Allocation of Industrial Space
*Allokazzjoni ta’ Spazju Industrijali*

Application Form
*Formola ta’ Applikazzjoni*

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| **Issue Date:*Maħruġa:*** | 18th April 2011*18 ta’ April 2011* |
| **Version:*****Verżjoni:*** | 3.07 (update xx/06/2018)*3.07 (aġġornament xx/06/2018)* |
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| Applications should be signed and submitted to:L-aapplikazzjonijiet għandu jiġu ffirmati u mibgħuta lil: Business First2nd Floor, Cobalt House, Mdina Road,Mriehel Industrial Estate, Mriehel, B’Kara BKR3000Email: info@businessfirst.com.mt Tel: 144It is recommended that you contact Business First on 144 or your representative at Malta Enterprise prior to compiling and submitting this application to receive preliminary guidance on whether your application has the potential to be considered.*Qabel ma tiġbor u tissottometti din l-applikazzjoni, huwa rrakkomandat li tikkuntattja lil Business First fuq 144 jew ir-rappreżentant tiegħek fil-Malta Enterprise biex tirċievi gwida preliminari dwar jekk l-applikazzjoni tiegħek għandhiex potenzjal li tkun ikkunsidrata.* |
| C:\Users\jcaruana\Pictures\ME Logo.jpg |
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for requests of industrial space larger than 300 sqm
*għal talbiet ghall-spazju industrijali ta’ aktar minn 300 m2*

Introduction / *Introduzzjoni*

This application should be compiled for the request of allocation of Industrial Space.
*Din l-applikazzjoni għandha timtela’ biex issir talba għall-allokazzjoni ta’ spazju ndustrijali.*

**Notes to Applicants / *Noti lill-Applikant*:**

* Allocation of Industrial Space is limited to qualifying enterprises requiring such space for eligible activities as defined by the Business Promotion Act.
*L-allokazzjoni ta’ Spazju Industrijali hija limitata għal intrapriżi li jikkwalifikaw u li jeħtieġu tali spazju għal attivitajiet eliġibbli kif definiti mill-Att dwar il-Promozzjoni tan-Negozju.*
* This Application Form and any attached documents will be treated in confidence throughout and after the project evaluation process.
*Din il-Formola ta’ Applikazzjoni u kull dokument mehmuż ser jiġu ttrattati b'mod kunfidenzjali kemm matul u wara l-proċess tal-evalwazzjoni tal-proġett.*
* Only Application Forms that include all relevant supporting documents will be accepted and evaluated.
*Jiġu aċċettati u evalwati biss l-applikazzjonijiet li jinkludu d-dokumenti ta' sostenn rilevanti kollha.*
* All replies must be clearly explained and substantiated.
*It-tweġibiet kollha għandhom ikunu spjegati u sostanzjati b'mod ċar.*
* Only typed Application Forms will be accepted. Should the application be hand-written or should the format of the application form be altered, the application form will not be evaluated.
*L-applikazzjoniet għandom ikunu mimlija elettronikament biex jiġu aċċettati. Jekk l-applikazzjoni tkun miktuba bl-idejn kif ukoll jekk il-format tal-formola tal-applikazzjoni jinbidel, l-applikazzjoni ma tiġix evalwata.*
* Applications received from undertakings established in Malta, that have outstanding liabilities in respect of Income Tax, Value Added Tax, Final Settlement System (FSS) and Social Security Contributions (SSC) will not be processed. Applications from such undertakings must include confirmations issued by the VAT department and the Inland Revenue Department confirming their status as specified in the annexes section of this application form.
*Applikazzjonijiet minn impriżi stabbiliti f'Malta, li għandhom obbligazzjonijiet pendenti fir-rigward ta’ Taxxa fuq id-Dħul, Taxxa fuq il-Valur Miżjud, il-Final Settlement System (FSS) u l-Kontribuzzjonijiet tas-Sigurtà Soċjali (SSC) ma jiġux pproċessati. L-applikazzjonijiet minn dawn l-impriżi għandhom jinkludu konfermi maħruġa mid-dipartiment tal-VAT u d-Dipartiment tat-Taxxi Interni li jikkonfermaw il-qagħda tagħhom kif speċifikat fit-taqsima tal-annessi ta' din l-applikazzjoni.*

**When compiling this application, it is recommended to:
*Meta tkun qed timla din l-applikazzjoni, huwa rakkomandat li:***

