# **Macintosh HD:Users:nigelanastasi:Desktop:dots-01.pngTax Credits for R&D and Innovation**

 Application Form

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*For office use only:*

Reference Number

Date Received by the Corporation

Complete Application

**Notes to Applicants**

1. The official Incentive Guidelines can be downloaded from the Malta Enterprise website.
2. This form is to be used by eligible undertakings that wish to benefit from Tax Credits for R&D and Innovation.
3. Applications should be sent to HQP@maltaenterprise.com. Only electrically filled in application forms will be accepted. Should the application be hand written, incomplete or should the format of the application form be altered, the application form will not be evaluated.
4. The Application Form and any attached documents will be treated as confidential throughout and after the evaluation process
5. All replies must be clearly explained and substantiated.
6. **Deadline to submit application is 31st December 2020.**
7. Further information, as well as information and guidance on the filling in on this application form may be obtained by contacting Malta Enterprise during office hours by calling 144 or via email on info@businessfirst.com.mt.
8. **Application Details**

**1.1 Name of Applicant**

*(This section should specify the legal name of the enterprise as defined in the Memorandum of Articles. In the case of Co-operatives the name outlined in the deed of cooperatives should be used in this section. In the case of self-employed, the name of the sole trader should be inserted)*

**1.2 Address of Applicant**

**1.3 Legal Form of the Applicant**

Choose an item.

**1.4 Company Registration / Identification Number**

*(The registration number is the official registration number of the co-operative or company. In the case of self-employed this should be the corresponding ID Card Number)*

**1.5 VAT Number**

**1.6 Web Address**

**1.7 Contact Details**

Contact Person

Designation

E-mail

Mobile Number

Signature

1. **Business overview of Applicant**

1. **Name of person holding doctoral degree on which claim is being made**

1. **Date of Start of Employment**

Click here to enter a date.

1. **Detail of Role and activity being carried out by the employed person holding a doctorate degree**

1. **Give details how the work carried out in this role fits under Experimental Development**

*(Reference to Incentive Guidelines Section 3.b and 2.3 is made).*

1. **Checklist of Documents**

[ ]  **Application Form** completely filled in and duly signed

[ ]  **Annex 1:** Employment List of the engaged person issued from *Jobsplus*

**AUTHORISATION:** For the purpose of processing this Application**,** I / we the undersigned, authorise Malta Enterprise to obtain the Jobsplus Employment List directly from Jobsplus Corporation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Surname** | **Date of Birth** | **I.D. Card Number** | **Signature** |
|  |  |  |  |

For any person whose employment list is required for processing this Application and whose authorisation is not provided as per above table, the Applicant must submit directly the Jobsplus Employment List together with this Application.

[ ]  **Annex 2:** Employment List of the applicant issued from *Jobsplus* (applicable only if self-employed)

**AUTHORISATION:** For the purpose of processing this Application**,** I / we the undersigned, authorise Malta Enterprise to obtain the Jobsplus Employment List directly from Jobsplus Corporation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Surname** | **Date of Birth** | **I.D. Card Number** | **Signature** |
|  |  |  |  |

For any person whose employment list is required for processing this Application and whose authorisation is not provided as per above table, the Applicant must submit directly the Jobsplus Employment List together with this Application.

[ ]  **Annex 3:** A Copy of the certificate confirming that the engaged person held a doctoral degree in science, IT or engineering on the date of employment; or evidence that the engaged person was reading for a doctoral degree in science, IT or engineering in science, IT or engineering and complete the degree or was still in the process of complete the degree in the twelve (12) month period.

[ ]  **Annex 4:** A Copy of the employment contract of engaged personnel

[ ]  **Annex 5:** *De Minimis* Declaration

1. **Declarations**

**7.1 Personal Data Protection**

Personal information provided in this form will be processed in accordance with the Data Protection Act, Cap 440 of the Laws of Malta and shall be treated in the strictest confidence.

Information provided in this form will be processed by Malta Enterprise to assess the applicant’s eligibility, for the approval or otherwise of assistance under this scheme, for monitoring implementation of aid granted.

The undersigned consents Malta Enterprise to share information provided in this application with Government Entities or the European Commission where this is strictly necessary for the proper administration of this incentive or where legally required.

The undersigned hereby authorises Malta Enterprise Corporation to process the data contained in this form for the purpose stated above and declare that the information on this form and any other supporting documents given with this application is correct to the best of the undersigned’s knowledge.

**7.2 Cumulation of Aid**

The undersigned declares that aid approved under this incentive is in line with the terms and conditions set out in the Incentive Guidelines and in line with *Cumulation* Article 8 of the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty.

**7.3 Double Funding**

The undersigned confirms that there has not been any approval or has been granted any public funding, financing or fiscal benefit in respect to the cost items included in this request for aid and will not seek funding or fiscal benefits for these cost items through other **National** and/or **European Union** measures. Such measures may include:

* Schemes administered by Malta Enterprise, the Planning and Priorities’ Coordination Division (PPCD), the Tourism and Sustainable Development Unit (TSDU), Jobsplus, the Malta Council for Science & Technology (MCST), and any other government funded schemes operated by other entities (such as JAMIE financial instrument).
* Schemes funded through ERDF, ESF, Cohesion Fund, TEN-T Budget, EAFRD, EFF, LIFE+; Horizon 2020 and other European Union programmes/instruments.

**7.4 Outstanding Recovery**

The undersigned confirms that the undertaking (at group level) is subject to an outstanding recovery in respect to any other incentive awarded by the Corporation

**6.5 Transparency Obligations**

For any individual aid awarded in excess of EUR 500 000, the details of the beneficiary; the aid awarded; and the project details; shall be published as provided for in Article 9 of the COMMISSION REGULATION (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty.

By submitting this application, I hereby acknowledge that the Corporation shall abide with any applicable transparency rules and may publish and make available to third parties information as required by such rules.

1. **Signatures**

**Name of Applicant (full legal name)**

Name and Surname of signatory

Authorised to represent the Applicant

(CAPITAL LETTERS)

Position in Establishment

Signature & Company Stamp

Date Click here to enter a date.

**Name of Engaged Personnel**

Position in Establishment

Signature

Date Click here to enter a date.