

GUIDELINES MARKET DEVELOPMENT GRANT (MDG) VIRTUAL EVENTS 2020

***Effective 1 July 2020**

**While MATRADE strives to be clear and transparent, MATRADE has sole rights to review, amend and change guidelines without any prior notification.*

CONTENT	PAGE
1. General Information	3 - 4
1.1 What Is MDG?	
1.2 What Is Virtual Events?	
1.3 Features Of Virtual Events?	
1.4 Who Is Eligible To Claim For MDG Virtual Events?	
1.5 Who Is Not Eligible To Claim For MDG Virtual Events ?	
1.6 What Requirements Must I Meet To Be Considered for MDG?	
1.7 How Do I Submit My New Application And Request For Reimbursement Of Expenses?	
2. What Activities & Expenses Are Eligible For Grant Funding?	
2.1 Participation In Virtual International Trade Fairs Held In Malaysia Or Overseas	5
2.2 Participation In Business To Business Meetings Related To Virtual Trade Investment Mission And Export Acceleration Mission	6 - 7
3. What Are The Documents Required?	
3.1 Supporting Documents	9-10
3.2 Claim Documents	
3.2.1 Participation In Virtual International Trade Fairs Held In Malaysia Or Overseas	11
3.2.2 Participation In Business To Business Meetings Related To Virtual Trade Investment Mission And Export Acceleration Mission	11
4. Annexes	
Annex 1- Format Of Declaration Letter by Supplier (For Trading Companies Only)	12
Annex 2- Format Of Report On Business To Business Meetings Related To Virtual Trade Investment Mission And Export Acceleration Mission (For Business To Business Meetings Related To Virtual Trade Investment Mission And Export Acceleration Mission Organiser Only) [Applicants Must Deal Directly With The Mission Organiser To Ensure The Organiser Submits A Mission Report]	14
Annex 3- Format of Form A-Virtual: Joint Collaboration For Business To Business Meetings Related To Virtual Trade Investment Mission And Export Acceleration Mission	17

1. GENERAL INFORMATION

1.1 What Is MDG?

The Market Development Grant (MDG) is an export facilitation in the form of a reimbursable grant. MDG was introduced in 2002 with the objective to ease Malaysian exporters' core expenses in promoting Malaysian made products or services globally. The maximum ceiling amount for Malaysian SMEs, Professional Service Providers, Trade and Industry Associations, Chambers of Commerce, Professional Bodies and Co-operatives is **RM300,000 per life time**.

[Note that all MDG reimbursements are subject to the availability of the government funds]

1.2 What Is Virtual Events?

For this purpose, Virtual Event is a web platform in virtual venue to enable interaction with business people and entities through live interaction tools. The interactive features will be displayed on devices such as smart phone, tablet and laptop/desktop. Virtual events expenses claimable under MDG include such as exhibitions and business to business meetings (B2B).

Virtual Events expenses claimable under MDG are related to promotion of Malaysia products and services globally.

1.3 Features Of Virtual Events

- 1.3.1 Empower participants to engage among themselves via virtual platforms
- 1.3.2 Engage prospects with an online avenue that is easy to navigate
- 1.3.3 Amplify engagement with features such as Webinars and Chat Tools
- 1.3.4 Enable potential buyers to learn about products & services via images, videos and documents
- 1.3.5 Analytical Report of the event that would include buyer and seller profile, visitor profile, total sales reported audience interest analysis, feedback analysis and profile of business meeting.

1.4 Who Is Eligible To Claim For MDG Virtual Events?

Businesses and organisations that fall under the following four groups:

1.4.1 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
Manufacturing: (including agro-based products)	Not exceeding RM50 million or	Not exceeding 200
Trading:	Not exceeding RM20 million or	Not exceeding 75
Services: (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

1.4.2 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 Audited Financial Statement

* Number of Full Time Employees is according to the latest EPF Statement

1.4.3 TRADE & INDUSTRY ASSOCIATIONS, CHAMBERS OF COMMERCE OR PROFESSIONAL BODIES

- Registered with the Registrar of Society (ROS) or Associated Professional Authority.

