



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 Website: www.matrade.gov.my

MARKET DEVELOPMENT GRANT (MDG) APPLICATION FORM

Application is for companies incorporated in Malaysia Only

Name of Company : _____

Company Registration Number: _____ * Please attach Form 9

MATRADE Reg. Number : _____

E-Payment

Name of Bank : _____

Bank Address : _____

Company's Bank Account No. : _____

Company's Representative E-mail : _____

Company's Representative H/Phone No. : _____

*** Please take note that it is mandatory for companies 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. Company is required to fill-in all relevant sections in this form and acknowledged by authorized applicant and support by company 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 : _____ Email: _____
Website : www. _____

2. Factory Address: _____

Tel : _____ Fax : _____

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

(i) Chief Executive Officer

Full Name: Ms/Mrs/Mr _____

(ii) Managing Director

Full Name: Ms/Mrs/Mr _____

(iii) Contact Person

Full Name: Ms/Mrs/Mr _____

Designation: _____

H/P No.: _____

** Please attach latest Form 49*

4. Type of Business

Primary Business (Please tick \surd one only)

Manufacturing

Marketing Arm

Contract Manufacturing

Trading Company

Agricultural

** Please attach latest Manufacturing license from MITI/ Business license from Local Authority*

5. Company's Capital & Equity Structure

5.1 Capital Structure

Authorised Capital RM _____

Paid Up Capital RM _____

5.2 Equity Structure (%)

Bumiputera _____

Non-Bumiputera _____

Foreign (if any) _____

** Please attach latest Form of Annual Return of Company Having a Shares Capital*

6. For Woman Companies, please tick (√) in appropriate column

Companies 100% Owned by Malaysian

- At least a woman owns 51% of the equity , or
- Largest shareholder is a woman and she manages the company, or
- Managing Director / Chief Executive Officer of the Company is a woman and owns at least 10% equity.

Companies 60% Owned by Malaysian

- At least a woman own 51% of the local equity and the company is managed by her, or
- Managing Director / Chief Executive Officer of the Company is a woman and owns at least 10% equity.

7. Total No. of Employees

** Please attach latest EPF Statement (Form A is not applicable)*

8. Annual Sales

**Please attach Company's Audited Account for the year 2007/2008*

Year 2008 and 2009

Sales	Total (RM)			
	2008	%	2009	%
Local Sales				
Export Sales				
Total sales (RM)				

9. Product for Export

*Mandatory to fill-in this section (Manufacturers, Contract Manufacturers and Traders)

** Please attach product brochure*

Products Categories E.g. Beverages	Product Description E.g. Juices and Cordials	Brand	
		Brand Name	*(M/F)

*(M – Malaysia; F – Foreign)

10. Export Market (if applicable)

Existing Export Markets (Previous/ current year 200__)		New/ Potential Markets
Country	Value of Annual Export (RM)	Country

11. **Activities:**

Please tick (√) in appropriate column

- Participation in local or overseas International Trade Fair/Exhibition.**
*Please provide details as in [Annex 1](#)
- Participation in Trade and Investment Mission or Specialised Marketing Mission overseas.**
*Please provide details as in [Annex 2](#)
- Follow-up Business Meeting within 6 months after participation in Trade and Investment Mission, Specialised Marketing Missions and International Trade Fairs organized by MATRADE & MITI Agencies.**
*Please provide details as in [Annex 3](#)
- Participation in 'In-store promotion' overseas.**
*Please provide details as in [Annex 4](#)
- Participation in Industry Related International Conferences overseas.**
*Please provide details as in [Annex 5](#)
- 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 6](#)
- Printing of promotional materials**
*Please provide details as in [Annex 7/7A/7B](#)
- Initial cost of setting up office overseas.**
*Please provide details as in [Annex 8](#)
- Marketing cost with hypermarkets and retail outlets overseas.**
*Please provide details as in [Annex 9](#)
- Participation in overseas international tenders.**
*Please provide details as in [Annex 10](#)
- Conducting Export Market Research.**
*Please provide details as in [Annex 11](#)
- Participation at Malaysia Export Exhibition Centre (MEEC).**
*Please provide details as in [Annex 12](#)
- Participation in export Training Seminar/ Workshop in Malaysia.**
*Please provide details as in [Annex 13](#)

12. 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.

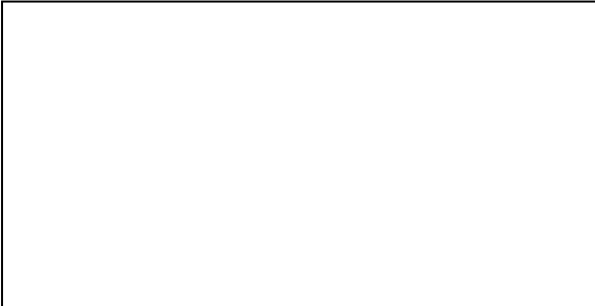
I also understand that should it be found that there is any non-compliance with the market development grant guidelines and requirements, MATRADE reserve the right to reject the application.

