# Business START

# Application Form

Version 2.2





**Notes to Applicants**

* This form is to be used by eligible undertakings that wish to benefit from the Business Start Scheme.
* In view that VAT is an ineligible cost, any value entered should exclude VAT.
* This Application Form and any attached documents will be treated as confidential throughout and after the project evaluation process.
* All replies must be clearly explained and substantiated.
* Only electronically filled in 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.
* Further information, as well as information and guidance on the filling in of this application form may be obtained by contacting Malta Enterprise during office hour or by calling 144 or via email on [info@businessfirst.com.mt](mailto:info@businessfirst.com.mt)
* Undertakings seeking support through this measure should submit to Business First the required documentation by not later than **30th October 2020.**
* Malta Enterprise may request further information.

|  |  |  |
| --- | --- | --- |
| 1. Applicant Details | | |
| Macintosh HD:Users:nigelanastasi:Desktop:dots-01.png | | |
| 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 Partnerships and Co-operatives the name outlined in the deed of partnership should be used in this section. In the case of Sole Traders, the name of the sole trader shall be inserted. |  | |
| 1.2 Address of Applicant: | | |
| This section should specify the address of the Applicant. The address inserted here will be used to address any mail correspondence to the Applicant. |  | |
| 1.3 Applicant’s Telephone Number/s: | | |
| The Applicant’s general telephone number/s. |  | |
| 1.4 Applicant’s e-mail: | | |
| The Applicant’s general e-mail address. |  | |
| 1.5 Website (URL): | | |
| The Applicant’s website address. |  | |
| 1.6 VAT Number[[1]](#footnote-1): | | |
| The Applicant’s VAT Number, as per VAT Certificate, relating to the activities funded under the proposed project. |  | |
| 1.7 Legal Form of Undertaking: | | |
| The applicant is requested to list down the legal form (or envisaged legal form) of the undertaking. | | Choose an item. |

|  |  |
| --- | --- |
| 1.8 Registration / Identification Number[[2]](#footnote-2): | |
| The registration number is the official registration number of the co-operative, company or partnership as defined in the Companies Act – Chapter 387 of the Laws of Malta. In the case of Self Employed, this should be the corresponding Identity Card Number. |  |
| 1.9 Start-up Date:: | |
| This is the date, the undertaking was first established. Where applicable this will be the date of registration as defined in the Companies Act – Chapter 387 of the Laws of Malta. In the case of Self Employed, the date the person registered as self-employed with Jobsplus. In case of Co-operatives, the date the co-operative has been registered as per Co-operative Societies Act. | Click here to enter a date. |

## 1.10 NACE Code[[3]](#footnote-3):

**1.10.1 I hereby confirm that the NACE code has been verified with the National Statistics Office Choose an item.**

## 1.11 Key Promoter:

# **2. Business Plan and SWOT Analysis**

**Applicants may opt to fill in Section 2, Annex 3, Annex 4, Annex 5, and Annex 6 or submit a business plan (Annex 7).**

|  |
| --- |
| 2.1 Background |
| The Applicant is required to provide a background description its operations. The information should highlight the Applicant’s main line of business. |
| 2.2 Goals and Objectives |
| The Applicant is required to provide a description of any goals and any project markers along the way to goal achievement. |
| 2.3 Industry Description |
| The Applicant is requested to describe any changes foreseen in the industry, short term and long term and how the undertaking will be poised to take advantage of them. |
| 2.4 Strengths and Core Competencies |
| The Applicant is requested to describe what the major competitive strengths will be. |
| 2.5 Number of employees The applicant is requested to provide an overview of the current employment and how it is envisaged to grow over the foreseeable future |
| 2.6 Management and Organization |
| The Applicant is requested to list down any background experience, skills, and strengths the key personnel bring to the undertaking. The CVs of key personnel should be attached to the application form. |
| 2.7 External Support |
| Provide any information in relation to third parties supporting you initiative. These may be professional advisors, business angles, investors and also other organisations providing technical knowledge and guidance. |
| 2.8 Products and Services |
| The Applicant is requested to describe the products and services that it will be offering and how these are planned to be developed over time. |
| 2.9 Market Research |
| What factors will give the undertaking a competitive advantage? What is the level of quality and pricing/fees of the product or service offered? |
| 2.10 Competitive Analysis |
| The Applicant is requested to use the table below to compare the undertaking with two other significant competitors in the field.   |  |  |  |  | | --- | --- | --- | --- | |  | Applicant in comparison to Market | | | | Factor | Strength | Neutral | Weakness | | Products |  |  |  | | Price |  |  |  | | Quality |  |  |  | | Selection of product/services |  |  |  | | Reliability |  |  |  | | Expertise |  |  |  | | Reputation |  |  |  | | Location |  |  |  | | Product Appearance and Image |  |  |  | | Sales Method |  |  |  | | Advertising |  |  |  | |

|  |
| --- |
| 2.10 Promotion |
| The Applicant is requested to describe the undertaking’s promotional campaign shall be utilised to promote the product/service (if any), including the desired image to project. |
| 2.11 Pricing of product/service |
| The Applicant is requested to describe the method established to set up prices. |
| 2.12 Distribution Channel |
| The Applicant is requested to describe the method of distribution in relation to selling the products/services. |

## 2.13 Innovation

The Applicant is requested to describe the innovative nature of the project with regards to the development of new products and/or services.

