



SERVICES EXPORT FUND GRANT APPLICATION FORM

SERVICES PROMOTION ACTIVITIES

Have your company applied for Grant 4?

Yes File No.: MT/BPPP/8/4/_____ (Please Proceed to Section B)

No (Please proceed to Section A)

CHECKLIST FOR GRANT 4 APPLICATION

- | | |
|--|--------------------------|
| 1. Copy of Form 9 | <input type="checkbox"/> |
| 2. Memorandum and Articles of Association | <input type="checkbox"/> |
| 3. Copy of Form 24 | <input type="checkbox"/> |
| 4. Copy of Form 49 | <input type="checkbox"/> |
| 5. Copy of Company's latest Audited Account for the past 3 years or relevant documents to indicate financial capability as per SEF application guidelines | <input type="checkbox"/> |
| 6. Latest EPF Statement | <input type="checkbox"/> |
| 7. Services Company, must submit the registration letter/license/certificate issued by the Ministry/Professional Service Bodies that is relevant to the service provided | <input type="checkbox"/> |
| 8. Services Association or Professional Bodies, please submit the registration certificate issued by the Registrar of Society | <input type="checkbox"/> |

COMPANY PROFILE

1. Company Type : Sole Proprietor Partnership Sdn Bhd Bhd

2. Company Name : _____

3. Name of Project for this application: _____

4. Correspondence Address: _____

Tel: _____ Fax: _____ E-Mail: _____

Website: http://www. _____

5. Registered Address: _____

Tel: _____ Fax: _____ E-Mail: _____

6. Contact Person: _____ Designation: _____

Tel: _____ Fax: _____ E-Mail: _____

7. Date of Incorporation: _____

8. Company No. : _____

9. Service Category : Professional Services Healthcare ICT

Franchising Education Oil & Gas

Construction Printing/Publication

Others (Please Specify): _____

10. Company's Capital & Equity Structure

10.1. Capital Structure

a. Authorised Capital : RM _____

b. Paid-up Capital : RM _____

10.2. Equity Structure

a. Malaysian : _____%

i Bumiputera : _____%

ii Non-Bumiputera : _____%

b. Foreign Equity : _____%

(Please state country of origin) _____

Holding Company : _____%
(If applicable)

(Please state holding company) _____

11. Number of Employees

	Full Time	Part Time	Contract
Professional			
Sub-Professional			
Support			
TOTAL			

12. Total Sales

Year	Total Revenue	Revenue (Malaysia)	Revenue (Outside Malaysia)	Profit / (Loss)
1. Current				
2. 200_				
3. 200_				

Please attach latest audited account

13. Export Markets *(if applicable)*

EXISTING EXPORT MARKET		NEW/POTENTIAL MARKETS	
Country	Annual Export Value	Country	Annual Export Value

SECTION B

NO.	ACTIVITY	PAGE
1.	Participation In Local Or Overseas International Trade Fairs/Exhibitions	5
2.	Participation In Trade And Investment Mission Or Specialised Marketing Mission	6
3.	Participation In Industry Related International Conferences Overseas	7
4.	Participation In Meetings Related To Negotiations On Mutual Recognition Agreement (MRA), Free Trade Agreement (FTA), ASEAN, World Trade Organization (WTO) And Other Market Access Negotiations By Representatives Of Trade And Industry And Professional Bodies	8
5.	Preparation Of Promotional Materials	9
6.	Promotional Activities Undertaken With Hypermarkets And Retail Stores Overseas	11
7.	Conducting Export Market Research	12
8.	Setting Up Office Overseas	13

PARTICIPATION IN LOCAL OR OVERSEAS INTERNATIONAL TRADE FAIRS/EXHIBITIONS

-
1. Name of Activity : _____
2. Date/Duration : _____
3. Organiser : _____
4. Venue : _____
5. Breakdown of Expenses :

AMOUNT APPLIED (RM)

i.	Participation Fee	_____
ii.	Air Fare (Economy – 1 Person) <i>(Additional 1 person for woman entrepreneur)</i>	_____
iii.	Accommodation (1 Room) <i>(Additional 1 room for woman entrepreneur)</i>	_____
iv.	Rental of Booth	_____
v.	Construction of Booth	_____
vi.	Interpreter Services <i>(Limit to RM1000)</i>	_____
vii.	Shipment of Exhibit Samples <i>(Limit to RM2000 for Local Trade Fair)</i>	_____
viii.	Advertisement in Trade Fair Directory	_____
TOTAL		_____