1.4.4 CO-OPERATIVES

- Incorporated under Co-operative Societies Act 1993.
- At least 60% equity owned by Malaysian.
- Should prove their export capabilities/ interest.
- Exporting products Made in Malaysia or Malaysian services.

1.5 Who Is Not Eligible To Claim For MDG Virtual Events?

1.5.1 The following businesses will not be deemed as SMEs and also do not qualify:

i. Public-listed companies (PLC) in the main board such as Bursa Malaysia or main bourses in other countries.

ii. Subsidiaries of the following entities:

- Public-listed companies (PLC) such as in Bursa Malaysia or Bursas in other countries
- Large firms, Multinational Corporations (MNCs), Government-Linked Companies (GLCs) or have any government equity (federal or state) in its shareholding, Syarikat Menteri Kewangan Diperbadankan (MKDs) and State-Owned Enterprises.

1.5.2 Companies who are inactive in business (dormant) or less than one (1) year in operation.

1.5.3 Companies who are fully subsidised or sponsored by any third party for example, Ministries or Government Agencies or Trade and Industry Associations or Chambers of Commerce or Professional bodies and others.

1.6 What Requirements Must I Meet To Be Considered For MDG Virtual Events?

- Meet eligibility requirements as stated under Item 1.4 above.
- **MUST** be **REGISTERED** with MATRADE. Log on to <http://www.matrade.gov.my/en/online-applications/register-as-matrade-member>. Registration is free.
- Membership must be updated from time to time. You may check the particulars of your company at <http://www.matrade.gov.my/en/malaysian-exporters/online-services/myexport>.

1.7 How Do I Submit My New Application And Request For Reimbursement Of Expenses?

All **COMPLETED** applications **MUST** be **SUBMITTED ONLINE** through MATRADE's website at www.matrade.gov.my/mdg/.

Submissions for reimbursements must be **within 30 calendar days** from the **last date** of the **promotion activity** for:

- Virtual International Trade Fairs held in Malaysia or Overseas;
- Business to Business Meetings Related to Virtual Trade Investment Mission and Export Acceleration Mission

2. WHAT ACTIVITIES & EXPENSES ARE ELIGIBLE FOR GRANT FUNDING?

2.1 PARTICIPATION IN VIRTUAL INTERNATIONAL TRADE FAIRS HELD IN MALAYSIA OR OVERSEAS

ACTIVITY	*GRANT AMOUNT	EXPENSES COVERED
a) Virtual International Trade Fairs held in Malaysia	RM5,000	<ul style="list-style-type: none"> Expenses covered include participation fee, administration fee, virtual booth/stand, marketing blast, digital marketing tools, exhibitor passes, booth analytic, etc.
b) Virtual International Trade Fairs held overseas	RM25,000	

**The maximum amount claimable per company per participation or the actual eligible expenses incurred, whichever is lower.*

2.1.1 Eligible Criteria For Consideration

CRITERIA
<p><u>Must have:</u></p> <ol style="list-style-type: none"> 1. Virtual booth/stand/ digital display. 2. Promotion activities by the organizer for the virtual event. 3. Online B2B digital platform. 4. Digital virtual directory. 5. Export sales recorded by the participants (potential and actual). 6. Must offer value proposition for exports of Malaysian products/ services. <p><u>Should have:</u></p> <p>Analytical Report of the event that would include buyer and seller profile, visitor profile, total sales reported, audience interest analysis, feedback analysis and profile of business meeting.</p> <p><u>Requirement for organiser:</u></p> <ol style="list-style-type: none"> 1. 1 year track record of successful virtual trade event or has track record of established physical event. 2. The event must have an element of B2B meetings. 3. Event must contribute to exports. <p>*verification by sectoral/ market/ tc offices of MATRADE will be required</p>

2.1.2 Virtual Events Not Eligible

Event not eligible are events that not offering value for proposition for export such as business to consumers or festival fairs or similar events.

