

## Participation in International Fairs SME Refund Scheme Application Form

This form is to be filled at the time of submitting your application for refund **at least one month prior** participating in the International Fair. The form is to be **filled in electronically** by the representative of the company participating in the fair. **All fields are mandatory and should be duly completed.** The application will not be considered complete otherwise. Only complete application forms submitted together with supporting documents will be processed.

### 1) Company information

Company name \_\_\_\_\_

Business Activity \_\_\_\_\_

Date of incorporation of company \_\_\_\_\_ Date of start of activities \_\_\_\_\_

Business Registration Number (BRN) \_\_\_\_\_

Profile of company (Description of activities and services provided)

### 2) Shareholding

Please specify the shareholders of the Company (specify the number of shares held by each shareholder)

Is a Company (local or international), Trust or any body other than an individual a shareholder of the SME? If yes, please specific name of the shareholder and the turnover for last financial year?

### 3) Financial information (Audited Profit and Loss Account should be submitted for the present and past 2 years should be submitted)

	2015	2016	2017
Turnover			
Sales (local)			
Export value			
Profit			

### 4) Contact details of the representative of the Company participating in the fair

Name \_\_\_\_\_ Designation \_\_\_\_\_

Email address \_\_\_\_\_ Phone \_\_\_\_\_ Mobile \_\_\_\_\_

### 5) Information about the fair

Name of fair \_\_\_\_\_ Host City(ies)/ Country(ies) \_\_\_\_\_

Start and end dates of fair \_\_\_\_\_ Website \_\_\_\_\_

Brief description of fair and please specify your reasons for participating in the fair?

Is the company participating on its own or with a local institution (e.g.BOI, EM)

Did the Company participated in the fair previously?  Yes  No

## 6) Outcome of the fair

Outcome of previous participation in fair? (if applicable)

Brief on contracts derived from participation in previous facilitation. Please also indicate the value.

Expected outcome for participating in the present fair

Number of business contacts to be established

Number of contracts to be signed in the next 6 months?

Value of contracts to be signed in the next 6 months?

## 7) Expected cost for participation in fair

Items refunded under this scheme	Description	Indicative cost in Foreign Currency (if applicable)	Cost in MUR
Participation fee (Cost of rental of stand)			
Cost of Airfare from Mauritius to the host country/city			
Cost of accommodation			
<b>Total</b>			

By submitting this application for refund, you AFFIRM that all information pertaining to you company is true and accurate. You also undertake to submit to the Board of Investment the list of documents required as per the Checklist.

### 1) General documents submitted with application form

- Agreement of participation by event organiser       Audit financial statements for past 3 years or signed by Director(s)   
Trade fee receipt       Copy of ID card or passport of applicant   
VAT Registration Certificate

### 2) Sector specific documentation

#### Knowledge service providers (training institutions and other education providers)

Valid Accreditation of courses by Tertiary Education Commission

Registration with Mauritius Qualifications Authority

#### Logistics Operators

Valid Freeport Certificate issued by the Board of Investment

#### Private clinics and Laboratories

Registration with Ministry of Health & Quality of Life

#### Pharmaceutical distributors

Registration with Pharmacy Board