* Provide realistic projections, milestones, and deliverables;
*Tipprovdi tbassiriet realistiċi, miri ewlenin u riżultati;*
* Provide specific details;
*Tipprovdi dettalji speċifiċi;*
* Invest adequate time and effort to compile and complete the application; and
*Tiddedika ħin u sforz suffiċjenti biex timla u tlesti l-applikazzjoni; u*
* Demonstrate why the application should be accepted.
*Turi għaliex l-applikazzjoni għandha tiġi aċċettata.*

Part 1 – Project Details – *L-ewwel Parti – Dettalji dwar il-Proġett*

Name of Applicant / *Isem l-Applikant*

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Company/Partnership Identification Number / *Nru tal-Identità tal-Kumpanija/tas-Sħubija*

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* 1. Project Description – Describe the proposed project and how it links with the current business activity and the investment costs specified in the Investment Cost Breakdown (on spreadsheet file provided). Elaborate on the project’s objectives and expected benefits to company.
	*Deskrizzjoni tal-Proġett - Iddeskrivi l-proġett propost u kif dan jorbot mal-attività kurrenti tan-negozju u mal-ispejjeż tal-investiment speċifikati fid-dokument* Investment Cost Breakdown *(Tqassim tal-Ispejjeż tal-Investiment - uża id-dokument ipprovdut). Agħti dettall dwar l-għanijiet tal-proġett u l-benefiċċji mistennija għall-kumpanija*

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* 1. Applicant’s Experience and Track Record – Describe the applicant’s experience in the relevant industry and in similar projects.
	*L-esperjenza tal-Applikant u r-Rekord - Iddeskrivi l-esperjenza li għandu l-applikant fl-industrija rilevanti u fi proġetti simili*.

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* 1. Proposed Project Financing

Explain how the project will be financed. This may include funding from own financial resources, new bank loans, and/ or State funding. The total of the table below should be equal to the investment costs quoted in the **Investment Cost Breakdown**.
***Il-Finanzjament Propost tal-Proġett***
*Spjega kif se jiġi ffinanzjat il-proġett. Dan jista' jinkludi finanzjament minn riżorsi finanzjarji proprji, self ġdid mil-bank, jew finanzjament mill-Istat. It-total tat-tabella t’hawn taħt għandu jkun ugwali għall-ispejjeż ta' investiment ikkwotati* *fid-dokument***Investment Cost Breakdown *(Tqassim tal-Ispejjeż tal-Investiment).***

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| --- | --- | --- |
|  | **Source / *Sors*** | **Value / *Valur*** |
|  | Own financial resources / *riżorsi finanzjarji proprji* | € 0 |
|  | Shareholders Loan / *Self minn għand l-Azzjonisti* | € 0 |
|  | Capital Injection / *Injezzjoni Kapitali* | € 0 |
|  | Supported bank loan / *Self mil-bank b’għajnuna* | € 0 |
|  | Unsupported Bank loan / *Self mil-Bank mingħajr irfid* | € 0 |
|  | Grants / *Għotjiet* | € 0 |
|  | Soft Loan / *Self Sussidjat* | € 0 |
|  | Other sources\* / *Sorsi oħra* | € 0 |
|  | **Total Investment / *Investiment Totali*** | €  **0** |

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|  \* Please specify / *Spjega* |       |

* 1. Expected Project Results – Financial Performance
	*Riżultati mistennija mill-Proġett - Riżultati Finanzjarji*

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Describe and justify the expected project results and projections illustrated in the document **Financial Summary** including **Profit & Loss Statement**, **Balance Sheet**, and **Cash flow Statement**, elaborating on the contribution of the project to the financial performance and position of the applicant Enterprise. Clearly list any assumptions made.
*Iddeskrivi u ġġustifika r-riżultati mistennija mill-proġett u l-projezzjonijiet illustrati fid-dokument* ***Finacial Summay (Taqsima Finanzjarja****) li jinkorpora* **Profit & Loss Statement**, **Balance Sheet**, u **Cash flow Statement *(Rendikont ta' Qligħ u Telf****,* ***Karta tal-Bilanċ****, u* ***Rapporti tal-Flussi tal-Flus)*** *u elabora dwar il-kontribut tal-proġett għall- prestazzjoni finanzjarja tal-Intrapiża li qed tapplika. Niżżel kwalunkwe suppożizzjoni magħmula.*

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* 1. Expected Project Results – Employment
	*Riżultati mistennija - Impjieg*

Elaborate on the contribution of the project to the human resources of the enterprise.
Agħti dettall dwar il-kontribut tal-proġett għar-riżorsi umani tal-intrapriża.

