ticket/ Passport with Immigration stamp of entry into & exit from the foreign country |
| | | 3. Accommodation | ☑ Invoice/ Original Guest Folio |

| NO. | ACTIVITIES | TYPE OF EXPENSES | CLAIMS DOCUMENT |
|---|---|---|---|
| **4.** | **MEETINGS RELATED TO MUTUAL RECOGNITION AGREEMENT (MRA), FREE TRADE AGREEMENT (FTA), ASEAN AND WORLD TRADE ORGANIZATION (WTO)** | 1. Proof of participation | ☑ A copy of letter of invitation from the organizer of the meeting/ appointing ministries or agencies from Malaysia. |
| | | 2. Air Fare | **Original**<br>☑ Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer<br>☑ Invoice<br>☑ Flight Itinerary/ Boarding pass/ Air ticket/ Passport with Immigration stamp of entry into & exit from the foreign country |
| | | 3. Accommodation | ☑ Invoice/ Original Guest Folio |
| **5.** | **ORGANIZING INTERNATIONAL TRADE FAIRS/ EXHIBITION OVERSEAS** | 1. Air Fare | **Original**<br>☑ Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer<br>☑ Invoice<br>☑ Declaration letter from association<br>☑ Flight Itinerary/ Boarding pass/ Air ticket/ Passport with Immigration stamp of entry into & exit from the foreign country |
| | | 2. Accommodation | ☑ Invoice/ Original Guest Folio |
| **6.** | **ORGANIZING TRADE & INVESTMENT MISSIONS OR SPECIALISED MARKETING MISSIONS OVERSEAS** | 1. Air Fare | **Original**<br>☑ Receipt/ Bank Statement/ Credit Card Statement/ Telegraphic Transfer<br>☑ Invoice<br>☑ Flight Itinerary/ Boarding pass/ Air ticket/ Passport with Immigration stamp of entry into & exit from the foreign country |
| | | 2. Accommodation | ☑ Invoice/ Original Guest Folio |

# ANNEX 1:

# LIST OF COUNTRIES BY REGIONS

## LIST OF COUNTRIES BY REGIONS

| NORTH AMERICA & CANADA | NORTH EAST ASIA | WEST ASIA | SOUTH ASIA |
|---|---|---|---|
| **AMERICA, NORTH** | **ASIA, NORTH-EAST** | **ASIA, WEST** | **ASIA, SOUTH** |
| CANADA | CHINA, PEOPLE'S REPUBLIC OF | UNITED ARAB EMIRATES | BANGLADESH |
| ST.PIERRE AND MIQUELON | HONG KONG | AFGHANISTAN | BHUTAN |
| U.S. MINOR OUTLYING ISLANDS | JAPAN | BAHRAIN | INDIA |
| UNITED STATES OF AMERICA | KOREA, DEM.PEOPLE'S REP.OF | CYPRUS | SRI LANKA, REPUBLIC OF |
| | KOREA, REPUBLIC OF | ISRAEL | MALDIVES |
| | MONGOLIA, PEOPLE'S REP. OF | IRAQ | NEPAL |
| | MACAU | IRAN, ISLAMIC REP. OF | PAKISTAN |
| | TAIWAN | JORDAN | |
| | | KUWAIT | |
| | | LEBANON | |
| | | OMAN | |
| | | PALESTINE | |
| | | QATAR | |
| | | SAUDI ARABIA | |
| | | SYRIAN ARAB REPUBLIC | |
| | | YEMEN, REPUBLIC OF | |

| CENTRAL ASIA | SOUTH EAST ASIA (ASEAN) | AUSTRALIA/ OCEANIA | |
|---|---|---|---|
| **ASIA, CENTRAL** | **ASIA, SOUTH-EAST** | **OCEANIA** | PAPUA NEW GUINEA |
| KYRGYZSTAN | BRUNEI DARUSSALAM | AMERICAN SAMOA | PITCAIRN ISLAND |
| KAZAKHSTAN | INDONESIA, REPUBLIC OF | AUSTRALIA | PALAU |
| TAJIKISTAN | CAMBODIA | COOK ISLANDS | SOLOMON ISLANDS |
| TURKMENISTAN | LAOS, PEOPLE'S DEM.REP. | CANTON AND ENDERBURY ISLANDS | TAHITI |
| UZBEKISTAN | MYANMAR, UNION OF | FIJI | FRENCH SOUTHERN TERR. |
| | MALAYSIA | MICRONESIA, FED. STATES OF | TOKELAU |
| | PHILIPPINES | GUAM | TONGA |
| | SINGAPORE, REPUBLIC OF | JOHNSTON ISLAND | TUVALU |
| | THAILAND | KIRIBATI | VANUATU |
| | VIETNAM, SOCIALIST REP. OF | MARSHALL ISLANDS | WALLIS AND FUTUNA ISLAND |
| | | MIDWAY ISLANDS | WAKE ISLAND |
| | | NORTHERN MARIANA ISLANDS | WESTERN SAMOA |
| | | NEW CALEDONIA | |
| | | NORFOLK ISLAND | |
| | | NAURU | |
| | | NIUE | |
| | | NEW ZEALAND | |
| | | PACIFIC ISLAND (TRUST TERR.) | |
| | | FRENCH POLYNESIA | |

