



Australian Government

Austrade

Export Market Development Grants Act 1997 2009-10 Application Form

Austrade must receive the completed application, with relevant schedules and supporting documents, between 1 July 2010 and 30 November 2010.

(See A Guide to Applying for EMDG for more details.)

- 1** Have you completed the EMDG eligibility checklist?
- No ► You should complete the checklist at www.austrade.gov.au/exportgrants to ensure you are eligible to apply for EMDG.
- Yes ► Go to next question

- 2** Name of applicant
(See page 4, Q2 of A Guide to Applying for EMDG.)
-
- Business or trading name (if applicable)
-

- 3** Are you trustee for a trust estate?
- No ► Go to next question
- Yes ► Provide the name of the trust.
-

- 4** What is your ABN?
If you do not have an ABN at the time you apply for an EMDG grant you will need to obtain one before a grant can be paid.
-
- What is your ACN? (only if a company)
-

- 5** What date did your business operations commence?
- / /

- 6** Your street address (not the consultant's address)
-

- 7** Your postal address (not the consultant's address)
(Relevant correspondence will be sent to both applicant and consultant.)
-

Office Use Only

SEQ	Client No. <input type="text"/>
ANZSIC	
SAP	
CONS ID	

- 8** Applicant's contact person to whom we can direct enquiries
- Title Mr Mrs Ms Miss Other
- Name
- Office or position
- Telephone number Fax number
- Mobile phone number
- Contact person's email address (Austrade may use this email address to send you commercial-in-confidence information.)
- Business website address

- 9** Did a consultant prepare or assist in the preparation of this application?
- No ► Go to next question
- Yes ► Give details
- Full name of consultant
- Business name
- Postal address of consultant
- Telephone number Fax number
- Mobile phone number
- Email address (Austrade may use this email address to send the consultant commercial-in-confidence information.)

10 Have you ever received an EMDG grant?
(See page 4, Q.10 of A Guide to Applying for EMDG.)

No ► As a first-time applicant you need to provide your 2008-09 and 2009-10 financial statements (profit and loss statement and balance sheet) and some information, which explains your business and your product or service for Grants Entry requirements. ►
Go to next question

Yes ► How many grants have you received?
If you have received 2 or more grants **go to Q.12**
otherwise go to Q.13

11 Did you make a loss for the year 2009-10?

No ► **Go to 13**

Yes ► State the amount of loss \$
You also need to attach some information explaining how you intend to fund your export activities going forward.

12 If you have received 2 or more grants and you are not an approved body, which EMDG performance measure option have you chosen?
You must choose one option. (See pages 5 and 6, Q.12 of A Guide to Applying for EMDG.)

Option A ► See page 5, Q.12 of A guide to Applying for EMDG.

Option B ► Provide the documents listed on pages 5 and 6 of A guide to Applying for EMDG.

13 Have you applied for, received, or will receive (e.g. by charging fees or billing for services rendered) financial assistance from any other State or Australian Government program or will you receive or are you entitled to receive reimbursement from any source that relates to the expenses you are claiming under EMDG (including intellectual property costs covered by the R&D Tax Concession)?
Note: Where promotional activities are assisted by other assistance programs or are reimbursed, the amount must be deducted from the expenses you claim.

No ► Go to next question

Yes ► Who provided assistance and how much was or will be provided?

	\$
	\$

14 What was the total income (i.e. your total turnover including sales) of your business for 2009-10?
(See page 6, Q.14 of A Guide to Applying for EMDG.)

\$

15 Which one of the following categories applies to you?

Tick One Box Only

- An individual who is a resident of Australia
- A body incorporated under the *Corporations Act 2001*
- An association or co-operative incorporated
- A partnership regulated by an Australian Law
- A body corporate established for a public
- Approved Joint Venture
- Approved Trading House
- Approved Body

16 What was the total number of employees of your business at 30 June 2010?

17 Were you part of a group of related companies at 30 June 2010?
(These include all holding companies and all subsidiaries in a corporate group.)

(See pages 6 and 7, Q.17 of A Guide to Applying for EMDG.)