1. Justify the expected change in employment as illustrated in the **Profit & Loss Statement**.
*Iġġustifika l-bidla mistennija fl-impjieg kif muri fid-dokument***Profit & Loss Statement *(Rendikont ta’ Qligħ u Telf)****.*

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1. Describe the skill base categories of the human resources required for the project.
*Iddeskrivi l-kategoriji tal-ħiliet li l-proġett jirrikjedi f’termini ta’ riżorsi umani.*

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* 1. Markets / *Swieq*

This section analyses the market impact of the proposed project
Din it-taqsima tanalizza l-impatt tal-proġett propost fuq is-suq

1. Provide an indicative breakdown of the current and projected turnover by geographic region within three years. The total turnover levels in the table below should match the total turnover levels in the **Profit & Loss Statement**.
*Ipprovdi tqassim indikattiv tal-fatturat attwali u proġettat għal tlett snin skond ir-reġjun ġeografiku. Il-livelli totali tal-fatturat fit-tabella hawn taħt għandhom jaqblu mal-livelli totali tal-fatturat fid-dokument* **Profit & Loss Statement *(Dikjarazzjoni ta’ Qliegħ u Telf)****.*

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| --- | --- | --- |
| **Market *Suq*** | **Annual turnover as per latest Audited/ management accounts*****Il-fatturat annwali skont l-aħħar Kontijiet Verifikati / ta’ Amministrazzjoni*** | **Forecasted turnover for Year 3*****Fatturat proġettat għat-tielet sena*** |
| Malta | € 0 | €0 |
| European Union*Unjoni Ewropea* | € 0 | € 0 |
| Middle East*Lvant Nofsani* | € 0 | € 0 |
| Africa*Afrika* | € 0 | € 0 |
| Americas*L-Amerika ta’ Fuq u ta’ Isfel*  | € 0 | € 0 |
| Asia*L-Asja* | € 0 | € 0 |
| Other *Oħrajn* | € 0 | € 0 |
| TOTAL |  €0 | €0 |

1. Describe how the proposed project will support growth in the above market/s and expansion into new markets.
*Iddeskrivi kif il-proġett propost se iwassal għal tkabbir fis-suq/swieq t'hawn fuq u espansjoni fi swieq ġodda.*

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1. Expand on the marketing strategy. Highlight any impact on competitors and dependence on suppliers. Also indicate the perceived risks and exit strategies or contingency plans.
*Agħti dettalji dwar l-istrateġija tal-kummerċjalizzazzjoni. Indika kull impatt fuq il-kompetituri u d-dipendenza fuq il-fornituri. Indika wkoll ir-riskji perċepiti u l-istrateġiji tal-ħruġ jew pjanijiet ta’ kontinġenza.*

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* 1. Environmental, Regulatory, and Legal obligations
	*Obbligi Ambjentali, Regolatorji u Legali*

Explain any environmental, regulatory, and legal obligations, together with the environmental impact of the project and any mitigation measures.
Spjega l-obbligi ambjentali, regolatorji u legali, flimkien ma’ l-impatt ambjentali tal-proġett u kull miżura ta' mitigazzjoni.

1. Does the proposed project raise any environmental concerns? This section should highlight the requirement of any Environmental Impact Assessments or Environmental Permits such as Integrated Pollution Prevention and Control (IPPC) Permits, the use of hazardous materials, and waste generation, recycling, and disposal.
*Il-proġett propost iqajjem tħassib ambjentali? Din it-taqsima għandha tenfasizza il-bżonn ta' kwalunkwe evalwazzjonijiet tal-effetti fuq l-ambjent jew permessi ambjentali favur il-prevenzjoni u l-kontroll integrat tat-tniġġis (IPPC), l-użu ta' materjali perikolużi u ġenerazzjoni, riċiklaġġ u rimi ta 'skart.*

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1. Describe the energy consumption/ savings associated with the proposed project. This section should describe the energy consumption and saving initiatives to be implemented in the near future and other long term plans.
*Iddeskrivi l-konsum/tfaddil tal-enerġija assoċjati mal-proġett propost. Din it-taqsima għandha tiddeskrivi l-inizjattivi tal-konsum u ffrankar tal-enerġija li ser jiġu implimentati fil-futur qarib u pjanijiet oħra fit-tul*

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1. Describe any health & safety issues relating to the proposed project.
*Iddeskrivi kwistjonijiet ta’ saħħa u sigurtà relatati mal-proġett.*

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1. Describe any applicable industry standards in relation to the implementation of the proposed project.
*Iddeskrivi liema standards tal-industrija hemm involuti fl-implimentazzjoni tal-proġett propost.*

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Part 2 – Application for Allocation of Industrial Space
It-Tieni Parti – Applikazzjoni għall-Allokazzjoni ta’ Spazju Industrijal