PLEASE ENCLOSE THE FOLLOWING DOCUMENTS WHEN SUBMITTING CLAIMS:

- Original* invoices and receipts for item (i) – (viii)*
- Original* air ticket and boarding pass*
- Packing List for item (vii)*
- Hotel Guest Folio*
- Copy of advertisement in trade fair directory*
- Auditor's report for Local International Trade Fair*

***(Photocopies must be certified by AN EXTERNAL AUDITOR)**

SUBMISSION & CLAIMS: WITHIN 3 MONTHS AFTER UNDERTAKING THE ACTIVITY

**PARTICIPATION IN TRADE AND INVESTMENT MISSION
OR SPECIALISED MARKETING MISSION**

- 1. Name of Activity : _____
- 2. Date/Duration : _____
- 3. Organiser : _____
- 4. Venue : _____
- 5. Breakdown of Expenses :

Amount Applied (RM)

i.	Participation Fee	_____
	Air Fare (Economy – 1 Person)	_____
ii.	<i>(Additional 1 person for woman entrepreneur)</i>	_____
	Accommodation (1 Room)	_____
iii.	<i>(Additional 1 room for woman entrepreneur)</i>	_____
TOTAL		_____

PLEASE ENCLOSE THE FOLLOWING DOCUMENTS WHEN SUBMITTING CLAIMS:

- Original* invoices and receipts for item (i) – (iii)*
- Original* air ticket and boarding pass*
- Hotel Guest Folio*

***(Photocopies must be certified by AN EXTERNAL AUDITOR)**

SUBMISSION & CLAIMS: WITHIN 3 MONTHS AFTER UNDERTAKING THE ACTIVITY

PARTICIPATION IN INDUSTRY RELATED INTERNATIONAL CONFERENCES OVERSEAS

- 1. Name of Conference : _____
- 2. Date/Duration : _____
- 3. Organiser : _____
- 4. Venue : _____
- 5. Breakdown of Expenses :

Amount Applied (RM)

i.	Participation Fee	_____
ii.	Air Fare (Economy – 1 Person)	_____
iii.	Accommodation (1 Room)	_____
TOTAL		_____

PLEASE ENCLOSE THE FOLLOWING DOCUMENTS WHEN SUBMITTING CLAIMS:

- Original* invoices and receipts for item (i) – (iii)*
- Original* air ticket and boarding pass*
- Hotel Guest Folio*

***(Photocopies must be certified by AN EXTERNAL AUDITOR)**

SUBMISSION & CLAIMS: WITHIN 3 MONTHS AFTER UNDERTAKING THE ACTIVITY

PARTICIPATION IN MEETINGS RELATED TO NEGOTIATIONS ON MUTUAL RECOGNITION AGREEMENT (MRA), FREE TRADE AGREEMENT (FTA), ASEAN, WORLD TRADE ORGANIZATION (WTO) AND OTHER MARKET ACCESS NEGOTIATIONS BY REPRESENTATIVES OF TRADE AND INDUSTRY AND PROFESSIONAL BODIES

1. Name of Individual : _____

2. Name of Association Represented : _____

3. Name of Ministry/ Government Bodies Represented : _____

4. Details of Negotiation : _____

5. Name of Agency : _____

6. Date of Implementation of the Activity : _____

7. Breakdown of Expenses : _____

Amount Applied (RM)

i. Air Fare (Economy – 1 Person) _____

ii. Accommodation (1 Room) _____

TOTAL

PLEASE ENCLOSE THE FOLLOWING DOCUMENTS WHEN SUBMITTING CLAIMS:

- Original* air ticket and boarding pass*
- Hotel Guest Folio*

***(Photocopies must be certified by AN EXTERNAL AUDITOR)**

SUBMISSION & CLAIMS: WITHIN 3 MONTHS AFTER UNDERTAKING THE ACTIVITY

PREPARATION OF PROMOTIONAL MATERIALS

Maximum Grant RM 15,000 per company

-
1. Name of Printing Company : _____
 2. Proposed Date of Printing : _____
 3. Language Used in Promotional Materials : _____
 4. Type of Promotional Material (i.e.: brochure, leaflet, poster, banner, catalogue) : _____
 5. Specify the Quantity to be printed : _____
 6. Purpose of Printing : _____
 7. Breakdown of Expenses : _____

Printed Materials

	Amount Applied (RM)
i. Design Concept	_____
ii. Finished Artwork	_____
iii. Colour Separations (size/pc)	_____
iv. Printing	_____
TOTAL	

