



**GOVERNMENT  
OF MALTA**

MINISTRY FOR THE ECONOMY,  
EUROPEAN FUNDS AND LANDS

PARLIAMENTARY SECRETARIAT  
FOR EUROPEAN FUNDS



EU funds  
for Malta  
2014-2020

# Business Enhance ERDF Grant Schemes SME Internationalisation Grant Scheme Notes to Applicants

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## Introduction

The Measures and Support Division (MSD) has been designated by the Managing Authority (MA) as an Intermediate Body (IB) responsible for administering European Regional Development Fund (ERDF) Grant Schemes through the implementation of Support Measures under the 2014 – 2020 programming period.

The SME Internationalisation Grant Scheme is an aid scheme under the Business Enhance ERDF Grant Schemes initiative designed to address the needs identified in the Operational Programme I “*Fostering a competitive and sustainable economy to meet our challenges*” as approved by Commission Implementing Decision C (2014) 9966 Final dated 15 December 2014.

This scheme falls under Priority Axis 3 of Operational Programme I, more specifically:

- Investment Priority 3a - *‘Promoting entrepreneurship, in particular by facilitating the economic exploitation of new ideas and fostering the creation of new firms, including through business incubators’*; and
- Specific Objective 1 - *‘Creation of employment opportunities through the provision of infrastructure, financial incentives as well as support services’*.

## Scope of Document

This document is aimed at assisting applicants in the compilation of the application form and its submission. Prospective applicants are expected to have read these Notes to Applicants together with the:

- Guidance Notes for the SME Internationalisation Grant Scheme; and
- Guidelines for Implementation issued by the IB.

## Call for Applications

The SME Internationalisation Grant Scheme shall be administered through a demand driven basis (open rolling call) with periodical cut off dates. Eligible Undertakings may apply whenever they identify a need that may be assisted under this Grant Scheme.

The IB shall publicise the calls through various media including local newspapers, websites and other media sources. In order to ensure the widest visibility possible, the IB will collaborate with stakeholders, particularly representatives of the business community, and

other Government Entities when publicising the call for applications. The IB will also organise information sessions for prospective applicants, where information regarding the schemes, eligibility criteria and the application process will be given.

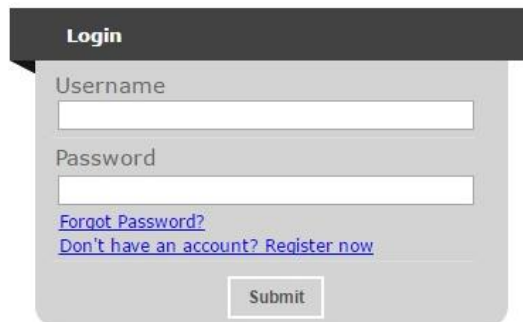
## Application Process

Applications may only be filled in and submitted online through the SFD 14-20 application portal. It is important to note that the online Application Portal is customised to work best with the Google Chrome browser.

## Registration and access to the online SFD 14-20 Application Portal

In order to apply, one must first register to the online SFD 14-20 application portal, accessible through: [www.sfd.gov.mt/application](http://www.sfd.gov.mt/application). This process needs to be conducted by the person who will be developing the application on behalf of the Applicant Undertaking. This could either be an individual from within the Undertaking, e.g. an employee / Director / Legal Representative or the Applicant himself / herself in the case of Sole Trader / Self-employed, or an expert entrusted by the Undertaking for this purpose.

A registration window appears on screen as shown in Figure 1.



**Figure 1: Registration Window**

**First-time Registrants** need to register by clicking the “**Don’t have an account? Register now**” link. (Refer to Annex I “Registering for the first time” of this document for a more detailed step-by-step guide.)

**Registered users** can access the SFD 14-20 application portal by inserting their username and password details. (Refer to Annex II “Accessing the system” of this document for a more detailed step-by-step guide).