* 1. Specify the size of the requested industrial premises:
	 *Speċifika id-daqs ta’ spazju industrijali mitlub:*

|  |  |
| --- | --- |
| **Type of usage*****Użu*** | **Size in sqm****Daqs f’m2** |
| Production/ Operations*Produzzjoni/ Operat* | 0m2 |
| Warehouse/ Storage*Maħżen / Hażna* | 0m2 |
| Administration/ Offices*Amministrazzjoni / Uffiċini* | 0m2 |
| Open area*Żona mhux mibnija* | 0m2 |
| Other \*Oħrajn\* | 0m2 |
| **TOTAL** | 0m2 |

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|  \* Please specify/*Speċifika* |        |

In line with the above, attach a **Plan Layout** using a standard scale (e.g. 1:100, 1:200, etc.) assuming a square or rectangular layout of the requested industrial premises.*B'konformità mal-informzzjoni mgħotija hawn fuq, ehmeż pjanta bl-użu ta’ skala standard (eż. 1: 100, 1:200 eċċ) tal-bini industrijali mitlub bl-isem* ***Disinn tal-Pjan.***

* 1. Specify the requirements of the requested industrial premises. Give details of any specific requirements such as building dimensions, number of floors, accessibility, finishes, water and electrical supply, and floor load bearing capability.
	*Speċifika r-rekwiżiti tal-bini industrijali mitlub. Agħti dettall dwar rekwiżiti speċifiċi bħad-dimensjonijiet tal-bini, in-numru ta' sulari, aċċessibilità, finituri, provvista ta’ ilma u elettriku, u kemm intiża li tiflaħ tagħbija l-art.*

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* 1. Specify the size of the current premises (if applicable):
	*Speċifika id-daqs tal-binja kurrent (jekk applikabbli):*

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| --- | --- | --- | --- | --- |
| **Type of usage / *Użu*** | **Privately Owned*Propjetà Privata*** | **Leasehold /*****Kera***  | **Government Property*Projetà tal-Gvern*** | **Total** |
| Manufacturing/ Production*Manifattura / Produzzjoni* | 0m2 | 0m2 | 0m2 |  0m2 |
| Warehouse/ StorageMaħżen/ Ħażna | 0m2 | 0m2 | 0m2 |  0m2 |
| Administration/ Offices*Amministrazzjoni / Uffiċini* | 0m2 | 0m2 | 0m2 |  0m2 |
| Showroom/ Retail Space*Showroom / / Spazju għall-attivitajiet ta’ bejgħ* | 0m2 | 0m2 | 0m2 |  0m2 |
| Open area /*Spazju mhux mibni* | 0m2 | 0m2 | 0m2 |  0m2 |
| Other / *Oħrajn* | 0m2 | 0m2 | 0m2 |  0m2 |
| **TOTAL** | 0m2 | 0m2 | 0m2 |  0m2 |

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* 1. Give details of the number of floors within your current premises.
	*Agħti dettalji fuq in-numru ta’ sulari fil-binja kurrenti.*

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| * 1. Did you carry out a Space Utilisation Audit in respect to the proposed project?
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|  SELECT YES OR NO |

If **Yes**, please attach the Space Audit as **Supporting Documentation**.

*Saru xi verifiki dwar l-użu tal-ispazju fir-rigward tal-proġett propost? Jekk iva ehmeż il-verifika bħala* ***Dokument Ġustifikattiv****.*

* 1. Explain the reasons for requesting the industrial premises. This may include expansion of the current operations, new lines of business, and physical restrictions associated to the current premises.

*Agħti r-raġunijiet għat-talba ta’ bini industrijali. Dan jista' jinkludi espansjoni tal-operat kurrenti, linji ġodda ta' negozju, u restrizzjonijiet fiżiċi assoċjati mal-bini attwali.*

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* 1. If applicable, outline the usage of the current premises in the eventuality that the additional industrial premises are allocated by ME/ MIP.
	*Jekk applikabbli, iddeskrivi kif ser jintuża l-bini attwali fl-eventwalità li l-bini industrijali addizzjonali jiġi allokat minn ME / MIP.*

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| * 1. If applicable, have you approached a bank to part-finance the proposed project?
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|  SELECT YES OR NO |
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*Jekk applikabbli, avviċinajt lil xi bank biex tiffinanzja parzjalment il-proġett propost?*

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| * 1. What was the outcome? *X’kien l-eżitu?*
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If the bank is willing to part-finance the project**,** attach a copy of the bank’s sanction letter or the bank’s confirmation that it is willing to favourably finance the project in the upload field for a **Bank Loan Sanction letter.**