FOR PRINTED MATERIALS, PLEASE SUBMIT ADDITIONAL DOCUMENTS AS FOLLOWS:

- 1 (one) mock-up of the promotional material from the selected provider (catalogue, brochure, leaflet, banner, poster)*
- Price quotation **from (3) three service providers** for the full scope of the work to be undertaken*

SUBMISSION FOR APPLICATION: 1 MONTH BEFORE PRINTING

CLAIMS: WITHIN 3 MONTHS AFTER PRINTING

CD-ROM AND VIDEO PRODUCTION DETAILS

1. Name of Production Company : _____
2. Proposed Date of Production : _____
3. Language Used in CD : _____
4. Specify the Quantity to be printed : _____
5. Purpose of CD-ROM Circulation : _____
6. Breakdown of Expenses : _____

'CD-ROM and VIDEO'

	Amount Applied (RM)
i. Content of Text, Audio, Video, Photography, Graphic, Animation, etc.	_____
ii. Design	_____
iii. Development	_____
iv. Replication and Production	_____
v. CD-ROM Packaging	_____
TOTAL	_____

FOR CD-ROM, PLEASE SUBMIT ADDITIONAL DOCUMENTS AS FOLLOWS:

- Write-up of CD-ROM contents in 'storyboard' form*
- Price quotation from **3 (three) service providers** for the full scope of the work to be undertaken*
- Design for the CD-ROM*

SUBMISSION FOR APPROVAL: 1 MONTH BEFORE PRODUCTION

SUBMISSION FOR CLAIMS: WITHIN 3 MONTHS AFTER PRODUCTION

**PROMOTIONAL ACTIVITIES UNDERTAKEN WITH
HYPERMARKETS AND RETAIL STORES OVERSEAS**

Maximum Grant RM 30,000

1. Name of Activity : _____

2. Date of commencement of activity : _____

3. Venue : _____

4. Breakdown of Expenses :

Amount Applied (RM)

i. Listing Fees _____

ii. Promotion Expenses _____

TOTAL

FOR PROMOTIONAL ACTIVITIES UNDERTAKEN WITH HYPERMARKETS AND RETAIL STORES OVERSEAS, PLEASE SUBMIT ADDITIONAL DOCUMENTS AS FOLLOWS:

Offer/ Invitation letter

Promotion Estimated Cost

SUBMISSION & CLAIMS: WITHIN 3 MONTHS AFTER UNDERTAKING THE ACTIVITY

CONDUCTING EXPORT MARKET RESEARCH

Maximum Grant RM 30,000

1. Name of Research : _____

2. *Date of Implementation of the Research* : _____

3. Breakdown of Expenses : _____

Amount Applied (RM)

i. Research Fee _____

ii. Cost of publication of report _____

TOTAL

FOR EXPORT MARKET RESEARCH, PLEASE SUBMIT ADDITIONAL DOCUMENTS AS FOLLOWS:

- At least **2 (two) quotations** from the research companies*
- Portfolio of the research companies*
- Proposal paper for the export market research*

SUBMISSION FOR APPROVAL: 1 MONTH BEFORE RESEARCH

SUBMISSION FOR CLAIMS: WITHIN 3 MONTHS AFTER RESEARCH

SETTING UP OFFICE OVERSEAS

Maximum Grant RM 100,000 or 6 Months Rental

1. Office Address : _____

2. Date of Commencement of the Activity : _____

3. Breakdown of Expenses :

	Amount Applied (RM)
i. Office Rental	_____
ii. Utilities Bill; Water/Electricity	_____
iii. Support Staff (Excluding allowances & bonuses)	_____
TOTAL	_____

FOR SETTING UP OVERSEAS OFFICE, PLEASE SUBMIT ADDITIONAL DOCUMENTS AS FOLLOWS:

- Copy of Tenancy Agreement
- Copy of deposit payment
- Documents from the Local Authority for setting up office (If applicable)

SUBMISSION & CLAIMS: WITHIN 6 MONTHS AFTER UNDERTAKING THE ACTIVITY

DECLARATION

I hereby declare that the particulars furnished in this form are correct and true to the best of my knowledge

Name of Applicant : _____

Designation : _____

Date : _____

Signature : _____

Official Seal : _____

FOR ELECTRONIC PAYMENT

(Claims will be credited into your account electronically)

Bank :

Branch :

Account No. :

Account Holder Name :

Mobile No. :

Email Address :