## LIST OF COUNTRIES BY REGIONS

| AFRICA | | LATIN AMERICA | |
|---|---|---|---|
| **AFRICA, CENTRAL** | **AFRICA, NORTHERN** | **AMERICA, CENTRAL** | **CARIBBEAN** |
| ANGOLA | ALGERIA | BELIZE | ANTIGUA & BARBUDA |
| CENTRAL AFRICAN REPUBLIC | EGYPT | COSTA RICA | ANGUILLA |
| CONGO | WESTERN SAHARA | GUATEMALA | NETHERLANDS ANTILLES |
| CAMEROON | LIBYAN ARAB JAMAHIRIYA | HONDURAS | ARUBA |
| GABON | MOROCCO | MEXICO | BARBADOS |
| EQUATORIAL GUINEA | SUDAN | NICARAGUA | BERMUDA |
| SAO TOME AND PRINCIPE | TUNISIA | PANAMA | BAHAMAS |
| CHAD | | PANAMA CANAL ZONE | CUBA |
| ZAIRE, REPUBLIC OF | **AFRICA, SOUTHERN** | EL SALVADOR | DOMINICA |
| | BOTSWANA | | DOMINICAN REPUBLIC |
| **AFRICA, EASTERN** | LESOTHO | **AMERICA, SOUTH** | GRENADA |
| BURUNDI | NAMIBIA | ARGENTINA | GUADELOUPE |
| DJIBOUTI | SWAZILAND | BOLIVIA | HAITI |
| ERITREA | SOUTH AFRICA, REPUBLIC OF | BRAZIL | JAMAICA |
| ETHIOPIA | | CHILE | SAINT KITTS & NEVIS |
| KENYA | **AFRICA, WESTERN** | COLOMBIA | CAYMAN ISLANDS |
| COMOROS | BURKINA FASO | ECUADOR | SAINT LUCIA |
| MADAGASCAR | BENIN | FALKLAND ISLAND (MALVINAS) | MARTINIQUE |
| MAURITIUS | COTE D'IVOIRE | FRENCH GUIANA | MONTSERRAT |
| MALAWI | CAPE VERDE | S. GEORGIA & SANDWICH ISLANDS | PUERTO RICO |
| MOZAMBIQUE | GHANA | GUYANA | TURKS AND CAICOS ISLANDS |
| REUNION ISLANDS | GAMBIA | PERU | TRINIDAD AND TOBAGO |
| RWANDA | GUINEA | PARAGUAY | SAINT VINCENT/GRENADINES |
| SEYCHELLES | GUINEA-BISSAU | SURINAME | BRITISH VIRGIN ISLANDS |
| SOMALIA | LIBERIA | URUGUAY | UNITED STATES VIRGIN ISLANDS |
| TANZANIA, UNITED REP. OF | MALI | VENEZUELA | |
| UGANDA | MAURITANIA | | |
| MAYOTTE | NIGER | | |
| ZAMBIA | NIGERIA | | |
| ZIMBABWE | ST.HELENA | | |
| | SIERRA LEONE | | |
| | SENEGAL | | |
| | TOGO | | |