*Jekk il-bank huwa lest jiffinanzja parzjalment il-proġett, ehmeż* ***Ittra ta' Sanzjoni ta’ Self mil-Bank****, kopja tal-ittra ta' sanzjoni tal-bank jew il-konferma li l-bank huwa lest jiffinanzja b'mod favorevoli l-proġett.*

Part 3 – Declaration by Certified Public Accountant
It-Tielet Parti – Dikjarazzjoni minn Kontabilist Pubbliku Rreġistrat

I declare that the financial projections attached to this application (Annexes 1,2, 3 and 4) have been prepared on the basis of the assumptions stated and in accordance with the requirements of the International Financial Reporting Standards. In preparing these financial projections, the directors or otherwise:

* presume that the company will continue in business for the foreseeable future;
* have made judgments and estimates that are reasonable and prudent; and
* have considered the economic and market uncertainties as well as the associated risks and opportunities in making the financial projections.

 The overall capital requirements to carry out the proposed project have been effectively assessed and the applicant is in a position to meet these requirements.

*Niddikjara li l-projezzjonijiet finanzjarji mehmuża ma' din l-applikazzjoni (l-Annessi 1,2, 3 u 4) tħejjew fuq il-bażi tas-suppożizzjonijiet iddikjarati u skont ir-rekwiżiti tal-Istandards Internazzjonali tar-Rappurtaġġ Finanzjarju. Fit-tħejjija ta 'dawn il-projezzjonijiet finanzjarji, id-diretturi jew oħrajn:*

* *jassumu li l-kumpanija se tkompli fin-negozju għall-futur prevedibbli;*
* *għamlu ġudizzju għaqli u stimi li huma raġonevoli u prudenti; u*
* *ikkunsidraw l-inċertezzi ekonomiċi u tas-suq kif ukoll ir-riskji u l-opportunitajiet assoċjati fit-tfassil tal-projezzjonijiet finanzjarji.*

*Ir-rekwiżiti ġenerali tal-kapital biex jitwettaq il-proġett propost ġew ivvalutati b'mod effettiv u l-applikant huwa f'pożizzjoni li jilħaq dawn ir-rekwiżiti.*

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| Name and Surname*Isem u Kunjom* |       |

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| Address *Indirizz* |       |

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| Date / *Data* |   /  /     |

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| Signature*Firma* |  |

Part 4 – Declarations by Applicant
Ir-Raba’ Parti *– Dikajarazzjonijiet mill-Applikant*

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| Has any Director/ Shareholder ever been personally declared bankrupt and subject to any formal insolvency procedure? |  |
|  SELECT YES OR NO |
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*Qatt xi Direttur / Azzjonista ġie personalment iddikjarat fallut u suġġett għal kwalunkwe proċedura ta’ insolvenza formali?*

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| Has any Director/ Shareholder ever been the proprietor, Director, or Shareholder of a business that has been subject to a bankruptcy procedure or to an investigation or sanctioned under any financial regulatory framework? |  |
|  SELECT YES OR NO |
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*Qatt xi Direttur / Azzjonista kien proprjetarju, Direttur jew Azzjonista ta' negozju li kien suġġett għal proċedura ta' falliment jew għal investigazzjoni jew sanzjonat taħt kwalunkwe qafas regolatorju finanzjarju?*

**If you answered Yes to any one of the above statements, kindly attach a separate document providing details and clarifications.
*Jekk weġibt Iva għal xi waħda mid-dikjarazzjonijiet t'hawn fuq, ġentilment ehmeż dokument separat li jipprovdi dettalji u kjarifiki***.

**Personal Data Protection / *Protezzjoni tad-Data Personali***

Contact email address of the Data Protection Officer: dpo@maltaenterprise.com

*Indirizz elettroniku tal-uffiċċjal tal-protezzjoni tad-data:* *dpo@maltaenterprise.com*

The legal basis and purpose of processing:

*Bażi legali u għan tal-ipproċessar:*

The personal data collected by Malta Enterprise (hereinafter ‘the Corporation) via this written application for aid inclusive of related annexes as submitted to the Corporation via its Client Portal (hereinafter ‘the Application’) and its subsequent processing by the Corporation to evaluate data subject’s request for aid under the Scheme is in line with:

*L-informazzjoni personali miġbura mil-Malta Enterprise (minn hawn il-quddiem imsemmija bħala il-Korporazzjoni), peremezz ta’ din l-applikazzjoni għall-għajnuna inkluzi dokumenti relatati mibghuta lill-Korporazzjoni permezz tal-Client Portal amministrat minn l-istess Korporazzjoni (minn hawn il-quddiem imsemmija bhala l-Applikazzjoni), u kull proċessar ieħor mill-Korporazzjoni marbut magħha, biex tiġi evalwata t-talba għall-għajnuna mis-suġġett tad-data taħt din l-iskema, huwa konformi ma’:*