## 2.14 Proposed Financing

The Applicant is requested to explain how the project will be financed. This may include funding from own financial resources, new bank loans, and/or State funding.

|  |  |
| --- | --- |
| Source | Value |
| Own financial resources | € 0 |
| New bank loans | € 0 |
| Other sources\* | € 0 |
| **Total Investment** | € 0 |

|  |  |
| --- | --- |
| \* Please specify |  |

|  |
| --- |
| **3. Determination as to whether an undertaking is in difficulty**  3.1. Has the undertaking received any rescue aid and has not yet reimbursed the loan or terminated  the guarantee, or has received restructuring aid and is still subject to a restructuring plan?  **Choose an item.**  3.2 Is the undertaking subject to collective insolvency proceedings or risks being placed in collective insolvency proceedings at the request of its creditors?  **Choose an item.**  3.3 At least some member s of the applicant company have an unlimited liability for the debt of the company (other than an SME that has been in existence for less than three years), where more than half of its capital as shown in the company accounts has disappeared as a result of accumulated losses.  **Choose an item.**  **Annex 9A is to be filled up by Limited Liability Company other than an SME that has been in existence for less than three years.**  **Large Undertakings are requested also to fill in form Section B to D.** **4. Checklist of Documents** |
| Kindly use the following checklist of required documents to ensure that you enclose all the necessary documents. Kindly tick all the documents that you will be submitting together with this Application Form. |
| Application Form completely filled in and duly signed  **Annex 1**: Detailed curriculum vitae of:   1. Key Promoters: The personnel which are contributing to the start-up project through knowledge and experience ; and 2. Individuals involved in the business and holding 25% or more of the shares or voting rights of the undertaking.   **Annex 2:** [Enterprise Size Declaration](http://www.maltaenterprise.com/sites/default/files/support_measures/enterprise_size_declaration_2014-05_0.xlsx)  **Annex 3:** Investment Cost Breakdown\*  **Annex 4:** Profit & Loss\*  **Annex 5:** Balance Sheet \*  **Annex 6:** Cash Flow\*  **Annex 7:** Business Plan  **Annex 8:** JobsplusEmployment History of Self-employed, of Shareholders in case of Companies, and of partners in case of Partnerships\*  **Annex 9:** Declaration of Undertaking in Difficulty (These workings are to be compiled by all applicants except for SMEs that have not been in existence for more than three years).  **Annex 10:** The Memorandum and Articles of association of any undertaking holding 25% or more of the shares or voting rights of the undertaking.  **Annex 11:** List of employees, roles and competencies of the employees engaged with the undertaking.  **Annex 12:** Partnership Agreement signed by a notary (in case of unregistered partnerships).  *\*Self Employed persons who do not engage any employees does not need to present Annex 5, however the Corporation may request it, if necessary.*  *\*\*Malta Enterprise may request that Annexes 3, 4 ,5 & 6 be endorsed by a Certified Public Accountant.*  **\*\*\*Annex 8: Jobsplus Employment History (applicable for self-employed, shareholders of companies and partners in partnership)**  I / we the undersigned, authorise Malta Enterprise to obtain the Jobsplus Employment History directly from Jobsplus for the purpose of processing this Application (enter your details and sign in the table below):   |  |  |  |  | | --- | --- | --- | --- | | **Name & Surname** | **Date of Birth** | **I.D. Card Number** | **Signature** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   For any person whose employment history is required for processing this Application and whose authorisation is not provided as per above table, the Applicant must submit the Jobsplus Employment History together with this Application. |
| **5. 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. **4.1 Cumulation of Aid**  The undersigned declares that the application under this incentive is in line with the terms and conditions set out in 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.  **4.2 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 Measure and Support Division, the Tourism and Sustainable Development Unit (TSDU), Jobsplus, the Malta Council for Science & Technology (MCST), the Regulator for Energy and Water Services (REWS) and 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.   **4.3 Outstanding Recovery Order**  The undersigned confirms that the applicant is not subject to an outstanding recovery order following a previous Commission decision declaring an aid illegal and incompatible with the internal market should be excluded from the scope of this Regulation. |

# **6. Signatures**

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 information given in support of this application is correct to the best of my knowledge.

|  |  |
| --- | --- |
| 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. |

1. If a VAT Number is not yet available it will need to be presented before any aid is granted [↑](#footnote-ref-1)
2. If this information is not yet available it will need to be presented before any aid is granted [↑](#footnote-ref-2)
3. If a NACE Code is not yet available it will need to be presented before any aid is granted [↑](#footnote-ref-3)