

MAURITIUS TOURISM PROMOTION AUTHORITY

Terms and Conditions

SME Refund Scheme for Tourism Promotion Events including Fairs & Roadshows

1.0 SME Refund Scheme (SRS)

A grant of Rs 200,000 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 for grant

- Participation in tourism promotion events such as international fairs, Buyers Sellers Meetings (BSM) and Contact Promotion Programmes (CPP) led by institutions
- Self-participation of SMEs in international fairs and roadshows
- Institution Led visits to technology fairs

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 50M
- 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 Rs50 M.

4.0 Eligible expenses for refund under the Scheme

- Cost of Stand for self-participation in international fairs
- Travelling expenses for air ticket **in economy class** from Mauritius to the host country/city (direct route will apply). Travel cost by Train / Coach may also be considered.
- 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?

- Enterprises should make prior registration by filling and submitting their Application Form available on **www.tourism-mauritius.mu** 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 **six 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. Post-dated application will not be considered.

6.0 Approval Process of Application Received

- All applications will be processed by MTPA within a period of 15 days.
- Applications are then submitted to the Project and Evaluation Committee **one month** prior to the holding of the event for approval with the understanding that all documents have been submitted on time by the applicant.
MTPA will then inform the applicant about the approval or non-approval of his / her application at least one week before the starting date of the event.
- Subject to the approval of the application, the participant will be allowed to participate in the event / fair and submit claims for refund of expenses thereafter.

7.0 Post – Event Reporting

- A post-event report will have to be submitted at the time when the claim 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.
- Refund of expenses would be effected by **EDB** upon receipt of documents from MTPA within 30 days after submission of claims provided **all** relevant documents are in order.
- Beneficiaries should submit the following documents in **originals or computer generated (as and when required)** when no original is available for both MTPA-Led events non - MTPA led events.
 - a. **Claim form duly filled and signed by Authorised person (Form available on <https://www.tourism-mauritius.mu/trade/en-uk/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 Project Evaluation and Monitoring Committee may review all applications and adjust the entitlement of refund if necessary. In the event 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 prior to disbursement of 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 six promotional events during a period of three 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:

Head Office:	Mauritius Tourism Promotion Authority (MTPA) Level 4, St Louis Street, Port Louis Tel No: 203 1900
Website:	http://www.tourism-mauritius.mu/trade/en-uk/sme-refund-scheme
E-mail:	madavi@mtpa.mu and hema@mtpa.mu

Head Office:	Economic Development Board (EDB) 10th Floor, One Cathedral Square Building 16 Jules Koenig Street, Port Louis Tel No: 203 3800	Website: https://www.edbmauritius.org
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