

**MTC FINANCIAL INCENTIVE FOR PARTICIPATION IN
INTERNATIONAL FURNITURE FAIR**

APPLICATION FORM

Name of the Trade Fair:	<input type="checkbox"/> Export Furniture Exhibition (EFE) 2019 <input type="checkbox"/> Malaysian International Furniture Fair (MIFF) 2019				
Company:					
Address:					
Office Phone:		Facsimile:		Website:	
Contact Person:					
Designation:		Mobile Phone:		E-mail:	
Member of (Name of Association):	<input type="checkbox"/> MWIA <input type="checkbox"/> TEAM <input type="checkbox"/> MPMA <input type="checkbox"/> MWMJC <input type="checkbox"/> MFC <input type="checkbox"/> PEKA <input type="checkbox"/> Others:				
Description of Exhibits: <i>*Note: Please attach photographs of exhibits.</i>					
Major Export Markets:					
Annual Sales Turnover (RM):			Number of Full-time Employees:		

Note: Please furnish the certified true copy of the latest Audited Financial Report, the latest EPF Statement and Form 24 and 49 as per the Companies Act 1965/ Section 58 and 78 as per Companies Act 2016. Information contained therein is required for verification purpose and will be kept with strictest confidence.

No.	Description*	Please tick✓
1.	New/First time Participants (Bumiputera Companies)	
2.	New/First time Participants (Non-Bumiputera Companies)	
3.	Companies (Non-Bumiputera and Bumiputera) that have participated in any international local (e.g. EFE & MIFF)/overseas fairs organised and/or sponsored by MTC before	

* MTC's Terms and Conditions apply.

Checklist

Please tick ✓ where applicable:

- | | |
|--|---|
| <input type="checkbox"/> Completed Application Form | <input type="checkbox"/> Certified true copy of latest Audited Financial Report |
| <input type="checkbox"/> Signed Terms and Conditions | <input type="checkbox"/> Certified true copy of latest EPF Statement |
| <input type="checkbox"/> Photographs of Exhibits | <input type="checkbox"/> Certified true copy of Form 24 and 49 as per the Companies Act 1965/ Section 58 and 78 as per Companies Act 2016 |

Please submit all of the above documents by courier or by hand to the following address latest by **Friday, 25 January 2019**:

MALAYSIAN TIMBER COUNCIL

21st Floor, Menara PGRM, 8, Jalan Pudu Ulu, Cheras, 56100 Kuala Lumpur

Tel: +60 3 9281 1999, Fax: +60 3 9282 8999

Attn.: Ms Nornajjua Ariffah (ext. 207 or e-mail nornajjua@mtc.com.my)

MTC FINANCIAL INCENTIVE FOR PARTICIPATION IN INTERNATIONAL FURNITURE FAIR

TERMS AND CONDITIONS (T&C)

Application to Participate

1. Application is open to timber-based companies with the following conditions:
 - i. Companies must be officially registered and based in Peninsular Malaysia.
 - ii. The company must be a member of any one of the six timber Associations:
 - a. Malaysian Furniture Council (MFC)
 - b. Malaysian Panel-Products Manufacturers' Association (MPMA)
 - c. Malaysia Wood Industries Association (MWIA)
 - d. Malaysian Wood Moulding & Joinery Council (MWMJC)
 - e. Association of Malaysian Bumiputra Timber & Furniture Entrepreneurs (PEKA)
 - f. The Timber Exporters' Association of Malaysia (TEAM)

2. To be eligible for selection, the Applicant must forward either by courier, hand or post, the following documents to reach MTC before the stated deadline in the application form on **Friday, 25 January 2019**:
 - i. Completed Application Form;
 - ii. Signed Terms and Conditions;
 - iii. Photographs of Exhibits;
 - iv. Certified true copy of latest EPF Statement; and/or
 - v. Certified true copy of latest Audited Financial Report; and
 - vi. Certified true copy of Form 24 and 49 as per the Companies Act 1965/ Section 58 and 78 as per Companies Act 2016.