A user's **password can be changed** (if forgotten) by clicking on the "Forgot Password?" link. (Refer to Annex III "Requesting a change in password" of this document for a more detailed step-by-step guide).

Following registration, users can fill in and submit an online application form.

**The Applicants' user credentials should not be shared. The system will not allow multiple users to login to the same account at the same time. For security reasons, if multiple users attempt to login to the same account at the same time the account will be disabled.**

## Choosing the correct Call

Once the user account has been successfully created, the user will be directed to log into the System. After logging in, the user will be directed to the *home screen* (shown in Figure 2) and will receive an email containing the User Login and a link to activate the account.

Open Calls	Programme	Start Date	End Date	
Call 1 – SME Internationalisation Grant Scheme	OPI – Fostering a competitive and sustainable economy to meet our challenges.	10/10/2016 08:00:00	31/12/2020 23:59:00	New Application
Call 1 – SME Diversification and Innovation Grant Scheme	OPI – Fostering a competitive and sustainable economy to meet our challenges.	10/10/2016 08:00:00	31/12/2020 23:59:00	New Application

Call	Programme	Project	Reference	Confirmed	
Call 1 – SME Internationalisation Grant Scheme	OPI – Fostering a competitive and sustainable economy to meet our challenges.	Project Title			View
Call 1 – SME Diversification and Innovation Grant Scheme	OPI – Fostering a competitive and sustainable economy to meet our challenges.	Project Title			View

**Figure 2: Home Screen**

The Home Screen is divided into two sections. The upper section lists the **Open Calls**, and includes a **'New Application'** button. Once the correct call has been identified, in this case it would be 'Call 1 – SME Internationalisation Grant Scheme', the user is to click the **'New Application'** button to continue to the actual application form.

The lower section of the home screen contains the details of any application forms that would have been previously created by the user. For new users, the lower section will appear empty as there would be no application forms created yet.

Once an application form is created, the 'View' button found on the homepage, will allow the Applicant to access the respective application form. It is relevant to point out that the system will allow the user to submit more than one operation under any open call. In such cases, the user should click on the relevant **'New Application'** button to create an additional application form if/and when required.

Once the button 'New Application' is clicked, a new application is generated and a page as shown in Figure 3 opens up.



**Figure 3: Selection of Priority Axis**

This section will request the user to select the relevant **Priority Axis (PA)** and insert the **Project Title** and **Project Summary** accordingly.

The user is to click the **radio button** next to the available **Priority Axis**, in this case this would refer to **'PA 3 – Enhancing Malta's competitiveness through investment in SMEs'**.

**The Project Title is to be created by the user.** The **Project Title** should be a concise description of the operation, and suitable to be retained as the permanent operation name. Ideally this should not be longer than ten (10) words. **Note: Once the 'Create' button has been clicked the field 'Project Title' cannot be amended.**

**The Project Summary** should be a short non-technical description of the proposed operation. This section will serve as a summary of the operation and therefore the information should be self-explanatory.

The **"Create"** button will allow the user to proceed to the next step. Once this button has been clicked the information is saved in the system.



There are also two icons at the top-right corner of the screen. These icons are visible in all of the application form screens. The 'Home' button will direct the user back to the home screen. The 'Person' button will give users the option to either change the password or sign out.

Should ICT technical support be required, kindly contact the MSD Unit on 25552635 or [msd.eufunds@gov.mt](mailto:msd.eufunds@gov.mt).

# Step by Step Guidelines to complete an Application Form

## Section 1: Executive Summary

The Executive Summary (shown in Figure 4) is a collection of general data that reflects the operation at a glance.

