



**PERBADANAN PEMBANGUNAN PERDAGANGAN LUAR MALAYSIA**

8th Floor, East Wing, Menara MATRADE, Jalan Khidmat Usaha,  
Off Jalan Duta, 50480 Kuala Lumpur,  
Tel: 603-6207 7077 Fax: 603-6203 7252

E-mail: [info@matrade.gov.my](mailto:info@matrade.gov.my) Website: [www.matrade.gov.my](http://www.matrade.gov.my)

**MARKET DEVELOPMENT GRANT (MDG) APPLICATION FORM**

Application for Association

Name of Association (please use block capitals):

\_\_\_\_\_

Association Registration Number : \_\_\_\_\_

MATRADE Reg. Number : \_\_\_\_\_

**E-Payment**

Name of Bank : \_\_\_\_\_

Bank Address : \_\_\_\_\_

Association's Bank Account No. : \_\_\_\_\_

Association's Representative E-mail : \_\_\_\_\_

Association's Representative H/Phone No. : \_\_\_\_\_

**\*Please take note that it is mandatory to fill up the E-Payment facility information for grant reimbursement purposes. Failed to provide the information required; reserve MATRADE the right to discharge the approval of the grant without further notice.**

**ATTENTION**

1. Applicant is required to fill-in all relevant sections in this form and acknowledged by authorized person and support by association official stamping.
2. Please enclosed supporting document required for every section filled.
3. Application form that is incomplete or does not fulfill the MDG guidelines and requirements will be rejected.
4. Please submit the completed application form and enclosed all supporting documents (hardcopy) to the following address:

**PERBADANAN PEMBANGUNAN PERDAGANGAN LUAR MALAYSIA**

8th Floor, East Wing,  
Menara MATRADE, Jalan Khidmat Usaha,  
Off Jalan Duta,  
50480 Kuala Lumpur.

1. Business Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail: \_\_\_\_\_

Website : www. \_\_\_\_\_

2. Contact Executive (i) and (iii) must be filled in

(i) Chief Executive Officer/President

Full Name: Ms/Mrs/Mr \_\_\_\_\_

(ii) Director/ Vice President

Full Name: Ms/Mrs/Mr \_\_\_\_\_

(iii) Contact Person

Full Name: Ms/Mrs/Mr \_\_\_\_\_

Designation: \_\_\_\_\_

H/Phone No. : \_\_\_\_\_

\* Please attach latest Association Profile

3. Activities:

Please tick (√) in appropriate column

Organizing or participating in International Trade Fair/Exhibition overseas.

\*Please provide details as in Annex 1

Organizing or participating in Trade and Investment Mission or Specialised Marketing Mission.

\*Please provide details as in Annex 2

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.

\*Please provide details as in Annex 3

**4. DECLARATION**

I hereby confirm that the information given is true, correct and complete and authorize MATRADE to obtain/ give relevant information from/to any source.

Notwithstanding the generality of foregoing, I confirm that MATRADE is authorize to verify and/ or make any checks and/ or obtain any information and/ or confirmation, with or from any entities as MATRADE may deem fit, for any purposes which MATRADE deems fit.

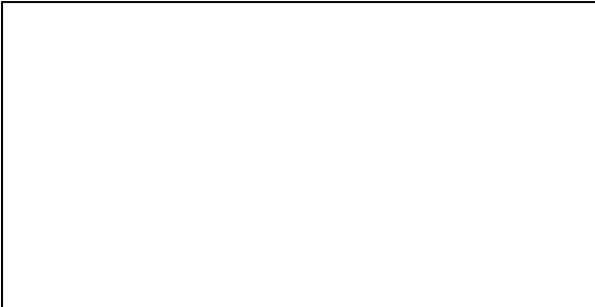
I also understand that should it be found that there is any non-compliance with the market development grant guidelines and requirements, MATRADE reserve the right to reject the application.

Name of Applicant : \_\_\_\_\_

Designation : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Association Official Stamp : 

**MARKET DEVELOPMENT GRANT (MDG) SME CHECKLIST  
ASSOCIATION CHECKLIST**

---

**REQUIRED SUPPORTING DOCUMENT:**

<b>SUBMISSION</b>	<b>SUPPORTING DOCUMENT</b>
<input type="checkbox"/>	Registration certificate issued by the Registrar of Society

ANNEX 1

**MARKET DEVELOPMENT GRANT (MDG) ACTIVITY FORM**

**ORGANIZING OR PARTICIPATING IN INTERNATIONAL TRADE FAIR/EXHIBITION OVERSEAS**

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 class) for 2 persons	_____
iii) Accommodation for 2 rooms	_____
iv) Rental of Booth (9 sqm)	_____
v) Construction of Booth	_____
vi) Interpreter Services	_____
vii) Shipment of exhibit/sample	_____
viii) Advertisement in Trade Fair directory	_____

**TOTAL** =====

**REQUIRED SUPPORTING DOCUMENT**

- Appointed letter as the co-organiser from the event organiser – co-organizing International Trade Fair
- Confirmation of participation letter from the organiser or a copy of receipt or proof of payment to the organizer – participating in International Trade Fair

**SUBMISSION: WITHIN 2 MONTHS AFTER UNDERTAKING THE ACTIVITY**

ANNEX 2

ORGANIZING OR PARTICIPATING 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	_____
ii) Air Fare (Economy class) for 2 person	_____
iii) Accommodation for 2 rooms	_____
<b>TOTAL</b>	<b>=====</b>

<b>REQUIRED SUPPORTING DOCUMENT</b>	
<input type="checkbox"/>	A copy of MDG Approval Letter - organizing Trade and Investment Mission
<input type="checkbox"/>	Confirmation of participation letter from the organiser or a copy of receipt or proof of payment to the organizer – participating in Trade and Investment Mission

**SUBMISSION: WITHIN 2 MONTHS AFTER UNDERTAKING THE ACTIVITY**

ANNEX 3

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 class) for 2 persons \_\_\_\_\_

ii) Accommodation for 2 rooms \_\_\_\_\_

TOTAL  
=====

**REQUIRED SUPPORTING DOCUMENT**

- Confirmation of participation or invitation letter from the government agency or related organiser
- Confirmation of appointment letter from the Association as the representative of the meeting

**SUBMISSION: WITHIN 2 MONTHS AFTER UNDERTAKING THE ACTIVITY**