Selection of Participants

3. The Applicant is a furniture manufacturer and priority being given to first-timer of SME status*.

**For an SME manufacturing company, its annual sales turnover does not exceed RM50 million (based on latest audited financial report) or number of full-time employees does not exceed more than 200 (based on latest EPF Statement).*

**For an SME trading company, its annual sales turnover does not exceed RM20 million (based on latest audited financial report) or number of full-time employees does not exceed more than 75 (based on latest EPF Statement).*

4. Products exhibited must be made in Malaysia or finished in Malaysia (if imported parts and components are used). Selection of exhibitors would be on the basis of furniture made of 70% wooden / rattan materials to 30% other materials.
5. The eligible company and/ or its subsidiary from a related group of companies may have or have not participated in Export Furniture Fair (EFE), Malaysian International Furniture Fair (MIFF) or any international local/ overseas fairs organised and/ or sponsored by MTC before. The selected company is only eligible to receive sponsorship in either EFE or MIFF.
6. An in-house Selection Committee will evaluate and decide on the applications submitted.
7. Preference will be given to companies that have not received any previous financial support for participation in similar MTC-organised events.
8. MTC's decision shall be final and reserves the sole right and discretion to accept or reject any application without the need to give any explanation for its decision. Companies would be notified on the status of their application.

Financial Incentive

9. MTC's financial incentive only applies to each eligible company or its subsidiary from a related group of companies. MTC's financial incentive will subject to MTC Graduation Policy of up to a limit of five (5) years or eight (8) times participation in MTC's events, whichever earlier, at which the year 2018 will act as the base year, in accordance to the following schedule:

No. of Times	Financial Incentive (%)	
	Bumiputera Companies	Non-Bumiputera Companies
1	70%	60%
2 - 3	60%	50%
4 - 5	50%	40%
6 - 8	40%	30%

**2018 is used as the base year.*

10. A maximum of RM16,000.00 can be claimed by the eligible company or its subsidiary from a related group of companies from MTC for bare space or shell scheme booths only.
11. Applicants must complete its participation at the trade fair to be eligible to apply for the financial incentive.
12. Approval is subject to availability of funds.

13. Applicants shall be blacklisted and required to refund the incentives granted by MTC in the event of false documentation and/ or double claims when such information comes to know to MTC.

Other Guidelines

14. The eligible company and/ or its subsidiary from a related group of companies is NOT allowed to share the awarded booth space with other companies failing which, the company would be disqualified from receiving MTC's financial incentive.

15. Applicants shall abide by all the Terms and Conditions and any directions given by MTC.

16. Applicants will be required to submit to MTC:

- i. Immediate Evaluation Form on the last day of the exhibition;
- ii. First Follow-up Evaluation Form after six months; and
- iii. Second Follow-up Evaluation Form after twelve months.

17. The invalidity, illegality or unenforceability of any of the provisions of these T&C shall not affect the validity, legality and enforceability of the remaining provisions of these T&C.

Force Majeure

18. MTC shall not be held liable for any delay in the performance or failure to perform its obligations under these T&C due to Force Majeure Events. "Force Majeure Events" shall be defined as any war, terrorism, riot, civil commotion, strike, lock-out, Act of God, fire, storm, flood, sabotage, earthquake, subsidence, infectious disease or by reason of any matter or factor beyond the control of MTC or its counterpart that renders it reasonably or practically impossible from performing its obligations.

Indemnification

19. The Applicant agrees to hold harmless, release and indemnify MTC, its officers, representatives, employees and members (the "Indemnified Parties") from and against any and all losses, damages, liabilities, claims, costs and expenses, including legal fees (on a full indemnity basis) and costs of settlement, arising out of, in connection with or due to the Applicant's participation in the Event, the use of any information or material supplied to MTC, the Applicant's withdrawal from the Event for any reasons or any acts and omissions of the Applicant or its staff.

20. Notwithstanding the foregoing, MTC is not and shall not be responsible and shall not be held liable for any loss or damage arising from any delay, failure, interruption or unavailability of the Trade Fairs or any failure to transmit or receive or loss of application/registration information or loss of any other data due to network failure, Internet failure or any breakdown in telecommunication links.

Reimbursement

21. All documents for reimbursement must be submitted to MTC within two months after completion of the exhibition. Late submission will not be accepted. The Applicant must forward either by courier, hand or post, the following documents to reach MTC before the stated deadline on **Monday, 13 May 2019**. Below are the supporting documents required:

- i. Original invoice/ receipts/ proof of payments from fair organiser. All supporting documents must be under the exact name of the eligible/ approved company.
- ii. Coloured photographs of company’s exhibition booth with visible booth number, fascia board, products displayed and staff on duty. The fascia board must be the exact name of the approved company.
- iii. Pre-approval document from MTC.

If the Participant fails to comply with any of the Terms and Conditions or any guidelines or directions given by MTC, MTC reserves the right to decline reimbursement to the Applicant.

I/We have read these Terms and Conditions and agree to be bound by them.

.....
(Authorised Signature & Company Stamp)

Name of Signee :

Signee’s Designation :

Name of Company :

Date :