### 1.1 - Executive Summary

Executive Summary					
Call	1				
Scheme	SME Internationalisation Grant Scheme				
Priority Axis	PA 3 Enhancing Malta's competitiveness through investment in SMEs.				
Project Title	Project Title				
Project Summary	Project Summary				
Start Date		End Date			
Grant Requested					
Amount of Public Funding needed for the Project					
0					
Total Financial Plan					
Eligible	0	VAT Eligible	0	Total Eligible	0
Non Eligible	0	VAT Non Eligible	0	Total Non Eligible	0
				Total	0
Total Gozo Contribution Financial Plan					
Eligible	0	VAT Eligible	0	Total Eligible	0
Non Eligible	0	VAT Non Eligible	0	Total Non Eligible	0
				Total	0

Figure 4: Executive Summary

This section is cross-referenced with other fields in different sections of the application form. This means that **they will be automatically populated** by the system once the relevant fields of the application form have been filled in by the user. In fact, all the fields in this section, **apart from the 'Project Summary' field**, are all greyed out and therefore no input of data will be needed in this section.

The **Call** field will automatically show the **reference** of the respective call for applications.

The **Scheme** field will automatically show the title of the scheme - **SME Internationalisation Grant Scheme**.

The **Priority Axis** field will automatically show the title of Priority Axis 3 – **PA3 Enhancing Malta’s competitiveness through investment in SMEs.**

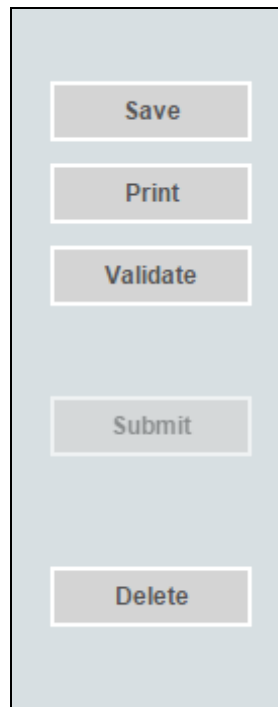
**Project Title** will automatically show the title of the operation as created by the user previously.

**Project Summary** will automatically show the summary of the operation as created by the user previously. This is the only field of the Executive Summary that can be amended in this section.

**Project Start Date** refers to the date when the operation is envisaged to start (excluding drafting of the application form). This start date will be a provisional start date, as activities can only start after the signing of the Grant Agreement. This field will be automatically filled in by the system once the Applicant has completed **Section 4 – Financial Plan.**

**Project End Date** should reflect a realistic timeframe for the implementation of the operation and should not exceed 12 months from the date of the operation start date, by which date all activities are to be completed. This field will be automatically filled in by the system once the user has completed **Section 4 – Financial Plan.**

On the right hand side of the application form, Applicants will find 5 different function boxes: **Save, Print, Validate, Submit and Delete.**



**Figure 5: List of Function Options**

It is important to note that **'Saving'** the document does not mean that the application form has been submitted to the IB, but only that the information has been stored on the system. This means that the application form can be still updated/amended until the final version is submitted. If the user decides to sign out of the application form at any stage, the data which would have been saved will be retained. When the user decides to commence with completing the application form, by clicking the 'View' button in the homepage, the user will be redirected to the 'Executive Summary' section, which is the first section of the application form.

The **'Print'** function will allow the user to print the section that they are viewing. This will allow users to distribute the data internally without having to provide their credentials to third parties. **(Refer to Annex IV for further details on how to export the Application Form in excel, word or PDF).**

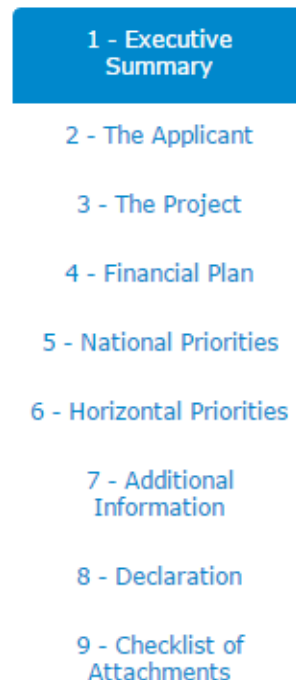
On the other hand, the **'Validate'** button should be used when the user wants to verify sections of the application form that have been completed. In order to confirm that the application form is being correctly filled in, it is recommended that sections are validated as soon as all the necessary information has been inputted. When the fields of the application