1. The Scheme Incentive Guidelines;
*Il-Linji Gwida tal-Inċentiv*
2. Article 28 of the Malta Enterprise Act;
*Artiklu 28 tal-Att tal-Liġi tal-Malta Enterprise;*
3. Commission Regulation (EU) No 651/2014 of 17th June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty as amended by Commission Regulation (EU) No 2017/1084 of 14 June 2017 amending Regulation (EU) No 651/2014 as regards aid for port and airport infrastructure, notification thresholds for aid for culture and heritage conservation and for aid for sport and multifunctional recreational infrastructures, and regional operating aid schemes for outermost regions and amending Regulation (EU) No 702/2014 as regards the calculation of eligible costs(hereinafter referred to as the ‘General Block Exemption Regulations’ (for Schemes notified under the General Block Exemption Regulations); or COMMISSION REGULATION (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid (*de minimis* Regulation);
*Ir-Regolament tal-Kummissjoni (UE) Nru 651/2014 tas-17 ta’ Ġunju 2014, li jiddikjara li ċerti kategoriji ta’ għajnuna huma kompatibbli mas-suq intern skont l-Artikli 107 u 108 tat-Trattat kif emendat mir-Regolament tal-Kummissjoni (UE) Nru* 2017/1084 *tas-14 ta’ Ġunju 2017, li jemenda r-Regolament (UE) Nru 651/2014 f'dak li għandu x'jaqsam ma' għajnuna għal infrastruttura tal-port u tal-ajruport, livelli limitu ta' notifika għal għajnuna għall-kultura u l-konservazzjoni tal-patrimonju u għajnuna għall-infrastrutturi għall-isport u għar-rikreazzjoni multifunzjonali, u l-iskemi ta' għajnuna operatorja reġjonali għar-reġjuni ultraperiferiċi u li jemenda r-Regolament (UE) Nru 702/2014 f'dak li jirrigwarda l-kalkolu tal-ispejjeż eliġibbli, minn hawn 'il quddiem “ir-Regolament għal Eżenzjoni Ġenerali Sħiħa” (għal skemi notifikati taħt “ir-Regolament għal Eżenzjoni Ġenerali Sħiħa), jew Regolament tal-Kummissjoni (UE) Nru 1407/2013, tat-18 ta’ Diċembru 2013, dwar l-applikazzjoni tal-Artikoli 107 u 108 tat-Trattat dwar il-Funzjonament tal-Unjoni Ewropea għall-għajnuna de minimis (Regolament de minimis)*
4. Data Protection Act, Chapter 440 of the Laws of Malta and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).
*Il-Liġi dwar il-Protezzjoni tad-Data, Kapitlu 440 tal-Liġijiet ta’ Malta u r-Regolament (UE) 2016/679 tal-Parlament Ewropew u tal-Kunsill tas-27 ta' April 2016 dwar il-protezzjoni tal-persuni fiżiċi fir-rigward tal-ipproċessar ta' data personali u dwar il-moviment liberu ta’ tali data, u li jħassar id-Direttiva 95/46/KE (Regolament Ġenerali dwar il-Protezzjoni tad-Data)*

The legitimate basis to process personal data submitted by the data subject by virtue of his/her Application is Regulation 6 (1)(b) of the General Data Protection Regulation (“GDPR”), as ‘*processing is necessary in order to take steps at the request of the data subject prior to entering into a contract*’.
*Il-bażi leġittima biex tiġi pproċessta data personali mgħoddija mis-suġġett tad-data permezz tal-Applikazzjoni tiegħu/tagħha hija Regolament Nru 6 (1)(b) tal-Liġi dwar il-Protezzjoni tad-Data (GDPR), li jgħid li l-ipproċessar huwa meħtieġ sabiex jittieħdu passi fuq talba tas-suġġett tad-data qabel ma jidħol f’kuntratt.*

Data retention period:
*Perjodu taż-żamma tad-data:*

The data collected by the Corporation as submitted by the data subject via the Application will be retained for a period of 10 years from the last aid granted to the Undertaking represented by the data subject in relation to this written application for aid, in line with the Scheme Incentive Guidelines and Article 12 of the General Block Exemption Regulations or Article 6 of the *de minimis* Regulation.
*Id-data miġbura mill-Korporazzjoni, kif mgħotija mis-suġġett tad-data permezz ta’ l-Applikazzjoni, tinżamm għal perjodu ta’ 10 snin mill-aħħar għajnuna mgħotija lill-impriża rappreżentata mis-suġġett tad-data fir-rigward ta’ din l-applikazzjoni għall-għajnuna, konformi mal-Linji Gwida tal-Inċentiv u Artiklu 12 tar-Regolament għal Eżenzjoni Ġenerali Sħiħa jew Artiklu 6 tar-Regolament de minimis.*

