****

**APPLICATION FORM**

**MALAYSIA-SINGAPORE THIRD COUNTRY BUSINESS DEVELOPMENT FUND (MSBDF)**

Type of activity (please tick (✓) one box)

# Joint Mission

# Joint Feasibility Study

* 1. **Joint Pilot**

Please complete all the sections in this form.

**SECTION 1: APPLICANT DETAILS**

Please tick (✓) the country of origin of the Lead Association / Company

 Malaysia

 Singapore

**FOR ASSOCIATIONS**

# Particulars of Association from Malaysia

* 1. Name of Association

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_

* 1. Nature of Present Business

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 1. Tick (✓) where applicable

 Yes No

1. Incorporated under Companies Act 2016

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

1. Registered under Registration of Business Act 1956

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

1. Registered under Societies Act 1966

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

* 1. Date of Incorporation / Registration \_\_\_\_\_\_\_\_

# Particulars of Association from Singapore

* 1. Name of Association

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_

* 1. Nature of Present Business

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 1. Tick (✓) where applicable

 Yes No

1. Incorporated under Companies Act

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

1. Registered under Societies Act

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

* 1. Date of Incorporation / Registration \_\_\_\_\_\_\_\_

# Particulars of Participating Companies

Please complete Annex 1.

**FOR COMPANIES**

#  Lead Applicant

# (i) Particulars of Company from Malaysia

* 1. Name of Company

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_

* 1. Nature of Present Business

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 1. Tick (✓) where applicable

 Yes No

1. Incorporated under Companies Act 2016

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

1. Registered under Registration of Business Act 1956

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

* 1. Date of Incorporation / Registration \_\_\_\_\_\_\_\_\_\_\_\_
	2. Number of Employees \_\_\_\_\_\_\_\_\_\_\_\_
	3. Existing Equity Structure
1. Malaysian Citizen \_\_\_\_\_\_\_\_ %
2. Foreign Citizens \_\_\_\_\_\_\_\_ %

Please specify country

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ %
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ %
	1. Please submit the following supporting documents:
1. Information from the Companies Commission of Malaysia (SSM)
2. Form 24 – Return of Allotment of Shares Form
3. Audited financial statements (at least for the previous 2 years)

# (ii) Additional participating companies (If any)

 **Please attach details according to the above format.**

# Particulars of Company from Singapore

* 1. Name of Company

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_

* 1. Nature of Present Business

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 1. Tick (✓) where applicable

 Yes No

1. Incorporated under Companies Act

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

1. Registered under Business Names Registration Act

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

* 1. Date of Incorporation / Registration \_\_\_\_\_\_\_\_\_\_\_\_
	2. Number of Employees \_\_\_\_\_\_\_\_\_\_\_\_
	3. Existing Equity Structure
1. Singapore Citizen / Permanent Resident \_\_\_\_\_\_\_\_ %
2. Foreign Citizens \_\_\_\_\_\_\_\_ %

Please specify country

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ %
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ %
	1. Please submit the following supporting documents:
1. Accounting and Corporate Regulatory Authority (ACRA) Business Profile
2. Audited financial statements or certified management accounts (at least for the previous 2 years)

**SECTION 2: ACTIVITY DETAILS**

* 1. Activity location

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Brief description of the activity and how it will create economic spinoffs for both Malaysia and Singapore

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* 1. Indicate whether the activity meets the following objectives (tick (✓) where applicable):
1. Provide access to new technologies or established and commercialised technologies
2. Provide access to overseas markets through establishing new marketing channels or acquiring existing marketing channels
3. Provide access to overseas resources which are costly or not easily available, in support of joint venture expansion or diversification plans
	1. Activity duration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Please also submit a proposal covering the following:
1. Background
* Current industry landscape
* Key competitiveness issues faced by the industry
* Problem statement / reason for need for activity
* Potential business growth area / trend
1. Objectives of Activity
2. Details
* Implementation methodology
* Activity milestones and schedule
* Detailed itinerary
1. Cost summary/breakdown (refer to Section 3)
2. Outcome and impact, including both tangible and intangible benefits
3. Staff involved
	1. For Joint Mission and Joint Feasibility Study only
4. Name of Consultancy Firm

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of Consultant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please submit the following supporting documents:
* Proposal, quotation, agreement and CV of consultant from the appointed consultancy firm
* Proposal, quotation, agreement and CV of consultant from other consultancy firm(s) approached for the activity

**Note:** Applicant should have obtained at least 2 quotations from 2 different consultancy firms prior to appointing a consultancy firm

* 1. For Joint Mission only
1. Total Number of Participants \_\_\_\_\_\_\_\_\_\_\_\_
2. Breakdown of Total Number of Participants

Malaysian \_\_\_\_\_\_\_\_\_\_\_\_

Singaporean \_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 3: BREAKDOWN OF ESTIMATED EXPENSES**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Expense items** | **Estimated expenses (RM)[[1]](#footnote-1)** |
| Joint Mission | Return airfare (Economy Class) |  |
| Hotel accommodation (Standard Room) |  |
| Common costs:1. Logistics
2. Publicity
3. Networking
4. Consultancy fees
 |  |
| Joint Feasibility Study | Third-party consultancy fees for target-specific due diligence study for#:1. Performing a thorough and comprehensive due diligence search/investigation
2. Counselling for valuation
3. Structuring the investment
4. Providing tax, financial and legal advice on the investment
5. Assisting in negotiations related to the investment