No ► Go to next question

Yes ► Complete Schedule 10 in the Excel Schedules

18 How would you describe your core business?

Tick One Box Only

Primary producer Provide a description

Manufacturer

Wholesaler ►

Services

IPR or know-how

Events promoter

19 Fully describe the products you are seeking to export.

20 Are you seeking to export **goods** (i.e. not services)?

No ► **Go to 22**

Yes ► Go to next question

21 Are the **goods** made in Australia?

(See page 7, Q.21 of A Guide to Applying for EMDG, for the definition of 'made in Australia'.)

No ► Attach a document providing the information requested on page 8 of a A Guide to Applying for EMDG

Yes ► Go to next question

22 As the applicant, are you the principal or intended principal in the export business you are promoting? (See page 9, Q.22 of A Guide to Applying for EMDG.)

N/a No Yes

23 Has any part of your business previously been carried on by another person or been involved in a name change?

(See page 9, Q.23 of A Guide to Applying for EMDG.)

No ► Go to next question

Yes ► What was the date of change?

Please provide previous business name or name of previous person who carried on the business.

24 Are you or your associate or if the application is on behalf of a trust estate, a trust estate beneficiary or an associate of the beneficiary currently under insolvency administration?

(See page 10, Q.24 of A Guide to Applying for EMDG.)

No ► Go to next question

Yes ► To receive a grant, the applicant must not be insolvent at the time that Austrade determines that it is otherwise entitled to receive a grant.

25 Do you or your associate have any disqualifying conviction outstanding?

(See page 10, Q.25 of A Guide to Applying for EMDG.)

No ► Go to next question

Yes ► You are not eligible to receive a grant.

26 Please complete a schedule for each expense category you are claiming before you complete this question.

Copy the total from each expense schedule to the table below. Attach each completed schedule to the 2009-10 application form. **You must be able to substantiate all expenses.**

Note: The GST component of expenses cannot be claimed under the EMDG scheme.

If you have not previously received an EMDG grant, you may claim expenses for both 2008-09 and 2009-10. A second column has been provided for this purpose. (See page 10, Q.26 of A Guide to Applying for EMDG.)

Schedules summary		Expenses total A\$ WHOLE DOLLARS ONLY		TOTAL
		2008-09 First-time applicants only	2009-10 All Applicants	
1A – Overseas representation	<i>This category is capped at A\$200,000. But you should claim all eligible expenses.</i>			
1B – Marketing consultants	<i>This category is capped at A\$50,000. But you should claim all eligible expenses..</i>			
2 – Marketing visits				
3 – Communications -	<i>You can choose either to claim actual expenses, or not to claim any expenses and have your assessed grant automatically increased by 3%. Note: Austrade will calculate this 3% increase.</i>			
4 – Free samples				
5 – Trade fairs and promotional events				
6 – Promotional literature and advertising				
7 – Overseas buyers	<i>This category is capped at A\$45,000. But you should claim all eligible expenses.</i>			
8 – IP registration and related insurance				
Total expenses/allowances				

The total of this column should be at least A\$10,000


27 Apportion, as best you can, the total expenses you are claiming (Q. 26 above), among the main country export markets to which the expenditure related.

Follow the steps below:

1. In column 1, list the top six countries to which the expenses you are claiming related.*
2. In column 2, state how much you spent on export promotion to each country.
3. In column 3, state the total dollar amount of export earnings received from each country. If there were no export earnings, write 'N/a'.

(See page 11, Q27 of A Guide to Applying for EMDG for further help on how to complete this table.)

1 Top six countries	WHOLE DOLLARS ONLY	
	2 Expenses A\$ (per country)	3 Export earnings A\$ 2009-10 only (per country)
1		
2		
3		
4		
5		
6		
All others		
Total		

You also need to attach the relevant completed Schedules 9A to 9E: Export Earnings to the 2009-10 application form 

*Note: Expenses relating to the Iran market that were incurred on or after 15 November 2008 and expenses relating to North Korea that were incurred on or after 15 August 2009 are not eligible.