1. Pursuant to the Regulation, you have the right to access the personal data, rectify inaccurate personal data, request to erase personal data and request the Corporation to restrict the processing of personal data.
*Skont ir-Regolament, għandek id-dritt taċċessa d-data personali, tirranġa data personali mhux preċiża, titlob li tħassar id-data personali u titlob lill-Korporazzjoni biex tillimita l-ipproċessar tad-data personali tiegħek.*

To exercise such rights, you are to submit a written request to the Data Protection Officer via the contact e-mail address.
*Biex teffettwa dawn id-drittijiet, għandek tissottometti talba bil-miktub lill-Uffiċjal tal-Protezzjoni tad-Data billi tibgħat email fl-indirizz elettroniku ta’ l-Uffiċjal.*

Any erasing and/or rectification of personal data and/or restriction of processing as referred to above may:

* 1. Render one or more cost items or the Undertaking ineligible for assistance under the Scheme or render void an Incentive Entitlement Certificate issued in favour of the Undertaking for assistance under the Scheme in relation to the Application;
	2. Lead the Corporation to enforce a recovery of aid granted to the Undertaking as part of the Application, in line with Article 32 of the Malta Enterprise Act.

*Kwalunkwe tħassir jew ratifika ta' data personali jew restrizzjoni tal-ipproċessar kif imsemmi hawn fuq jistgħu:*

1. *Iwasslu biex spejjeż individwali jew l-impriża innifisha issir ineliġibbli għal għajnuna taħt l-Iskema; u jirrendu iċ-Certifikat tad-Dritt għall-Inċentiv maħruġ favur l-Intrapriża għall-għajnuna taħt l-Iskema b'rabta ma’ l-Applikazzjoni invalidu;*
2. *Twassal lill-Korporazzjoni biex tinforza irkupru tal-għajnuna mogħtija lill-Impriża bħala parti minn l-Applikazzjoni, skont l-Artiklu 32 tal-Att dwar il-Malta Enterprise.*

Sharing of data where strictly necessary and required by law:
*Qsim ta’ data fejn strettament meħtieġ u mitlub bil-liġi:*

For the purpose of processing the Application in line with the Scheme Incentive Guidelines, the General Block Exemption Regulations or the Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid (hereinafter referred to as the ‘*de minimis Regulations*’), the Corporation shall share the data provided via this application with other Government Entities, subject that such processing satisfies at least one of the grounds listed under Regulation of the GDPR.
*Sabiex tiġi pproċessata l-Applikazzjoni skont il-Linji Gwida tal-Inċentivi, ir-Regolamenti ta' Eżenzjoni Ġenerali Sħiħa jew ir-Regolament tal-Kummissjoni (UE) Nru 1407/2013 tat-18 ta’ Diċembru 2013 dwar l-applikazzjoni ta' Artikli 107 u 108 tat-Trattat dwar il-Funzjonament tal-Unjoni Ewropea għall-għajnuna de minimis (minn hawn 'il quddiem imsejjaħ "Regolamenti de minimis"), Il-Korporazzjoni għandha taqsam id-data pprovduta permezz ta’ din l-applikazzjoni ma' Entitajiet tal-Gvern oħrajn, sakemm dan l-ipproċessar jissodisfa tal-anqas waħda mir-raġunijiet elenkati taħt ir-Regolament tal-GDPR.*

For the purpose of monitoring of aid in line with Article 6 of the *de minimis* Regulations and Articles 11 and 12 of the General Block Exemption Regulations or where legally required, any data provided as part of the Application may be shared with the European Commission.
*Għall-iskop ta’ monitoraġġ tal-għajnuna f'konformità mal-Artikolu 6 tar-Regolamenti de minimis u l-Artikoli 11 u 12 tar-Regolamenti ta' Eżenzjoni Ġenerali Sħiħa jew fejn meħtieġ legalment, kull data pprovduta bħala parti minn l-Applikazzjoni tista' tinqasam mal- Kummissjoni.*

