

## 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
<b>Manufacturing:</b> (including agro-based products)	Not exceeding RM50 million or	Not exceeding 200
<b>Trading:</b>	Not exceeding RM20 million or	Not exceeding 75
<b>Services:</b> (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.

Checklist of Attachment (For reference only)

[illegible]

3.	Services	<p>i. Companies Act 1965 (Certificate of Incorporation Form 9/ Form 13) or Companies Act 2016 (Section 17/ Section 28)</p> <p>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)</p> <p>iii. Company's Audited Financial Statement for the year 2018 or 2019 (full set)</p> <p>iv. Latest EPF Statement (Form A is not applicable)</p> <p>v. Product Brochure/ Company Profile</p>	<div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div>
4.	Professional Service Providers (partnership/ sole proprietor)	<p>i. Registration Letter or License or Certificate issued by Professional Services Body</p> <p>ii. Company's Financial Statement for the year 2018 or 2019 (full set)</p> <p>iii. Latest EPF Statement (Form A is not applicable)</p>	<div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div>
5.	Trade And Industry Associations, Chambers Of Commerce & Professional Bodies	<p>i. Registration certificate issued by the Registrar of Society (Form 3) or Associated Professional Body or Certificate of Incorporation Of Public Company (Form 8)</p> <p>ii. List of committee members</p> <p>iii. Latest EPF Statement (Form A is not applicable)</p>	<div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div>
6.	Co-operatives	<p>i. Incorporated under Co-operative Societies Act 1993.</p> <p>ii. Audited Financial Statement for the year 2018 or 2019 (full set)</p> <p>iii. List of committee members</p> <p>iv. Latest EPF Statement (Form A is not applicable)</p> <p>vi. Co-operative Profile</p>	<div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div>

Checklist of Attachment (For reference only)

No.	Document (s)	Remark (✓)
1.	Receipt / Bank Statement/ Credit Card Statement/Telegraphic Transfer*	
2.	Invoices/Bills by Logistics Service Provider	
3.	Supply Contract/ Appointment letter from overseas buyer to supply product/ equipment	
4.	Purchase order from buyer for sending of Malaysian product/ equipment	
5.	Copy of Bill of Lading	
6.	Copy of Packing List	
7.	Proof of participation in International Trade Fair/Exhibition Held Overseas (For reimbursement of logistic cost for sending products sample)	

\* For credit terms, documents for proof of payment must be submitted within 15 calendar days from the payment date. All other claim documents are subjected to the 30 calendar days from the first day of shipment.

Notes:

- i. Proofs of payment are original official receipt/ bank statement/ credit card statement or Telegraphic Transfer statement.
- ii. Photocopy proofs of payment or computer generated receipt must be certified (original stamping) by the issuer of the document/ Commissioner of Oath/ Chartered Accountant/ External Auditor before scan.
- iii. Translated document in English is required if the document in foreign language.
- iv. Scanned document in PDF form.
- v. Modes of freight include Air, Sea, Land and Intermodal.
- vi. Cost does not include items such as import duties, insurance, bank guarantee and surcharge.
- vii. Companies are not eligible for the grant if any of the cost of the eligible expenses is already sponsored by third party for example buyers or Government Agencies or Trade and Industry Association or Chambers of Commerce or Professional bodies and Co-operatives or others.
- viii. Submission for reimbursement must be made within 30 calendar days from the first day of shipment.
- ix. For credit terms, documents for proof of payment must be submitted within 15 calendar days from the payment date. All other claim documents (as per above) are subjected to the 30 calendar days from the first day of shipment.

## **ANNEX 1: For Trading Companies Only**

### **FORMAT OF DECLARATION LETTER BY SUPPLIER**

## Annex 1

(On Supplier's 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 Product
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