

**MTC FINANCIAL INCENTIVE FOR VISIT TO INTERNATIONAL TRADESHOW 2020**
**APPLICATION FORM**

Company:																																											
Address:																																											
Office Phone:		Facsimile:	Website:																																								
Name of Participant:																																											
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 Products Sold:																																											
Major Export Markets:																																											
Annual Sales Turnover (RM):		Number of Full-time Employees:																																									
Tradeshow:	<table border="1"> <thead> <tr> <th>No.</th> <th>Tradeshows</th> <th>Tick (√)</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Nepal Wood International Expo, Kathmandu, Nepal 31 January – 2 February 2020</td> <td></td> <td>10 January 2020</td> </tr> <tr> <td>2.</td> <td>Fensterbau Frontale, Nuremberg, Germany 18 – 21 March 2020</td> <td></td> <td>18 February 2020</td> </tr> <tr> <td>3.</td> <td>The 21st International Furniture Fair of Chengdu, Chengdu, China 1 – 4 June 2020</td> <td></td> <td>1 May 2020</td> </tr> <tr> <td>4.</td> <td>Afriwood 2020, Nairobi, Kenya 10 – 12 June 2020</td> <td></td> <td>10 May 2020</td> </tr> <tr> <td>5.</td> <td>The 19th Xi'an International Furniture Exhibition, Xi'an, China 21 – 24 August 2020</td> <td></td> <td>21 July 2020</td> </tr> <tr> <td>6.</td> <td>Drema Poznan, Poznan, Poland 15 – 18 September 2020</td> <td></td> <td>15 August 2020</td> </tr> <tr> <td>7.</td> <td>Bangladesh Wood International Expo, Dhaka, Bangladesh 8 – 10 October 2020</td> <td></td> <td>8 September 2020</td> </tr> <tr> <td>8.</td> <td>AfriBuild 2020, Nairobi, Kenya 13 – 15 October 2020</td> <td></td> <td>13 September 2020</td> </tr> <tr> <td>9.</td> <td>Fenestration BAU China, Beijing, China 29 – 31 October 2020</td> <td></td> <td>29 September 2020</td> </tr> </tbody> </table>			No.	Tradeshows	Tick (√)	Deadline	1.	Nepal Wood International Expo, Kathmandu, Nepal 31 January – 2 February 2020		10 January 2020	2.	Fensterbau Frontale, Nuremberg, Germany 18 – 21 March 2020		18 February 2020	3.	The 21st International Furniture Fair of Chengdu, Chengdu, China 1 – 4 June 2020		1 May 2020	4.	Afriwood 2020, Nairobi, Kenya 10 – 12 June 2020		10 May 2020	5.	The 19th Xi'an International Furniture Exhibition, Xi'an, China 21 – 24 August 2020		21 July 2020	6.	Drema Poznan, Poznan, Poland 15 – 18 September 2020		15 August 2020	7.	Bangladesh Wood International Expo, Dhaka, Bangladesh 8 – 10 October 2020		8 September 2020	8.	AfriBuild 2020, Nairobi, Kenya 13 – 15 October 2020		13 September 2020	9.	Fenestration BAU China, Beijing, China 29 – 31 October 2020		29 September 2020
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Checklist

Documents required:

- |   |  |
|---|--|
| <input type="checkbox"/> Completed application form   | <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 by Company Secretary |
| <input type="checkbox"/> Signed Terms and Conditions (T&C)  | <input type="checkbox"/> Coloured pictures of products sold and/or company product brochure  |
| <input type="checkbox"/> Latest EPF statement   |  |
| <input type="checkbox"/> Certified true copy of latest Audited Financial Report by Company Secretary/ Chartered Accountants |  |

Please submit all the above documents by courier or by hand to the following address:

**MALAYSIAN TIMBER COUNCIL**

21<sup>st</sup> Floor, Menara PGRM, 8, Jalan Pudu Ulu, Cheras, 56100 Kuala Lumpur

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

Attn.: Ms. Nornajua Ariffah (ext. 207 or e-mail [nornajua@mtc.com.my](mailto:nornajua@mtc.com.my))

## MTC FINANCIAL INCENTIVE FOR VISIT TO INTERNATIONAL TRADESHOW 2020

### TERMS AND CONDITIONS (T&C)

#### Application to Participate

1. Application is open to timber-based companies only 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. The Timber Exporters' Association of Malaysia (TEAM)
    - f. Association of Malaysian Bumiputra Timber & Furniture Entrepreneurs (PEKA)
  