2.2 PARTICIPATION IN BUSINESS TO BUSINESS MEETINGS RELATED TO VIRTUAL TRADE INVESTMENT MISSION AND EXPORT ACCELERATION MISSION

ACTIVITY	DESCRIPTION	*GRANT AMOUNT	EXPENSES COVERED
a) Participation In Business To Business Meetings Related To Virtual Trade Investment Mission And Export Acceleration Mission	i) Organised by MATRADE	RM10,000	<ul style="list-style-type: none"> Participation fee
	ii) Joint collaboration programme with MATRADE (subject to prior approval from MATRADE). Collaborators may include: <ul style="list-style-type: none"> Ministry or Government Agency or State Government Chambers of Commerce or Business Council Trade & Industry Association Professional Body Co-operative 	RM10,000 (including digital marketing tools)	<ul style="list-style-type: none"> Participation fee (up to maximum RM2,000)
	iii) Organised by other entities (registered in Malaysia): <ul style="list-style-type: none"> Ministry or Government Agency or State Government Chambers of Commerce or Business Council Trade & Industry Association Professional Body Co-operative 	RM2,000 (including digital marketing tools)	<ul style="list-style-type: none"> Participation fee

**The maximum amount claimable per company per participation or the actual eligible expenses incurred, whichever is lower.*

Additional Information For ORGANISERS And JOINT COLLABORATORS Above For Business To Business Meetings Related To Virtual Trade Investment Mission And Export Acceleration Mission

i.	Joint Collaboration Programme with MATRADE <ul style="list-style-type: none"> The interested party in a joint collaboration programme with MATRADE must get prior approval from MATRADE by submitting Form A-Virtual (Joint Collaboration Form) as in ANNEX 3 to MATRADE within 30 calendar days BEFORE the start of the planned programme. Form A can be downloaded at : http://www.matrade.gov.my/en/malaysian-exporters/services-for-exporters/exporters-development/market-development-grant-mdg
ii.	KPI: Must indicate targeted export sales to achieve.
iii.	<u>Export sales recorded:</u> <ul style="list-style-type: none"> Approved participants must update their export sales when required by MATRADE. In case of Trade and Industry Association/ Chamber of Commerce that organised/ co-organised the events, they are required to follow up with their participants to updates export sales.
iv.	Submission of Report <ul style="list-style-type: none"> The full report of mission as in annex 3 MATRADE must be forwarded to MATRADE within 14 working days from the last date of the mission.
	<ul style="list-style-type: none"> MATRADE will not process any incomplete claim for reimbursement.

**The maximum amount claimable per company per participation or the actual eligible expenses incurred, whichever is lower.*

REMINDER:

Incomplete/ wrong submission will result in disqualification and/ or delay on your approval. Applicants should carefully read on what is needed and how to exactly present your application and claims to avoid being stalled processing of claims.

- All documents must be submitted online. This will involve **scanning and attaching of documents**. All documents sent must be **clear, readable and in color**.

However, in the event the documents are submitted in **black and white**, they must be **certified** by an External Auditor, External Chartered Accountants, Commissioner for Oaths or the issuer of the payment document.

- All claim documents **MUST** be under:
 - i. Company's name;
 - ii. If it is under the name of an individual, the name must be listed in the list of directors or shareholders or in EPF statement)

* **Submission of claim documents under names other than company or authorised individuals will not be accepted.**
- Documents not in the English language **MUST** be submitted together with an **English translation**.

Disclaimer:

All applications submitted will be processed and considered by MATRADE based on the requirements, terms and conditions set in MDG Guidelines. MATRADE is authorised to approve any company's application according to MDG Guidelines. In the event that MATRADE found any error in the application submitted by the company or if all these requirements, terms and conditions set in MDG Guidelines are not fulfilled, MATRADE shall have the right to reject the application without any obligation or liability to the company. MATRADE shall also not be held liable to the company for any consequence or implication should the application be rejected by MATRADE.

MATRADE reserves the right to investigate complaints or reported violations of our Legal Terms and to take any action we deem appropriate, including but not limited to reporting any misuse or suspected unlawful activity to law enforcement authority or taking any legal action against the user.