form are filled in incorrectly, or data is missing, upon clicking the 'Validate' button an error notification will appear at the top of the page. The error notification will specify what the error is so that the user can rectify and save accordingly. Therefore, when filling in an application in different stages, the user will be prompted by an error if the 'Validate' button is clicked, as there would still be sections not yet filled in the full application form. If no errors are given, then the information inputted can be considered to be correct. Users are reminded that any changes made to a previously validated section will need to be re-validated.

The '**Submit**' button will only be activated once all the sections have been validated. This function will result in the application being submitted for evaluation.

The '**Delete**' button will result in the permanent removal of an application from the SFD application.

On the left hand side of the application form, the user finds a list of all the sections of the application form. The user can navigate between the different sections by clicking the links shown in Figure 6.

- 
- 1 - Executive Summary
  - 2 - The Applicant
  - 3 - The Project
  - 4 - Financial Plan
  - 5 - National Priorities
  - 6 - Horizontal Priorities
  - 7 - Additional Information
  - 8 - Declaration
  - 9 - Checklist of Attachments

**Figure 6: List of Application Sections**

## Section 2: The Applicant

This section refers to the Applicant Undertaking that is seeking assistance through the Scheme.

Section 2 consists of three (3) sub-sections which are described in further detail below:

### Section 2.1: Applicant Details

#### 2.1 - Applicant Details

Applicant Details	
Legal Name of Applicant	<input type="text"/>
Authorized Representative	<input type="text"/>
ID No.	<input type="text"/>
Email Address	<input type="text"/>
Legal Form of Enterprise	<input type="text" value="Select an Option"/>
Registration/Identification No.	<input type="text"/>
Date established	<input type="text"/>
Address	<input type="text"/>
Post Code	<input type="text"/>
Phone number	<input type="text"/>
Vat Number	<input type="text"/>
Website address	<input type="text"/>
Project Manager	<input type="text"/>
I.D. No.	<input type="text"/>
Position within Organisation	<input type="text"/>
Phone number	<input type="text"/>
Email Address	<input type="text"/>

**Figure 7: Applicant Details**

The section 'Applicant Details' is shown in Figure 7 and the respective data fields are to be filled in by the user as follows:

**Legal Name of Applicant** – The Applicant is to enter in this section its legal name that is:

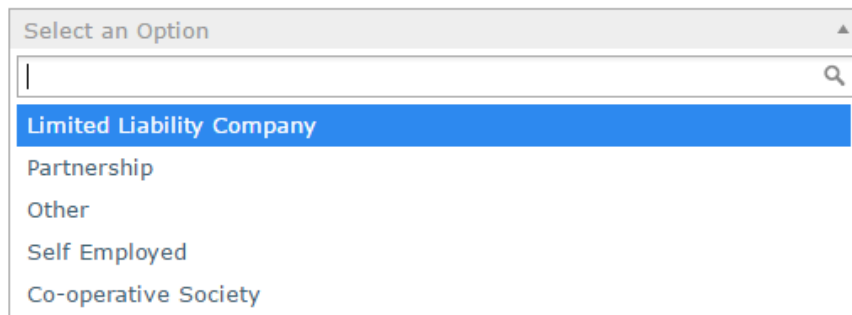
- Limited Liability Companies – the name as defined in the Memorandum of Articles of Association;
- Partnerships and Co-operatives - the name outlined in the deed of partnership should be inserted in this section; and
- Sole trader/Self-employed persons - are to insert the name of the same self-employed person.