Name of Applicant : _____

Designation : _____

Signature : _____

Date : _____

Company Official Stamp : 

**MARKET DEVELOPMENT GRANT (MDG) SME CHECKLIST
AGRICULTURAL COMPANIES**

REQUIRED SUPPORTING DOCUMENTS:

SUBMISSION	SUPPORTING DOCUMENTS
<input type="checkbox"/>	<i>Certificate of Incorporation Form 9</i>
<input type="checkbox"/>	<i>Memorandum and Articles of Association</i>
<input type="checkbox"/>	Latest Form of Annual Return of Company Having A Share Capital
<input type="checkbox"/>	<i>Copy Form 49</i>
<input type="checkbox"/>	<i>Company's Audited Account for the year 2007/2008</i>
<input type="checkbox"/>	<i>Latest EPF Statement</i>

**MARKET DEVELOPMENT GRANT (MDG) SME CHECKLIST
TRADING COMPANIES**

REQUIRED SUPPORTING DOCUMENTS:

SUBMISSION	SUPPORTING DOCUMENTS
<input type="checkbox"/>	<i>Certificate of Incorporation Form 9</i>
<input type="checkbox"/>	<i>Business License from Local Government or Local Authority</i>
<input type="checkbox"/>	<i>Memorandum and Articles of Association</i>
<input type="checkbox"/>	Latest Form of Annual Return of Company Having A Share Capital
<input type="checkbox"/>	<i>Copy Form 49</i>
<input type="checkbox"/>	<i>Company's Audited Account for the year 2007/2008</i>
<input type="checkbox"/>	<i>Latest EPF Statement</i>
<input type="checkbox"/>	<i>List of local SME's suppliers and details of products for export</i>
<input type="checkbox"/>	<i>Confirmation that not more than 20% of the company's annual sale is derived from trading in primary commodities (Refer to Annex A for details)</i>
<input type="checkbox"/>	<i>Summary of Custom Form (K2) for list of exported goods for the latest year</i>

List of Commodities

1. Pepper and Pepper Products
 - 1.1 Pepper Neither Crushed Nor Ground
2. Cocoa and Cocoa Products
 - 2.1 Crude Beans, Whole or Broken, Raw or Roasted
 - 2.2 Cocoa Shells, Husks, Skins and Other Cocoa Waste
3. Palm Oil and Products
 - 3.1 Crude Palm Oil
 - 3.2 Crude Palm Kernel Oil
 - 3.3 Oil Cakes and Other Solid Residues of Palm Nuts or Kernels
4. Tobacco and Tobacco Products
 - 4.1 Unmanufactured Tobacco
5. Rubber and Products
 - 5.1 Natural Rubber Latex
 - 5.2 Natural Rubber in other Forms
 - 5.3 Technically Specified Natural Rubber
 - 5.4 Reclaimed Rubber in Primary Forms
 - 5.5 Waste, Parings and Scraps of Rubber
6. Forestry Products
 - 6.1 Bamboos
 - 6.2 Rattan
 - 6.3 Fuel Woods in Logs, in Billets, in Twings, in Faggots or in Similar Forms
 - 6.4 Wood Charcoal
 - 6.5 Wood in the Rough, Whether or not stripped of Bark of Sapwood or Roughly Squared
7. Minerals and Mineral Products
 - (a) All Minerals and Mineral Products except for Items: Quicklime
 - 7.1 Slaked Lime
 - 7.2 Hydraulic Lime
 - 7.3 Cement Clinkers
 - 7.4 White Cement
 - 7.5 Coloured Cement
 - 7.6 Other
 - 7.7 Aluminous Cement
 - 7.8 Other Hydraulic Cements
 - (b) All Ores, Slag and Ash
 - (c) All Minerals Fuels, Mineral Oils and Products

MARKET DEVELOPMENT GRANT (MDG) ACTIVITY FORM

PARTICIPATION IN LOCAL OR OVERSEAS INTERNATIONAL TRADE FAIR/EXHIBITION

- 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) for 2 persons		_____
iii) Accommodation for 2 rooms		_____
iv) Rental of Booth [Tick (/)] 18 sqm () 36 sqm ()		_____
v) Construction of Booth		_____
vi) Interpreter Services		_____
vii) Shipment of Exhibit/Samples		_____
viii) Advertisement in Trade Fair Directory		_____
	TOTAL	=====

REQUIRED SUPPORTING DOCUMENT

Confirmation of participation letter from the organiser or a copy of receipt or proof of payment to the organiser