NO	TYPE OF BUSINESS	SUPPORTING DOCUMENTS	TICK
c.	Services	i. Companies Act 1965 (Certificate of Incorporation Form 9/ Form 13) or Companies Act 2016 (Section 17/ Section 28) 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) iii. Company's Audited Financial Statement for the year 2018 or 2019 (full set) iv. Latest EPF Statement (Form A is not applicable) v. Product Brochure/ Company Profile	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
d.	Professional Service Providers (partnership/ sole proprietor)	i. Registration Letter or License or Certificate issued by Professional Services Body ii. Company's Financial Statement for the year 2018 or 2019 (full set) iii. Latest EPF Statement (Form A is not applicable)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
e.	Trade And Industry Associations, Chambers Of Commerce & Professional Bodies	i. Registration certificate issued by the Registrar of Society (Form 3) or Associated Professional Body or Certificate of Incorporation Of Public Company (Form 8) ii. List of committee members vi. Latest EPF Statement (Form A is not applicable)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
f.	Co-operatives	i. Incorporated under Co-operative Societies Act 1993. ii. Audited Financial Statement for the year 2018 or 2019 (full set) iii. List of committee members iv. Latest EPF Statement (Form A is not applicable) vi. Co-operative Profile	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

3.2 CLAIM DOCUMENTS:

3.2.1 PARTICIPATION IN VIRTUAL INTERNATIONAL TRADE FAIRS HELD IN MALAYSIA OR OVERSEAS

TYPE OF EXPENSES	CLAIM DOCUMENTS *originals must be scanned in colour	TICK
a) Participation fee includes administration fee, virtual booth/stand, marketing blast, digital marketing tools, exhibitor passes, booth analytic etc.	i. Receipt or Bank Statement or Credit Card Statement or Telegraphic Transfer; and ii. Invoice(s) itemised iii. Proof of Presence : - E-Show Directory with company's name	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

3.2.2 PARTICIPATION IN BUSINESS TO BUSINESS MEETINGS RELATED TO VIRTUAL TRADE INVESTMENT MISSION AND EXPORT ACCELERATION MISSION

TYPE OF EXPENSES	CLAIM DOCUMENTS *originals must be scanned in colour	TICK
a) Participation fee (includes digital marketing tools)	i. Receipt or Bank Statement or Credit Card Statement or Telegraphic Transfer; and ii. Invoice(s) itemised	<input type="checkbox"/> <input type="checkbox"/>

ANNEX 1:

For Trading Companies Only

FORMAT OF

DECLARATION LETTER BY SUPPLIER (MANUFACTURER)

(On Supplier's [Manufacturer] 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 products
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

ANNEX 2:
For Mission Organiser Only

**FORMAT OF
REPORT ON BUSINESS TO BUSINESS MEETINGS RELATED TO VIRTUAL
TRADE INVESTMENT MISSION AND EXPORT ACCELERATION MISSION**
[Applicants must inform directly the mission organiser to ensure the organiser submits a Mission Report to MATRADE within 14 working days from the last date of activity]

**REPORT BY MISSION ORGANISER TO MATRADE
FOR BUSINESS TO BUSINESS MEETINGS RELATED TO VIRTUAL TRADE
INVESTMENT MISSION AND EXPORT ACCELERATION MISSION**

- 1. INTRODUCTION**
- 2. OBJECTIVE OF THE MISSION**
- 3. LIST OF MALAYSIAN COMPANY PARTICIPATED (AS PER IN ANNEX 1)**

- 4. BUSINESS MATCHING SESSION (INDIVIDUAL BUSINESS MEETING)**
 - Details of the Business Matching
 - Detailed list of buyers attending the Business Matching as per ANNEX II.
 - Total number of business meetings conducted during the Mission
 - Reported total generated or potential sales or other business opportunities
 - Photos of the Business Matching Session

- 5. MISSION OUTCOME**
 - 5.1 Sales Value**
 - Reported actual sales or projected sales: Value...Products or Services involved...
 - Reported potential sales arising from the mission.
 - Expected short term (immediate 1 year) : Value...Products or Services involved...
 - Expected Midterm (1 - 3 years) : Value...Products or Services involved...
 - Expected Long term (3 years & more) : Value...Products or Services involved...
 - Other areas of potential business:
 - 5.2 General Comments by Malaysian Exporters**
 - 5.3 Challenges Faced by Malaysian Exporters**

