

# MAURITIUS TOURISM PROMOTION AUTHORITY

## Terms and Conditions

### SME Refund Scheme for Tourism Promotion Events including Fairs, Roadshows & Workshops

#### 1.0 SME Refund Scheme

A grant of **Rs 275,000** is provided per year under this scheme to SMEs in the tourism sector for participation in international events including fairs, roadshows, workshops and for marketing and promotional purposes.

#### 2.0 Eligible activities which qualify for SME Refund

- Participation in tourism promotion events such as international fairs, roadshows & workshops, Buyers Sellers Meetings (BSM) and Contact Promotion Programmes (CPP) led by institutions
- Self-participation of SMEs in international fairs / roadshows / workshops
- Companies, Associations, Cooperatives and Entrepreneurs registered with the CBRD, **participating in fairs including in Mauritius (apply for Rodrigues Island only)**

#### 3.0 Who can benefit?

- Small and Medium Enterprises operating in the Tourism Sector and which are registered as Companies with **a turnover not exceeding Rs 100 M**
- Freeport operators with a minimum value addition of 35%
- Cooperatives registered with the Registrar of Cooperatives engaged in tourism related activities.
- Sister Companies engaged in a different line of production with a turnover not exceeding Rs 100 M.

#### 4.0 Eligible expenses for refund under the Scheme

- Cost of Stand for **self-participation** in international fairs, roadshows & workshops.
- Travelling expenses for air ticket **in economy class** from Mauritius to the host country/city (**most economic route will apply**). Travel cost by Train / Coach may also be considered in exceptional cases.
- Accommodation costs (one day prior, during and one day after the event). Hotel accommodation will be as per prevailing rates in cities/countries where the event is being organised.
- Expenses of **only one participant** per Company will be refunded under the Scheme.
- Other expenses will not be considered.

#### 5.0 How to apply?

- Application Form & Claim Form are available on <https://trade.mymauritius.travel/sme-refund-scheme> or by calling at the **Head Office of the MTPA, Level 4, St Louis Street, Port Louis** during normal office hours.
- Applications should be submitted **four weeks** prior to the holding of the event when the event is a regular one and dates are known well in advance. **In such cases late application will not be considered.**
- In exceptional circumstances, where decision for participation / organization of an event is taken at short notice by MTPA, application should be submitted as and when the dates are known.

#### 6.0 Approval Process of Application Received

- Applications are verified to ensure completeness and accuracy.
- Only complete and accurate applications are submitted to the SME Refund Monitoring Committee prior to the holding of the event for approval.
- Thereafter, MTPA informs the applicant about the approval or non-approval of his / her application.
- Subject to the approval of the application, the participant will be allowed to participate in the event / fair and submit claim for refund of authorised expenses incurred upon submission of a claim form with all necessary documents.

## 7.0 Post – Event Reporting

- A post-event report will have to be submitted along with the claim when same is submitted for refund to MTPA.

## 8.0 Refund Mechanism

- Claim for refund should be made on the Claim Form (available on MTPA website) and submitted in person at MTPA upon appointment **within 15 days after the fair / roadshow / event.**
- **Claim which are found in order will be sent to the SME Refund Monitoring Committee.**
- When approval is obtained, all claims are sent to **EDB** for payments.
- Beneficiaries should submit these documents in **originals or computer generated** for both MTPA-Led events and non - MTPA led events as mentioned below.
  - a. **Claim form duly filled and signed by Authorised person (Form available on <https://trade.mymauritius.travel/sme-refund-scheme>)**
  - b. **Stand Cost / Participation Fee / Venue**
    - Original Invoice
    - Receipt for cash payment
    - Bank Proof for Credit Card / Bank Transfer
    - Exhibitor Badges
  - c. **Air Ticket (Most economic route)**
    - Booking of Air Ticket (Itinerary)
    - Air Ticket
    - Invoice
    - Boarding Passes
    - Receipt for cash payment
    - Bank Proof for Credit Card / Bank Transfer
  - d. **Accommodation**
    - Booking of Hotel
    - Invoice
    - Receipt for cash payment
    - Bank Proof for Credit Card / Bank Transfer
    - Proof of Payment (Card / Bank Proof)

### **Two sets of documents need to be submitted as below:**

- I. The first set need to contain all original documents including the claim form.
- II. The second set should contain photocopies of all original document including the claim form

- The SME Refund Monitoring Committee may review all applications and adjust the entitlement of refund if necessary. In case that there is overpayment due to error in calculation or assessment, applicants may be required to refund the amount overpaid.
- The Committee reserves the right to request further information regarding cost incurred before giving its approval for refund.

## 9.0 Other Conditions

- SMEs applying for subsequent participation in event(s), should submit a comprehensive report on the outcome of the previous edition of the same event(s) participated. The report is mandatory and should include information along with proof of confirmed business dealings and any other outcome obtained from the previous participation.
- A Company may not be eligible for refund if no business dealings have been obtained after participation in **four promotional events during a period of two years** since the scheme is in operation. In this respect, the Committee reserves the right to request applicants to submit additional documentary proof or any other clarifications, if necessary.

## 10.0 Non- Compliance

- (a) A request for refund under this scheme shall be deemed to have lapsed if the company fails to participate in the tourism promotion event for which approval has been granted.
- (b) In case the participant provides false, incorrect and misleading information at the time of submitting an application or a claim for refund, the MTPA/SME Refund Monitoring Committee reserves the right to reject the application or the claim.

### **For all additional information on the SME Refund Scheme:**

#### **Please contact:**

<b>Head Office:</b>	<b>Mauritius Tourism Promotion Authority (MTPA)</b>	
	<b>Level 4, St Louis Street, Port Louis</b>	
	<b>Tel No: 203 1900</b>	
<b>Website:</b>	<a href="https://trade.mymauritius.travel/sme-refund-scheme">https://trade.mymauritius.travel/sme-refund-scheme</a>	
<b>E-mail:</b>	<a href="mailto:madhavi@mtpa.mu">madhavi@mtpa.mu</a>	<b>Tel: 203 1924</b>
	<a href="mailto:hema@mtpa.mu">hema@mtpa.mu</a>	<b>Tel: 203 1931</b>

<b>Head Office:</b>	<b>Economic Development Board (EDB)</b>	
	<b>Ground Floor, 7 Exchange Square,</b>	
	<b>Wall Street, Ebene,72201</b>	
	<b>Tel No: 203 3800</b>	<b>Website: <a href="https://www.edbmauritius.org">https://www.edbmauritius.org</a></b>

