

Equipment and Machinery Scheme Implementation Guide

The guide is intended to provide a quick overview of the key implementation requirements of a project. The full requirements of the scheme are detailed in the Guidance notes available on www.fondi.eu

Projects should be concluded **within 3 months** from the starting date set in the Grant Agreement and by such date, the Beneficiary must ensure the following:

- The Investment has been procured, delivered, and is fully operational
- All expenditures is incurred, invoiced, and fully paid
- All relevant licenses are in place

Extensions may be granted, upon a justified request and shown progress, up to the end date of the scheme; 31 December 2023.

Purchasing the Equipment

With the application you would have submitted a list of technical specifications of the items required together with **at least 3 comparable quotations** compliant with those specifications. Upon the signature of the agreement, you can go ahead and purchase the required item from the quotations presented with the application and accepted by MSD. Reimbursement will be pegged to the amount of the cheapest quotation provided and accepted or the invoice amount whichever is the lowest.

• *Send confirmation e-mail to selected supplier*

• *Obtain invoice*

• *Effect payment through recorded means (not cash); obtain receipt.*

• *Inventory and Photographs of items and their serial numbers*

Publicity

As a beneficiary of EU funds, you are responsible for ensuring proper visibility of the interventions assisted through this Grant Scheme. Permanent commemorative plaques, in line with the requirements set out in the Guidance Notes, shall be installed, within 1 month from the completion of the investment project in a prominent site within the premises that is accessible to the general public, such as the reception area.

Claim for Reimbursement

Beneficiaries may present a claim for reimbursement upon completion of the project. The claim should be accompanied by the following documents:

- **An updated Compliance Certificate/s issued by the Commissioners for Revenue (CfR)** covering Income Tax, VAT, and Final settlement and Social Security Contributions, issued not earlier than one month from the date when a respective claim for reimbursement is presented to the MSD.
- Copy of agreement with supplier/confirmation email to supplier
- Copy of the invoice issued by the supplier
- Copy of fiscal receipt issued by the supplier (*where a tax invoice is not provided*)
- Copy of Proof of Payment (*Copy of bank transfer payment/bank cheque encashment image*)
- Copy of Bank Statement identifying the transaction/s **certified by a Certified Public Accountant**
- Copy of Separate Ledger Account or Record showing full details of expenditure
- Copy of Inventory (*as per [provided template](#)*)
- Copy of warranties (*if applicable*)
- Photographic Evidence (*of procured items; serial numbers and publicity*)
- Beneficiary Financial Identification Form
- Supplier Detail Form (*in those cases where bank account details of the supplier are not included in the invoice*)
- Statement signed by the **Authorized Representative**, specifying that:
 - i. The expenditure to implement the action was incurred by the undertaking and was not reimbursed or may be recoverable through other sources
 - ii. The expenditure satisfies the conditions that are outlined in the Grant Agreement
 - iii. The output (investment) is in place and set in operation within the duration of the project period being the timelines outlined in the Grant Agreement
 - iv. The beneficiary has ensured that any rules governing the accumulation of aid have been respected.

MSD may request further documentation where and as necessary and the reimbursement request will only be processed once the IB is satisfied that the proposed investment has been carried out, is operational, and is in line with the GA and pertinent regulations, rules, and guidelines.

It is the beneficiary's responsibility to ensure that reimbursement requests, including all the required supporting documentation, are submitted to the IB **by not later than 30th September 2023**, or on a later date as identified by the IB.



Measures and Support Division
The Oaks Business Centre, Block B
Farsons Street
Hamrun HMR1325

Tel: 25552635
Email: msd.eufunds@gov.mt
www: www.fondi.eu