- 6. CONCLUSION AND RECOMMENDATION**

Annex I

LIST OF MALAYSIAN COMPANY

No.	Details of Company	Business Interest	Representative
1.	<ul style="list-style-type: none">• Company Name• Business Address		<ul style="list-style-type: none">• Name (in full)• Designation

Annex II

LIST OF BUYERS

No.	Details of Company	Business Interest	Representative
1.	<ul style="list-style-type: none">• Company Name• Business Address		<ul style="list-style-type: none">• Name (in full)• Designation

ANNEX 3:
For Mission Organiser Only

FORMAT OF
FORM A-VIRTUAL: BUSINESS TO BUSINESS MEETINGS RELATED TO VIRTUAL
TRADE INVESTMENT MISSION AND EXPORT ACCELERATION MISSION
[Applicants must deal directly with the mission organiser to ensure the organiser submits a Mission Report]



**APPLICATION FOR
BUSINESS TO BUSINESS MEETINGS RELATED TO VIRTUAL TRADE
INVESTMENT MISSION AND EXPORT ACCELERATION MISSION**

To: Export Promotion & Market Access Division (info@matrade.gov.my)

Name of MATRADE Officer (if any) :

Name of the Programme :

.....

A) ORGANISER'S INFORMATION

Name of Organisation:		
Mailing Address:		
Date of Incorporation:		
Certificate of Registration: (ROS, ROB) <i>- Please attach certified copy</i>		
MATRADE Registration Number:		
Contact Person:		
Designation:		
Telephone Number:	Office No:	
	Mobile No:	
Email Address:		



APPLICATION FOR BUSINESS TO BUSINESS MEETINGS RELATED TO VIRTUAL TRADE INVESTMENT MISSION AND EXPORT ACCELERATION MISSION

B) DETAILS OF PROGRAMME																	
Title:																	
Date:																	
Organiser's foreign partners: (if any)																	
No. of participating companies:		Total no. of representatives :															
Type of participating companies: <i>Please tick (✓) where relevant.</i>	<table style="width: 100%; border: none;"> <tr> <th style="text-align: left; width: 60%;">Type</th> <th style="text-align: left; width: 40%;">No of Companies:</th> </tr> <tr> <td><input type="checkbox"/> Manufacturer</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Trader</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Service Provider</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Others. (Please specify)</td> <td>_____</td> </tr> <tr> <td>.....</td> <td>_____</td> </tr> <tr> <td>.....</td> <td>_____</td> </tr> </table>			Type	No of Companies:	<input type="checkbox"/> Manufacturer	_____	<input type="checkbox"/> Trader	_____	<input type="checkbox"/> Service Provider	_____	<input type="checkbox"/> Others. (Please specify)	_____	_____	_____
Type	No of Companies:																
<input type="checkbox"/> Manufacturer	_____																
<input type="checkbox"/> Trader	_____																
<input type="checkbox"/> Service Provider	_____																
<input type="checkbox"/> Others. (Please specify)	_____																
.....	_____																
.....	_____																
Participation fee charged to participants <i>Please tick (✓) where relevant.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No (free of charge)																
Objectives of the programme: <i>Please tick (✓). You may tick more than one</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Enter new market <input type="checkbox"/> Expand markets <input type="checkbox"/> Find new buyers <input type="checkbox"/> Recruit channel partners <input type="checkbox"/> Build awareness & gain exposure <input type="checkbox"/> Conduct competitive intelligence </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Business pitching <input type="checkbox"/> Signing of agreement (MoU, MoA, Lol) <input type="checkbox"/> Product/ Service presentation <input type="checkbox"/> Business meeting <input type="checkbox"/> Others. (Please specify)..... </td> </tr> </table>			<input type="checkbox"/> Enter new market <input type="checkbox"/> Expand markets <input type="checkbox"/> Find new buyers <input type="checkbox"/> Recruit channel partners <input type="checkbox"/> Build awareness & gain exposure <input type="checkbox"/> Conduct competitive intelligence	<input type="checkbox"/> Business pitching <input type="checkbox"/> Signing of agreement (MoU, MoA, Lol) <input type="checkbox"/> Product/ Service presentation <input type="checkbox"/> Business meeting <input type="checkbox"/> Others. (Please specify).....												
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KPI target (RM): (potential sales value)	RM.....																

