



Application Form

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

1. Company Details

Company Name	
Address	
Telephone:	Mobile:
Email	
Contact Person	
Number of employees	
Business Activity	
Business Registration Number	
VAT Registration Number (if applicable)	
Tax Account Number (if applicable)	
SME Mauritius Registration Number (if applicable)	

2. Annual Turnover of the Company

	2020 (Rs)	2021 (Rs)	2022 (Rs)	Expected in 2023 (Rs)
Annual Turnover				

(Please submit a copy of latest available Financial Statements)

3. Details of International Fair / Roadshow / Workshop

Name of Fair / Roadshow / Workshop	
Duration of Fair / Roadshow / Workshop	
Host city/country	
Organiser(s)	
Website of Organiser	
Brief description of Fair / Roadshow / Workshop	
Did you participate in named Fair / Roadshow / Workshop previously?	<div style="display: flex; justify-content: space-around; align-items: center;"> Yes <input style="width: 40px; height: 20px; border: 1px solid orange;" type="checkbox"/> No <input style="width: 40px; height: 20px; border: 1px solid orange;" type="checkbox"/> </div>
What are the reasons for selecting the proposed Fair / Roadshow / Workshop?	

Name and designation of representative attending the Fair / Roadshow / Workshop	
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4. Expected Outcome

Expected number of business contacts established	
Expected number of contracts to be signed (within 6 months)	
Expected total value of contracts	

5. Cost Estimates

Item	Description	Estimated Cost (Rs)
1. Cost of Stand /Participation Fee		
2. Air Ticket in Economy Class (1 representative only) and (Most Economic Route)		
3. Accommodation Cost (1 representative only)		
Total Cost Estimates (Rs)		

I, hereby certify that the turnover of (Company name) is less than Rs 100 M and it qualifies for refund under the present SME Refund Scheme.

I AFFIRM that the information submitted in this application is accurate and complete.

I further undertake to submit the following:

- (a) A post-event report at the time when submitting claim for refund in compliance with **Point 7** of the **Terms and Conditions**.
- (b) A brief of the Fair / Roadshow / Workshop when that Fair / Roadshow / Workshop is not MTPA Led.

Name: _____

Signature: _____

Position held: _____

Date: _____



CHECK-LIST

APPLICATION FORM: (To be filled and submitted with documents as mentioned below)

	Items	Checked	
		Yes	No
Documents to be submitted with the Application Form <u>four weeks</u> before participation	Copy of Certificate of Incorporation From Registrar of Companies or Registrar of Co- operatives		
	Business Registration Card (BRN)		
	Certificate of Registration for VAT or Tax Account Number (TAN No)		
	Tourist Enterprise License		
	Proof of membership to any association (if any)		
	SME Mauritius Card (If Any)		
	Copies of latest Financial Statements for the past 3 years (Audited or Copy submitted to Registrar of Companies)		
	A certified copy of recent list of Company Directors and the Shareholding structure		

CLAIM FORM: (To be filled and submitted with documents as mentioned below)

	Items	Checked
Documents to be submitted with the Claim Form within <u>2 weeks</u> after the events.	Post-Event Report signed by the Managing Director of the company	
	Proof of participation in the fair / roadshow / workshop	
	Original Invoice and receipt for payments for the declared expenses + Proof of Payments	
	Proof of travelling (Original Invoice & Receipts of air fare, Original Boarding pass/copy of passport) + Proof of payment	
	Original Invoice & Receipts for Accommodation Costs + Proof of Payment	
	Cost Breakdown (Annex 1 of the Claim Form)	
	Outcome of participation (Annex 2 of the Claim Form)	