

## Schedule A: Participation in B2B International Trade Events and Fairs.

Version 01/2017

### Check List

#### **Introduction**

To help undertakings fill in the online application form, we have created the following checklist for some of the main information items that are required at application stage.

Please make sure to have the information and supporting documentation mentioned below in hand **prior** to commencing your application.

Unless otherwise stated, all the information mentioned below, as well as additional information required in the online form, is **mandatory**.

Undertakings can save their progress at any point in time by pressing the save button which is situated at the top part of the internet browser. When you save your application form, you will receive an email with an embedded link, which you can access at a later stage to complete your application form. If you fail to receive this email directly in your inbox, please check your junk mail folder.

Although applications can be saved at any point in time, partial applications will not be processed as they considered as incomplete.

Once you submit a **fully completed** application form you will automatically receive an email with an attachment of your application form. Please make sure to keep a copy of this email and attachment in your records.

If you fail to receive this email directly in your inbox, please check your junk mail folder.

### **Checklist**

#### **Applicants Details**

1. Registered Company Name
2. Registered Address
3. Company Registration / Identification number
4. VAT Number
5. Income Tax Number
6. NACE Code – Your company NACE Codes can be identified from [here](#)
7. Company contact information
8. Short summary of the Company's business activity

#### **Event Details**

9. Name of event
10. Event website
11. Country where event is taking place
12. Start date of the event
13. End date of the event

14. Description of the event
15. Benefits that the undertaking will be gaining by participating at the event
16. Other initiatives envisaged by the undertaking in the next six months
17. Your Company's export revenue as a percentage share of total revenue
18. Outcome of previous participation at the event (if applicable)
19. Attachment: Any available official documentation about the event

#### **Stand Size**

20. Size of the stand

#### **Eligible Cost Items**

21. Participation fee & rental of space
22. Stand construction & design
23. Design & printing of backdrops, posters, banners & pop-up banners specific to the stand
24. Interpretation services specifically provided for the event
25. Other subcontracted services
26. Administration charges related to the stand
27. Freight expenses for material and exhibit required for this specific stand
28. Air fare
29. Per Diem – Per diem rates can be accessed from [here](#)

#### **Additional Documentation**

30. De Minimis declaration form – This form can be downloaded from [here](#)
  31. Latest audited financial statements (not the abridged version)
  32. FSS / SSC Clearance Certificate – This document can be obtained from the Inland Revenue Department. *Please note that this document is only valid for one year. If the document expires a new certificate must be submitted with the application. (You can contact the IRD Department on telephone number 2296 2296)*
  33. Tax Clearance Certificate - This document can be obtained from the Inland Revenue Department. *Please note that this document is only valid for one year. If the document expires a new certificate must be submitted with the application. (You can contact the IRD on telephone number 2296 2296)*
  34. VAT Compliance Certificate – This document can be obtained from the VAT Department. *Please note that this document is only valid for one year. If the document expires a new certificate must be submitted with the application (You can contact the VAT Department on telephone number 2279 9232)*
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