**Authorised Representative** – The Authorised Representative is an individual appointed by the applicant Undertaking to enter into agreements on its behalf as outlined in the Memorandum of Articles of Association or pursuant to a Declaration of the Board of Directors. In cases where the Authorised Representative is not the person identified in the latest Memorandum of Articles of Association deposited with the Registrar of Companies and is instead nominated through a declaration, a copy of this Declaration is to be uploaded in **Section 9 of the Application Form**. In the case of Sole traders/Self employed this should be the name of the same self-employed person.

**ID number** – The identification number of the Authorised Representative is to be inserted. Do not include any characters other than **Numbers and one letter**.

**e-mail Address** – The e-mail address of the Authorised Representative is to be included.

**Legal Form of the Enterprise** – The user is to choose one of the options provided in the drop down menu (see Figure 8).



**Figure 8: Legal Form of the Enterprise**

If the user chooses **'Other'**, then the Legal Form of the enterprise is to be specified in the respective field.

**Registration/Identification Number** – The Registration/Identification Number is the official registration number of the company or partnership in terms of the Companies Act, Chapter 386 of the Laws of Malta or the respective legal framework under which the applicant enterprise is registered. In those instances where the Applicant is not registered under Chapter 386 of the Laws of Malta, the user is to upload the legal document constituting the Enterprise under **Section 9 of the Application Form**. **Sole Traders/Self Employed** should enter their Identity Card Number.

**Date Established** – The user is to specify the Date of Establishment of the enterprise through the following:

- a) for limited liability companies, the Establishment Date shall be the date of registration with the MBR;
- b) in the case of self-employed, shall be considered to be the date the person registered as a self-employed person with Jobsplus;
- c) in the case of partnerships, the establishment date shall be considered to be the date of the deed establishing the partnership;
- d) in the case of associations the date of the Statute establishing the association.
- e) In the case of co-operatives, the establishment date shall be considered as the date of the registration of the co-operative with the Co-operatives Board.
- f) In the case of others, the establishment date shall be considered as the date of registration of the organisation in terms of the applicable law of its establishment.

**Registered Address** – The user is to insert the registered address of the enterprise.

**Post Code** – Insert the respective Post Code.

**Phone Number** – Insert the phone number of the enterprise.

**VAT number** – Insert the VAT number of the enterprise.

**Website address** – Insert the website address of the enterprise. In case the enterprise **does not** have a website, kindly input 'Not Applicable' in the field.

**Project Manager** – The Project Manager is the person responsible for the implementation of the operation. Only **ONE** Project Manager can be responsible for the operation at any one time, even if the operation is composed of different activities.

**ID number** - The identification number of the Project Manager is to be inserted.

**Position within Enterprise** – The user must provide the Project Manager's position within the enterprise. In case the Project Manager is someone external to the applicant enterprise, then this is to be specified accordingly.



**Phone number** – Enter the contact number of the Project Manager.

**E-mail address** – Enter the e-mail address of the Project Manager.

**Confirmation by Applicant**

**Users are to note that when Section 2.1 is filled with the relevant details and validated, a notification email shall be sent to the Applicant to confirm the application. Unless the Applicant confirms the application, the system will not enable submission of the application.**

The Applicant needs to indicate the **Size of Undertaking**. The Size of the Undertaking is based on Annex I Commission Regulation (EC) No 651/2014 of 17 June 2014. The regulation can be found here:

<http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1404295693570&uri=CELEX:32014R0651>

For more detailed information one may access the online '**User guide to the SME definition**' from

[http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index\\_en.htm](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm)

Basing on the aforementioned regulation, users are to primarily determine the Linked and Partner enterprises and subsequently fill in the details of the respective enterprises accordingly as shown in figures 9 and 10. If any of the Linked and Partner enterprises is represented by either a Trustee or Fiduciary, a declaration by each Trustee or Fiduciary is to be uploaded in **Section 9 of the Application Form**. Any Linked and Partner enterprises listed in the declarations provided by the Trustee or Fiduciary are to be listed together with the other Linked and Partner Enterprises. Should one need more space where to add any Linked and/or Partner enterprises one can do so by clicking on the 'Add another enterprise' button under the respective tables.