SUBMISSION: WITHIN 2 MONTHS AFTER UNDERTAKING THE ACTIVITY

ANNEX 2

PARTICIPATION IN INTERNATIONAL 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) for 2 persons	_____
iii) Accommodation for 2 rooms	_____

TOTAL
=====

REQUIRED SUPPORTING DOCUMENT	
<input type="checkbox"/>	Confirmation of participation letter from the organiser or a copy of receipt or proof of payment to the organiser

SUBMISSION: WITHIN 2 MONTHS AFTER UNDERTAKING THE ACTIVITY

ANNEX 3

FOLLOW UP BUSINESS MEETING WITHIN 6 MONTHS AFTER PARTICIPATION IN TRADE AND INVESTMENT MISSION, SPECIALISED MARKETING MISSION AND INTERNATIONAL TRADE FAIR ORGANIZED BY MATRADE AND MITI AGENCIES.

1. Name of Co.(Client) : _____
2. Date/Duration : _____
3. Country : _____
4. Venue : _____

5. Breakdown of Expenses:	Amount Applied (RM)
i) Air Fare (Economy) for 2 persons	_____
ii) Accommodation for 2 rooms (Max. 3 day 2 nights per city)	_____
TOTAL	=====

REQUIRED SUPPORTING DOCUMENT

A copy of receipt on participation in Trade Investment Mission, Specialised Marketing Mission/ International Trade Fair

A copy of letter of invitation from the potential clients/ buyers on the Business Meeting which endorsed by MATRADE Trade Commissioner/ ATC

SUBMISSION: WITHIN 2 MONTHS AFTER THE FOLLOW-UP BUSINESS MEETING

PARTICIPATION IN IN-STORE PROMOTION OVERSEAS

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

5. Breakdown of Expenses:

	Amount Applied (RM)
i) Air Fare (Economy) for 2 persons	_____
ii) Accommodation for 2 rooms	_____
iii) Interpreter Services	_____
iv) Shipment of Exhibits/Samples	_____
TOTAL	=====

REQUIRED SUPPORTING DOCUMENT	
<input type="checkbox"/>	Confirmation of participation letter from the organiser or a copy of receipt or proof of payment to the organiser

SUBMISSION: WITHIN 2 MONTHS AFTER UNDERTAKING THE ACTIVITY

ANNEX 5

PARTICIPATION IN INDUSTRY RELATED INTERNATIONAL CONFERENCES 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) for 2 persons	_____
iii) Accommodation for 2 rooms	_____

TOTAL
=====

REQUIRED SUPPORTING DOCUMENTS	
<input type="checkbox"/>	Confirmation of participation letter from the organiser or a copy of receipt or proof of payment to the organiser

SUBMISSION: WITHIN 2 MONTHS AFTER UNDERTAKING THE ACTIVITY

ANNEX 6

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) for 2 persons _____

ii) Accommodation for 2 rooms _____

TOTAL _____

REQUIRED SUPPORTING DOCUMENT

Confirmation of participation or invitation letter from a government agency or related organiser

Confirmation of appointment from the Association as the representative

SUBMISSION: WITHIN 2 MONTHS AFTER UNDERTAKING THE ACTIVITY

ANNEX 7

PROMOTIONAL ACTIVITIES

*** Maximum grant of RM 100,000 per company**

Printing of Promotional Materials: Brochure, catalogue, flyer, banner, bunting, poster, backdrop system, paper bag, notepad and sticker.

1. Name of Printing Company : _____
2. Printing Date: _____
3. Language Used in Promotional Material : _____
4. Type of Promotional Material : _____
5. Quantity printed : _____
6. Purpose of Printing : _____
7. Breakdown of Expenses

Printed Material

Amount Applied (RM)

i) Design Concept	_____
ii) Finished Artwork	_____
iii) Colour Separations (size/pc)	_____
iv) Printing	_____

TOTAL

=====

REQUIRED SUPPORTING DOCUMENT

- A copy of the printed material
- A copy of invoice from the printing company
- Original receipt and copy of bank statement (**mandatory**) for claim purposes

SUBMISSION: WITHIN 2 MONTHS OF THE PRINTING/PRODUCTION DATE

Production of CD/DVD

CD/DVD

1. Name of Production Company : _____
2. Date of Production : _____
3. Language Used in the CD/DVD : _____
4. Quantity Produced : _____
5. Purpose of Production of CD/DVD : _____

CD/DVD

	Amount Applied (RM)
i) Content of Text, Audio, Video, Photography, Graphic, Animation (Interactive)	_____
ii) Design	_____
iii) Development	_____
iv) Replication and Production	_____
v) CD/DVD Packaging	_____
TOTAL	=====