The total of this column should be the same as the total of the total expenses/allowances in Q.26 above

The total of this column should equal the TOTAL of all your completed Export Earnings Schedules (9A to 9E)

Payment of your grant

28 Please read this before answering the question

The information provided below by the applicant is an authority and direction to Austrade as to how the grant payment is to be made. The applicant acknowledges that a payment made in accordance with that direction will discharge Austrade's obligations in respect of payment to the applicant and releases Austrade from any liability arising therefrom. If the applicant wishes to change its direction to Austrade, it must do so in writing to Austrade before the grant payment is made.

How do you want to receive the grant payment?

Pay direct by EFT Give details of your account below

Send to my address (cheque)

Send to the consultant's address (cheque)

Financial institution	
<input type="text"/>	
Branch	
<input type="text"/>	
Account held in the name of	
<input type="text"/>	
BSB number	<input type="text"/>
Account number	<input type="text"/>

Confidentiality of information

29 Information provided on this form will be kept confidential and will be used by Austrade for the purposes of the *Export Market Development Grants Act 1997*. We may make certain basic details of grant recipients – name, address, industry and amount of grant received – available to other Austrade staff and to public enquirers.

Austrade, however, would like your permission to pass the information you provided at Q.8 (your contact details), Q.19 (your product information) and Q.27 of this form (regarding markets, exports) to our colleagues in other parts of Austrade and our ally program, TradeStart. This may mean that an adviser will contact you to discuss export opportunities. Do you agree to this?

Yes I agree.

No I don't agree.

Please note that choosing 'No' will not affect the outcome of your application.

Requests for further information

30 Applicants may be asked to provide specific additional information so that their grant application can be processed. If the applicant is a body corporate which is part of a related company group Austrade may seek information from any body corporate in the group.

Austrade may also request the applicant's written consent to conduct criminal record checks in order to confirm that provisions of the Act concerning disqualifying convictions are complied with. (See page 10 of *A Guide to applying for EMDG*.) These requests by Austrade will be made in writing and will specify the information required. Austrade may refuse to consider an application when requested information is not provided.


You should inform third parties, such as employees and service providers, either in writing or verbally, that Austrade may collect and record their personal information relating to an EMDG application. This personal information may be used to verify payments you make to those third parties, as required under the *Export Market Development Grants Act 1997*.

Declaration by applicant (this must be completed)

31 I declare that:

- all information supplied in this application form and its schedules is complete and accurate, and is not false or misleading, as at the date of this declaration.
- all information in this application and its schedules is capable of substantiation.
- I have made all enquiries that I believe to be relevant and, on that basis, believe that the claimed expenses meet the eligibility requirements.
- all documents that may be relevant to this application will be made available (at the applicant's expense) to Austrade upon request.

I have attached:

- the completed schedules and **all other required documents** as per page 1 of *A Guide to Applying for EMDG*. 

I understand that:

- eligible expenses disclosed to Austrade after lodgement of the application and before determination will be excluded if such expenses exceed 10 percent of the amount of eligible expenses disclosed in the application.
- giving false or misleading information is a serious offence. It is a criminal offence to attempt to obtain, or to obtain, a grant or increased amount of grant through deceit, false or misleading representation or other unlawful means.

Full name of Declarant

Title of Declarant (i.e. the Managing Director or Chief Executive Officer or Registered Company Secretary or the Applicant – Sole Trader or Partner)

Signature of Declarant (i.e. the Managing Director or Chief Executive Officer or Registered Company Secretary or the Applicant – Sole Trader or Partner)

Date

Consultant declaration (if applicable)

32 I am the consultant of the applicant.

I declare that:

- I am not disqualified from preparing applications under the *Export Market Development Grants Act 1997*.
- I have made relevant inquiries of and have sought access to relevant documents from the applicant with a view to satisfying myself as to the eligibility of the applicant and the expenditure claimed for the grant to which this application relates.
- I have not altered any information contained in this application form or its schedules since the application form was signed by the applicant.

I understand that:

- giving false or misleading information is a serious offence.
- it is a criminal offence to obtain, or to attempt to obtain, a grant or an increased amount of grant through deceit, false or misleading representation or other unlawful means.

Full name of Consultant

Signature of Consultant

Date