*# Excluding success fees* |  |
| Other third-party fees for target-specific due diligence study:1. Patent search and information fees
 |  |
| Third-party consultancy fees for market feasibility study for#:1. Providing details on business environment, market segmentation, value-chain analysis, competitor analysis, gap analysis, etc
2. Providing recommendations on opportunities and potential next steps for companies

*# Fees should show the number of phases / modules done for the study, number of man-hours and total man-hour cost for each phase / module, and grand total cost for the entire study* |  |
| Joint Pilot | Applicant’s staff basic salary (capped at RM12,000 per staff per activity month, capped at one staff per company per activity) |  |
| Purchase of critical hardware/equipment and software for activity implementation |  |
| Materials and consumables such as physical components for development work and fabrication of prototypes |  |
| **Total estimated expenses in RM (A)** |  |
| **Total grant amount in RM (50% of A), capped at RM 200,000.00** |  |

Note:

1. For Joint Mission Activity, please provide the detailed expenses in **Annex 2.**
2. For all expenses paid in SGD or other currencies, please provide the calculation in converting the exchange rate from SGD/other currencies to RM.

The duration of the grant support for the approved activity and expenses shall not exceed six (6) months from the date of the issuance of the Letter of Offer. Extensions are subject to agreement by Malaysian Investment Development Authority and Enterprise Singapore.

**SECTION 4: DECLARATION**

I declare that:

1. This is not a retrospective application as no work has been initiated for the activity. The application is deemed retrospective if the applicant has done any of the following prior to submission of this application:
* Made a payment, including initial deposit, to the consultant/third-party vendor; or
* Signed the contractual agreement/purchase order with the consultant/third-party vendor; or
* Commenced the activity with the consultant/third-party vendor.
1. The applicant shall not seek or receive funds from any other grants, tax or financial incentives offered by Malaysian Investment Development Authority or Enterprise Singapore for the costs funded under this application. If the applicant has applied for other grants for the activity, it has been declared as part of the activity proposal.
2. The facts stated in this application and the accompanying information are true and correct to the best of my knowledge and that I have not withheld/distorted any material facts. I understand that if I obtain the grant by false or misleading statements, I may be prosecuted under the relevant laws and, in addition, Malaysian Investment Development Authority or Enterprise Singapore may, at their discretion, withdraw the grant and recover immediately from the applicant any amount of the grant that may have been disbursed.
3. The consultants/third-party vendors engaged in this activity do not have any relationships, connections, associations or dealings with the applicant, its related companies or their directors and shareholders.

|  |  |
| --- | --- |
| **Lead Association / Company**Signature: Name:Designation:Email:Telephone: Date:  | **Partner Association / Company**Signature: Name:Designation:Email:Telephone: Date:  |

**ANNEX 1**

(To fill in if applicant is an Association)

# Particulars of Each Malaysian / Singapore Company

1. Name of Company

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_

1. Nature of Present Business

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Tick (✓) where applicable

 Yes No

1. Incorporated under Companies Act 2016 /

Companies Act

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

1. Registered under Registration of Business Act 1956 /

Business Names Registration Act

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

1. Registered under Societies Act 1966 / Societies Act

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

1. Date of Incorporation / Registration \_\_\_\_\_\_\_\_\_\_\_\_
2. Number of Employees \_\_\_\_\_\_\_\_\_\_\_\_
3. Existing Equity Structure
4. Malaysian Citizen / Singapore Citizen / \_\_\_\_\_\_\_\_ %

Permanent Resident

1. Foreign Citizens \_\_\_\_\_\_\_\_ %

Please specify country

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ %
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ %
1. Names and Designations of Participants

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Please submit the following supporting documents:
2. Information from the Companies Commission of Malaysia (SSM) / Accounting and Corporate Regulatory Authority (ACRA) Business Profile
3. Form 24 – Return of Allotment of Shares Form
4. Audited financial statements or certified management accounts (at least for the previous 2 years)

**ANNEX 2**

| **No.** | **Description** **(Please provide detailed breakdown per item)** | **Unit Cost (RM)** | **No. of Pax** | **Sub-total (RM)** | **Final Total (RM)** |
| --- | --- | --- | --- | --- | --- |
| I | **AIRFARE & HOTEL ACCOMMODATION** |  |  |  |  |
| a. | **Malaysian Participants** |  |  |  |  |
|   | Airfare Return airfare (Economy Class) |  |  |  |  |
|   | Accommodation (Standard Room) |  |  |  |  |
| b. | **Singaporean Participants** |  |  |  |  |
|   | Airfare Return airfare (Economy Class) |  |  |  |  |
|   | Accommodation (Standard Room) |  |  |  |  |
| II | **COMMON COST**(please indicate if it is borne by one or both parties) |  |  |  |  |
| a. | Logistics |  |  |  |  |
| b. | Publicity  |  |  |  |  |
|  c. | Networking  |  |  |  |  |
|  d. | Consultancy fees  |  |  |  |  |
|  | **Total Expenditure** |  |  |  |  |
|   | Total amount to be claimed |  |  |  |  |

**\*Only for Joint Mission Activity**

**DETAILED BREAKDOWN OF EXPENSES FOR JOINT MISSION ACTIVITY**

**Note :**

For all expenses paid in SGD or other currencies, please provide the calculation in converting the exchange rate from SGD/other currencies to RM.

1. To convert all expenses to RM based on prevailing exchange rates. [↑](#footnote-ref-1)