2. Following are the list of the international tradeshow that MTC supports on the financial incentive for the timber industry:
  - i. Nepal Wood International Expo, Kathmandu, Nepal (31 January – 2 February 2020)
  - ii. Fensterbau Frontale, Nuremberg, Germany (18 – 21 March 2020)
  - iii. The 21st International Furniture Fair of Chengdu, Chengdu, China (1 – 4 June 2020)
  - iv. Afriwood 2020, Nairobi, Kenya (10 – 12 June 2020)
  - v. The 19th Xi'an International Furniture Exhibition, Xi'an, China (21 – 24 August 2020)
  - vi. Drema Poznan, Poznan, Poland (15 – 18 September 2020)
  - vii. Bangladesh Wood International Expo, Dhaka, Bangladesh (8 – 10 October 2020)
  - viii. AfriBuild 2020, Nairobi, Kenya (13 – 15 October 2020)
  - ix. Fenestration BAU China, Beijing, China (29 – 31 October 2020)

3. To be eligible for selection, the Applicant must forward either by courier, hand or post the required documents to reach MTC before the stated deadline as follows:

**Table 1: List of tradeshows**

No.	Tradeshows	Deadline	Check-in	Check-out
1.	Nepal Wood International Expo, Kathmandu, Nepal 31 January – 2 February 2020	10 January 2020	30 January 2020	3 February 2020
2.	Fensterbau Frontale, Nuremberg, Germany 18 – 21 March 2020	18 February 2020	17 March 2020	22 March 2020
3.	The 21st International Furniture Fair of Chengdu, Chengdu, China 1 – 4 June 2020	1 May 2020	31 May 2020	5 June 2020
4.	Afriwood 2020, Nairobi, Kenya 10 – 12 June 2020	10 May 2020	9 June 2020	13 June 2020
5.	The 19th Xi'an International Furniture Exhibition, Xi'an, China 21 – 24 August 2020	21 July 2020	20 August 2020	25 August 2020
6.	Drema Poznan, Poznan, Poland 15 – 18 September 2020	15 August 2020	14 September 2020	19 September 2020
7.	Bangladesh Wood International Expo, Dhaka, Bangladesh 8 – 10 October 2020	8 September 2020	7 October 2020	11 October 2020
8.	AfriBuild 2020, Nairobi, Kenya 13 – 15 October 2020	13 September 2020	12 October 2020	16 October 2020
9.	Fenestration BAU China, Beijing, China 29 – 31 October 2020	29 September 2020	28 October 2020	1 November 2020

The required documents are as follows:

- i. Completed application form;
- ii. Signed Terms and Conditions (T&C);
- iii. Latest EPF statement;
- iv. Certified true copy of latest Audited Financial Report by Company Secretary/Chartered Accountants;
- v. Certified true copy of Form 24 and 49 as per the Companies Act 1965/Section 58 and 78 as per Companies Act 2016 by Company Secretary; and
- vi. Coloured pictures of products and/or company product brochure.

### **Selection of Companies**

4. The applicant is a Malaysian 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).*

5. Products sold must be made in Malaysia or finished in Malaysia (if imported parts and components are used).
6. Selection of companies will be based on a first-come, first-served basis and other considerations.
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 through the e-mail provided in the application form.

## **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 is subject to MTC Graduation Policy of up to a limit of five (5) years or eight (8) times participation in MTC's event, whichever earlier. The year and/or number of times shall be calculated based on the company's first participation in MTC's event 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. The financial incentive provided will be the percentage (%) of the total cost incurred for hotel accommodation to a **maximum of USD200.00 per night**. The maximum number of nights eligible for this financial incentive will be in accordance to the schedule listed for the check-in and check-out dates in Table 1.
11. The financial incentive only applies to one participant from each company or related group of companies.
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 selected company is free to make his/her own hotel booking. MTC will reimburse based on the maximum rate determined, or the actual rates spent, whichever lower.
15. Applicants shall abide by all the Terms and Conditions and any directions given by MTC.
16. 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**

17. 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**

18. 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.

19. 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**

20. All documents for reimbursement must be submitted to MTC **within two months** from the last date of the international tradeshow. Late submission will not be entertained. The required documents are as follows:

- i. Original invoice and receipts of payments of hotel accommodation;
- ii. Flight ticket;
- iii. Copy of passport with immigration stamp of entry into and exit from the foreign country;
- iv. Coloured pictures of Applicant at the tradeshow as a proof attended the tradeshow; and
- v. MTC feedback form.

***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 : .....