For any individual aid awarded in excess of €500,000 as part of the Application, the details of the Beneficiary, the awarded aid and the project details shall be published as provided for in Article 9 of the General Block Exemption Regulations.
*Għal kwalunkwe għajnuna individwali mogħtija li taqbeż il-€ 500,000 bħala parti minn l-Applikazzjoni, id-dettalji tal-Benefiċjarju, l-għajnuna mogħtija u d-dettalji tal-proġett għandhom jiġu ppubblikati kif previst fl-Artikolu 9 tar- Regolament għal Eżenzjoni Ġenerali Sħiħa.*

If you feel that your data protection rights have been infringed, you have the right to lodge a complaint with the Information and Data Protection Commissioner.
*Jekk tħoss li d-drittijiet tal-protezzjoni tad-data tiegħek ġew miksura, għandek id-dritt tippreżenta lment mal-Kummissarju għall-Informazzjoni u l-Protezzjoni tad-Data.*

Authorisation to engage with the Corporation on matters related to the Application.
*Awtorizzazzjoni lill-Korporazzjoni dwar kwistjonijiet relatati ma’ l-Applikazzjoni.*

I the undersigned, as legal representative of the Applicant Undertaking, authorise the following Legal Bodies and/or Natural Persons to act on my behalf with Malta Enterprise Corporation with respect to matters related to the Application and any subsequent documentation exchanged between the two parties in relation to the same Application.
*Jiena hawn taħt iffirmat, bħala rappreżentant legali tal-impriża applikanti, nawtorizza lill-Entitajiet Legali u / jew Persuni Fiżiċi li ġejjin biex jaġixxu f'ismi mal- Korporazzjoni Malta Enterprise fir-rigward ta' kwistjonijiet relatati ma' l-Applikazzjoni u kull dokumentazzjoni sussegwenti skambjata bejn iż-żewġ partijiet fir-rigward tal-istess Applikazzjoni.*

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| **Name of Legal Entity*Isem Legali tal-Entità*** | **Name and Surname of Natural Person granted authorisation(1)*Isem u Kunjon il-Persuna Fiżika mgħotija awtorizzazzjoni (1)*** | **E-mail address of party granted authorisation(2)*Indirizz tal-email tal-parti mgħotija awtorizzazzjoni (2)*** |
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Note 1: Leave empty if authorisation is intended to any natural person engaged with the Legal Entity. Otherwise specify the name and surname of the person(s) working for the Legal Entity to whom the authorisation is intended.*Nota 1: Ħalli vojt jekk l-awtorizzazzjoni hija maħsuba għal kwalunkwe persuna fiżika impjegata mal-Entità Legali. Inkella speċifika l-isem u l-kunjom tal-persuna/i li jaħdmu għall-Entità Legali li lilha hija maħsuba l-awtorizzazzjoni.*Note 2: Written communication with the Legal Entity and/or Natural Person granted authorisation via email will only be accepted via the email address specified in the table above. The Undersigned should be copied (via the email address specified in the Application) in any communication between the Corporation and the Person granted authorisation as per above table. *Nota 2: Komunikazzjoni bil-miktub mal-Entità Legali u / jew Persuna Fiżika li tingħata awtorizzazzjoni permezz tal-email tiġi aċċettata biss permezz tal-indirizz elettroniku speċifikat fit-tabella hawn fuq. Is-Sottoskritt għandu jiġi kkupjat (permezz tal-indirizz elettroniku speċifikat fl-Applikazzjoni) f'kull komunikazzjoni bejn il-Korporazzjoni u l-Persuna mogħtija l-awtorizzazzjoni skont it-tabella t'hawn fuq.*

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| **Name and Surname of person giving authorisation:*Isem u kunjom il-persuna li qed tagħti awtorizzazzjoni:*** |       |
| **E-mail address of person giving authorisation:*Indirizz elettroniku tal-persuna li qed tagħti awtorizzazzjoni:*** |       |
| **Signature of person giving authorisation:*Firma tal-persuna li qed tagħti awtorizzazzjoni*** |       |
| **Designation:** |  |
| **Date:*Data:*** | Click here to enter a date. |
| The person giving authorisation should correspond to the data subject of personal data contained in the Application as well as represent the Applicant Undertaking as its legal representative.*Il-persuna li tagħti l-awtorizzazzjoni għandha tikkorrispondi mas-suġġett tad-data personali li tinsab f'din l-applikazzjoni kif ukoll tirrappreżenta lill-impriża applikanti bħala r-rappreżentant legali tagħha.*

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| Name of Applicant (full legal name)*Isem Legali Sħiħ tal-Applikant* |       |

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| Authorised Signatory *Firmatarju Awtorizzat* |       |

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| Designation / *Pożizzjoni**Pożizzjoni* |       |

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| Signature*Firma* |  |

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