## LIST OF COUNTRIES BY REGIONS

| EUROPE | |
|---|---|
| **EUROPE, EASTERN** | **EUROPE, WESTERN** |
| ALBANIA | ANDORRA |
| ARMENIA | AUSTRIA |
| AZERBAIJAN | BELGIUM |
| BOSNIA - HERZEGOVINA | SWITZERLAND |
| BULGARIA | GERMANY, FEDERAL REPUBLIC OF |
| BELARUS | DENMARK |
| THE CZECH & SLOVAK FEDERAL REP | SPAIN |
| CZECH REPUBLIC | FINLAND |
| ESTONIA | FAEROE ISLANDS |
| GEORGIA | FRANCE |
| CROATIA | UNITED KINGDOM |
| HUNGARY | GIBRALTAR |
| KOSOVO | GREECE |
| LITHUANIA | IRELAND |
| LATVIA | ICELAND |
| MOLDOVA | ITALY |
| MONTENEGRO | LIECHTENSTEIN |
| MACEDONIA | LUXEMBOURG |
| POLAND | MONACO |
| ROMANIA | MALTA |
| RUSSIAN FEDERATION | NETHERLANDS |
| SERBIA | NORWAY |
| SLOVENIA | PORTUGAL |
| SLOVAKIA | SWEDEN |
| UNION OF SOVIET SOC. REP. | SVALBARD AND JAN MAYEN ISL. |
| UKRAINE | SAN MARINO |
| YUGOSLAVIA, FED. REP. OF | TURKEY |
| | VATICAN CITY STATE (HOLYSEE) |

# ANNEX 2:

# TRADE FAIRS/EXHIBITIONS REPORT FORMAT (For International Trade Fairs/ Exhibitions held in Malaysia and <u>for exhibition organisers' use only</u>)

**AUDITED REPORT OF EXHIBITION**

(This record MUST BE filled by External Audit Firm/ Chartered Accountant)

**1. Name of Exhibition** :

**2. Date** :

**3. Venue** :

**4. Number of Times the Exhibition Previously Organised** :

**5. Total Gross Space Occupied (sq.m.)** :

a) ***Total Space Occupied*** by Malaysian Exhibitors :

b) ***Total Space Occupied*** by Foreign Exhibitors :

**6. Total Number of Exhibitors** :

**a) *Number of Malaysian Exhibitors*** :

**b) *Number of Foreign Exhibitors*** :

i) Majority of Foreign Exhibitors Coming From (list 5 major countries and their % compared to the total number of exhibitor) :

**7. Total Number of Visitors** :

**a) *Number of Malaysian Visitors*** :

i) Number of Trade Visitors :

ii) Number of General Public :

**b) *Number of Foreign Visitors*** :

i) Majority of Foreign Visitors Coming From (list 5 major countries and their % compared to the total number of visitor) :

**BY EXTERNAL AUDIT FIRM:-**

Signature :

Name :

Firm / Company :

Official Stamp :

# ANNEX 3:
# TRADE & INVESTMENT MISSIONS/SPECIALISED MARKETING MISSIONS REPORT FORMAT

# REPORT ON TRADE MISSION/ SPECIALISED MARKETING MISSION

## 1. INTRODUCTION

## 2. OBJECTIVES OF THE MISSION

## 3. MALAYSIAN DELEGATION

- No. of delegates in details (by how many company/ government agency/ representative of association etc)
- Detail list of delegates as per ANNEX I.

## 4. MISSION PROGRAM

The ( x ) days programme comprises:

### 4.1 Detail program me as per ANNEX II

### 4.2 Business Matching Session (Individual Business Meeting)

- Details of the Business Matching
- Detail list of the buyer during the Business Matching as per ANNEX III.
- Total of business meeting conducted during the Mission
- Total generated/ potential sales or other opportunities
- Pictures during the Business Matching Session

### 4.3 Others (Meeting, MOU signing, business visit, etc.)

- Objectives
- Details
- Outcome

## 5. MISSION OUTCOME

### 5.1 Potential Sales

- Reported by exporters:
- Actual sales:
- Potential sales:
- Areas of potential business:

### 5.2 General Comments by Malaysian Exporters

### 5.3 Challenges Faced by Malaysian Exporters

## 6. CONCLUSIONS / RECOMMENDATIONS

***Annex I***

**List of Malaysian Delegates**

| No. | Company Details | Business Interest | Representative |
|---|---|---|---|
| 1. | • Company Name<br>• Business Address | | • Name (in full)<br>• Designation |

***Annex II***

PROGRAMME FOR

TRADE MISSION/ SPECIALISED MARKETING MISSION ON……

(PLACE & DATE)

**<u>Date (Day 1)</u>**

(Time) hrs :
(Time) hrs :

**<u>Date (Day 2)</u>**

(Time) hrs :
(Time) hrs :

***Annex III***

**List of buyers**

| No. | Company Details | Business Interest | Representative |
|---|---|---|---|
| 1. | • Company Name<br>• Business Address | | • Name (in full)<br>• Designation |