# Macintosh HD:Users:nigelanastasi:Desktop:dots-01.pngCooperate for Growth

 Application Form

A signed and scanned application form together with all the requested Annexes may be sent via email on c4g@maltaenterprise.com



 

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **For Office Use Only:** |   |   |   |   |   |
| Reference Number |   |   |   |   |   |
|   |   |   |  |   |   |   |
| Date Received by Malta Enterprise  |   |   |   |   |
|   |   |   | D | M | Y |   |
|   |   |   |   |   |   |   |
|  |  |  |  |  |
|  |   |   |   |   |

**Notes to Applicants**

This form is to be used by eligible undertakings that wish to benefit from the Cooperate for Growth Scheme. All replies must be clearly explained and substantiated. The application form and any attached documents will be treated in confidence throughout and after the project evaluation process.

The Corporation shall reject applications for events scheduled for more than two (2) months from the date of application and any applications received after 31st December 2020.

Prior to filling and submitting this application form, applicants should ensure to have read the Incentive Guidelines which may be downloaded from the Corporation’s website.

All required fields in this application form must be completed as otherwise the application will not be accepted. You will be able to save your progress as you go along.

Only electronically filled in applications forms will be accepted. Should the application be hand-written or should the form 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 the application form may be obtained by contacting the Business First on 144 or the Enterprise Europe Network on info@enterprise-europemalta.com

1. **Applicant Details**
	1. Registered Company Name:
	2. Registered Address:
	3. Legal Form of Applicant Choose an item.
	4. Registration / Identification No:
	5. VAT Number:

1.6 Income Tax Number:

1.7 NACE Code:

1.8 Sector:

1.9 Enterprise Size:

2.0 Contact Details of Applicant:

Name:       Surname:

Designation:       Contact Person:

Email:       Website:

Telephone Number:       Mobile Number:

1. **Please provide us with an overall summary of the Enterprises’s business activity**

**2.1. Event Details**

**Event Website**

**Country where event is taking place**

**Is this a B2B event organised by Enterprise Europe Network?**

 Choose an item.

**Start Date of the Event**

Click here to enter a date.

**End Date of the Event**

Click here to enter a date.

**Insert a Description of the Event**

**2.2. Meeting Details**

**Number of meetings:**

**Name of companies/organisations meetings are to be held with:**

**Country where meetings are taking place in:**

**Date and time of meetings**

**Scope of meeting**

1. **Indicate the benefits that the undertaking will be gaining by participating in the event/meeting, including how participation at this event/meeting will contribute to facilitate the undertaking’s access to foreign markets**

1. **Eligible Cost Items**

|  |  |
| --- | --- |
| **Costs Items**  | **€** |
| Per Diem, Company Representative 1 (Country Rate Multiplied by Number of Days) |       |

1. **Amount of assistance being requested.**

**€**

1. **Single Undertaking Details**

Does the applicant undertaking have at least one (1) of the following relationships with another undertaking?

1. one undertaking has a majority of the shareholders’ or members’ voting rights in another undertaking.

Yes [ ]  No [ ]

1. one undertaking has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another undertaking.

Yes [ ]  No [ ]

1. one undertaking has the right to exercise a dominant influence over another undertaking pursuant to a contract entered into with that undertaking or to a provision in its memorandum or articles of association.

Yes [ ]  No [ ]

1. one undertaking, which is a shareholder in or member of another undertaking, controls alone, pursuant to an agreement with other shareholders in or members of that undertaking, a majority of shareholders’ or members’ voting rights in that undertaking.

Yes [ ]  No [ ]

1. Owns more than 50% shareholding in another undertaking

Yes [ ]  No [ ]

If you replied 'yes' to one or more of the above and one of the linked undertakings has received assistance under *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*, this has to be reflected in the *de Minimis* Form.

1. **Check List**

**The applicant is requested to provide the Corporation with the below documentation to support the application form. Incomplete application will be rejected.**

□ Signed and complete Application Form

□ *De Minimis* Declaration Form

□ FSS/SSC Clearance Certificate

*Attach a certificate issued by the Inland Revenue Department confirming that the application has no liabilities n respect of the Final Settlement System (FSS) and of Social Security Contributions (SSC) or is honouring an agreement for setting any outstanding amounts. The certification should have been issued on in the six (6) months preceding the submission of this application form*

□ Income Tax Clearance Certificate

*Attach a certificate issue by the Inland Revenue Department confirming that the applicant has no liabilities in respect of income tax or is otherwise honouring an agreement for settling any outstanding amounts. The certificates should have been issued on the six (6) months preceding the submission of this application form*

□ Vat Clearance Certificate

*Attach a VAT compliance certificate issued by the VAT department not more than six (6) months before the submission of this application form*

1. **Declarations**
	1. **Personal Data Protection**

|  |
| --- |
| Contact email address of the Data Protection Officer: dpo@maltaenterprise.com |
| The legal basis and purpose of processing:The personal data collected by Malta Enterprise (hereinafter ‘the Corporation) via this written application for the aid and its subsequent processing by the Corporation to evaluate data subject’s request for aid under the Scheme is in line with:1. The Scheme Incentive Guidelines;
2. Article 28 of the Malta Enterprise Act;
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);
4. Data Protection Act, Chapter 440 of the Laws of Maltaand 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).

The legitimate basis to process personal data submitted by the data subject by virtue of his/her written application for aid 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*’. |
| Data retention period:The data collected by the Corporation as submitted by the data subject via this written application for aid 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. |
| 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.

To exercise such rights, you are to submit a written request to the Data Protection Officer via the contact e-mail address.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 this written application for aid;
	2. Lead the Corporation to enforce a recovery of aid granted to the Undertaking as part of this written application for aid, in line with Article 32 of the Malta Enterprise Act.
 |
| Sharing of data where strictly necessary and required by law:For the purpose of processing this written application for aid 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. |
| 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 this written application for aid may be shared with the European Commission.  |
| For any individual aid awarded in excess of €500,000 as part of this written application for aid, 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. |
| 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.  |
| Authorisation to engage with the Corporation on matters related to this application.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 this written application for aid and any subsequent documentation exchanged between the two parties in relation to the same written application for aid.

|  |  |  |
| --- | --- | --- |
| **Name of Legal Entity** | **Name and Surname of Natural Person granted authorisation(1)** | **E-mail address of party granted authorisation(2)** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

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.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 this application) in any communication between the Corporation and the Person granted authorisation as per above table.

|  |  |
| --- | --- |
| **Name and Surname of person giving authorisation:** |       |
| **E-mail address of person giving authorisation:** |       |
| **Signature of person giving authorisation:** |       |
| **Designation:** |  |
| **Date:** | Click here to enter a date. |
| *The person giving authorisation should correspond to the data subject of personal data contained in this application as well as represent the Applicant Undertaking as its legal representative.* |
|  |

 |
|  |

**8.2 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 Article 5 of 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.

**8.3 Double Funding**

The undersigned confirms that there has not been any approval or has not been granted any funding, financing or fiscal benefit in respect to the cost items on which aid is being requested and will not seek funding or fiscal benefits for these cost items through other **National** and/or **European Union** measures. Such schemes may be administered by Malta Enterprise.

**8.4 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.

1. **Declarations**

Name of Applicant (full legal name)

Name and Surname of signatory

authorised to represent the Applicant

Position in Establishment

Signature & Company stamp

 Date Click here to enter a date.