REQUIRED SUPPORTING DOCUMENT

- A copy of CD/DVD produced
- A copy of invoice from the production house
- Original receipt and copy of bank statement (**mandatory**) for claim purposes

SUBMISSION: WITHIN 2 MONTHS OF THE PRODUCTION DATE

ANNEX 7B

Advertisement in magazine or product directory

1. Name of Ads/production Company : _____
2. Date of Publication : _____
3. Language Used : _____
4. Quantity Produced : _____
5. Distribution of Advertisement : _____

	Amount Applied (RM)
i) Concept	_____
ii) Creative Development – design/layout	_____
iii) Execution photography or stock image	_____
iv) Others – translation, digital editing, finished artwork	_____
v) Printing /publication Cost	_____
TOTAL	=====

REQUIRED SUPPORTING DOCUMENT

A copy of the advertisement/product directory

A copy of invoice from the printing/publication company

Original receipt and copy of bank statement (**mandatory**) for claim purposes

SUBMISSION: WITHIN 2 MONTHS OF THE ADVERTISEMENT/PUBLICATION DATE

SETTING UP OFFICE OVERSEAS

***Maximum Grant of RM100,000 or 6 months initial set up cost**

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) Staff Salary* (excluding allowance and bonus)	_____
TOTAL	=====

***Note:**

1. Claimable expenses are subject to one office per country;
2. Company staffs must be local resident of the country where the office is set up. For example; if the office is set up in Vietnam; the staffs must be Vietnamese; and
3. The salary covers for a maximum of three (3) staffs per office.

REQUIRED SUPPORTING DOCUMENT

Contract and Agreement of the office rental

Copy of rental deposit payment

License or supporting document from Local Authority for setting up office

Proposal paper on setting up office

SUBMISSION: WITHIN 2 MONTHS UPON FULL OPERATION OF THE OFFICE

PROMOTIONAL ACTIVITIES UNDERTAKEN WITH HYPERMARKETS AND RETAIL STORES OVERSEAS

***Maximum Grant of RM 100,000**

1. Name of Activity : _____

2. Date of Commencement of the Activities: _____

3. Venue : _____

4. Breakdown of Expenses

	Amount Applied (RM)
i) Listing Fees	_____
ii) Promotion Expenses	_____
TOTAL	=====

REQUIRED SUPPORTING DOCUMENT

- Offer/ Invitation letter from the Hypermarket/retail store/ appointed agent
- A copy of invoice

SUBMISSION: WITHIN 2 MONTHS AFTER UNDERTAKING THE ACTIVITY

PARTICIPATION IN OVERSEAS INTERNATIONAL TENDERS

1. Title/ Details of Tender Document : _____
2. Date of Implementation of the Activities : _____
3. Breakdown of Expenses:

	Amount Applied (RM)
i) Tender Document Cost	_____
TOTAL	=====

REQUIRED SUPPORTING DOCUMENT

- Copy of receipt for purchase of tender document

SUBMISSION: WITHIN 2 MONTHS AFTER UNDERTAKING THE ACTIVITY

CONDUCTING EXPORT MARKET RESEARCH

***Maximum Grant of RM 30,000**

1. Title of market research : _____
2. Commencing date of the activities: _____
3. Breakdown of Expenses:

	Amount Applied (RM)
i) Research Fee	_____
ii) Cost of publication of the report	_____
TOTAL	=====

REQUIRED SUPPORTING DOCUMENT

- Consultant background or profile
- Quotations from 2 consultants for undertaking the export market research
- Proposal paper on the market research

SUBMISSION: 1 MONTH BEFORE COMMENCING OF THE MARKET RESEARCH

PARTICIPATION IN MALAYSIAN EXPORT EXHIBITION CENTRE (MEEC) AT MATRADE

1. Date/ Duration : _____

Breakdown of Expenses:

	Amount Applied (RM)
i) Participation Fee	_____
ii) Logistics of Exhibit/Sample	_____
TOTAL	=====

REQUIRED SUPPORTING DOCUMENT

- Confirmation of participation letter from MATRADE or a copy of receipt or proof of payment to MATRADE.

SUBMISSION: WITHIN 2 MONTHS AFTER UNDERTAKING THE ACTIVITY

PARTICIPATION IN LOCAL EXPORT TRAINING SEMINAR/ WORKSHOP

1. Name of Seminar : _____

2. Date/ Duration : _____

3. Organiser : _____

4. Venue : _____

5. Breakdown of Expenses:

Amount Applied (RM)

i) Participation Fee _____

TOTAL

=====

REQUIRED SUPPORTING DOCUMENT

Confirmation of participation letter from organiser or a copy of receipt or proof of payment to organiser.

SUBMISSION: WITHIN 2 MONTHS AFTER UNDERTAKING THE ACTIVITY