The organiser is obliged to **submit a full report** of the programme using the format in Annex 3 (MDG Guidelines) **within 14 working days from the last date of the programme**. Failure to submit within the specified time frame or failure to comply with the full report requirements will result in the rejection of the participating company's application for MDG.



APPLICATION FOR BUSINESS TO BUSINESS MEETINGS RELATED TO VIRTUAL TRADE INVESTMENT MISSION AND EXPORT ACCELERATION MISSION

Legal Disclaimer/Terms of Use of MATRADE'S Logo

By using MATRADE's logo, the user agrees to fully comply with and be bound by our Legal Terms as follows:

Legal Terms

Compliance The user agrees to comply with all applicable laws and with all directions, orders, requirements and instructions given to the user by MATRADE and/ or its agent/s to do so under any applicable law. MATRADE reserves the right to investigate complaints or reported violations of our Legal Terms and to take any action we deem appropriate, including but not limited to reporting any misuse or suspected unlawful activity to law enforcement authority or taking any legal action against the user.

Usage of MATRADE's logo shall be used for the aforesaid programme purposes **ONLY**. The use of MATRADE's logo for any other purposes without a written approval from MATRADE is **STRICTLY PROHIBITED**. MATRADE shall be entitled to claim against the user for any losses or damages suffered arising from the negligent use or misuse of MATRADE's logo by the organiser/ company.

Intellectual Property: MATRADE's logo and its trademark are protected by copyright law and other law applicable. MATRADE's logo may not be copied, reproduced or imitated whether in whole or in part, unless expressly permitted by MATRADE. The user shall be responsible for any claim in the event that the use of MATRADE's logo infringes a patent, copyright or registered design.

Indemnity: The user releases MATRADE to the fullest extent permitted by law from any claims relating to use of MATRADE's logo. In no event will MATRADE be liable for any incidental, consequential or any damages whatsoever arising from the use of MATRADE's logo by the user.

I hereby certify that all the information given are true and correct as to the best of my knowledge.

Applicant's Signature :

Name of Applicant :

Date :

Organisation's Stamp :

Reminder:

The completed application form (Form A-Virtual) should be submitted to MATRADE 30 days before the event.

By ticking the "I Agree" button below, you hereby indicate and acknowledge that you have read and have understood MATRADE's [Privacy Policy](#) and hereby consent to us processing your personal data in the manner and for the purposes described in the to the aforesaid Privacy Notice. Do not tick on the "I Agree" button if you do not agree to or otherwise have any objections to the processing of your personal data or to the terms of the Privacy Policy.

☐ I Agree



APPLICATION FOR BUSINESS TO BUSINESS MEETINGS RELATED TO VIRTUAL TRADE INVESTMENT MISSION AND EXPORT ACCELERATION MISSION

FOR INTERNAL USE ONLY

Type of Collaborator *(Please tick (✓) where relevant.)*

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Ministry/ Government Agency/ State Government |
| <input type="checkbox"/> | Chamber of Commerce/ Business Council |
| <input type="checkbox"/> | Trade & Industry Association |
| <input type="checkbox"/> | Professional Body |
| <input type="checkbox"/> | Co-operative |
| <input type="checkbox"/> | Others, please specify: |

Date of application received:

Status of application: Approved ☐ Not Approved ☐ Date:.....

Note:

This guideline is applicable for virtual export promotion activities ***undertaken from 1 July 2020*** and is subject to change from time to time.

If the **documentation** or claim is found to be **false**, the applicant, company or both, will be **blacklisted** and will be required to reimburse in full to MATRADE all monies received from MDG.

CONTACT INFORMATION

All **enquiries** and submission of hard copy of the **reports** must be sent to:

Market Development Unit (MDG)
8th Floor, East Wing
Menara MATRADE
Jalan Sultan Haji Ahmad Shah
50480 Kuala Lumpur

Tel: 03-6207 7593
Fax: 03-6203 7252
Website: www.matrade.gov.my
Email: mdg@matrade.gov.my