In case an Applicant is an Autonomous Undertaking, the user is to insert the words 'Not Applicable' in the first row of the respective tables and a '0' under the column 'Shareholding %'. This will enable the proper saving and validating of data.

Enterprise Name	Registration Number
CRK Ltd.	C99999

Add an enterprise

**Figure 9: Linked Enterprises**

Enterprise Name	Registration Number	Shareholding %
CRK Ltd.	C99999	25

Add an enterprise

**Figure 10: Partner Enterprises**

One needs to then determine the size of the Undertaking by calculating the Headcount, Turnover and Balance Sheet Total of the Applicant enterprise. This should be done by following the steps explained in the 'User guide to the SME definition'. For easier reference an excel sheet has been created to assist in determining the Size of the Undertaking and this can be accessed from:

<https://businessenhance.gov.mt/Publications.aspx?tEOCdQZCROIXrrVIEzwN+IIUwU+CysZq>

The table below also acts as a guideline on how the Undertaking size can be determined.

Company category	Staff headcount	Turnover	or	Balance sheet total
Medium-sized	< 250	≤ € 50 m		≤ € 43 m
Small	< 50	≤ € 10 m		≤ € 10 m
Micro	< 10	≤ € 2 m		≤ € 2 m

Following these workings, the user is to then select one of the options from the list provided (refer to Figure 11) to specify the size of the Undertaking.

**In line with the provisions of the above quoted EC Regulation, the Undertaking is:**

Select an Option

- Micro Enterprise
- Small Enterprise
- Medium sized Enterprise

**Figure 11: Size of Undertaking**

Following the completion of this segment the user must save the application form by clicking on the **'Save'** button found on the right hand side of the screen in order to populate the drop down function found in the next question.

**It is essential for all the fields in this section to be completed for the validation to go ahead.**

Applicants are to provide a copy of the **Audited Financial Statements and/or the Management Accounts** dated within the two financial years prior to the year of submission of the application for the applicant enterprise and all the linked and partner enterprises as specified in the Guidance Notes for the Grant Scheme:

- Audited Financial Statements and/or the Management Accounts dated within the two financial years prior to the year of submission of the application in relation to the applicant and the linked and partner enterprises. No documents would need to be submitted if a copy of these documents as outlined hereunder is already deposited with the Registry of Companies.

With the respect to the last financial year, the applicant enterprise is to submit a copy of the detailed (not abridged version) of the Audited Financial Statements or the Management Accounts (Profit & Loss Statements/Income Statement and Balance Sheet/Statement of Assets and Liabilities) certified by a Certified Public Accountant. The abridged version may be submitted with respect to the previous year.

In the case of linked and partner enterprises with an obligation to present Audited Accounts/Annual Accounts at the Registry of Companies in terms of the Companies Act (Chapter 386 of the Laws of Malta) no documentation need to be presented subject to the condition that the last Audited Accounts/Annual Accounts declared are not earlier than for the two financial years prior to the year of submission of the application.

In the case of linked and partner enterprises without a legal obligation to prepare financial statements the Management Accounts (Profit & Loss Statements/Income Statement and Balance Sheet/Statement of Assets and Liabilities) certified by a Certified Public Accountant.

In the case of a Start-up established not over 2 years from the date of application not having the above documentation, a Profit & Loss Account/Income Statement, Cash Flow Projections and a Balance Sheet/Statement of Assets and Liabilities certified by a Certified Public Accountant.

In the case of a Sole Trader/self-employed a copy of the Income Tax Return for the last two years certified by a Certified Public Accountant.

Where required, accounts are to be uploaded through the **Enterprise Accounts** form found at the end of section 2.1.

In order to upload accounts, one is to first select whether the accounts that are going to be uploaded are for the Applicant, or for a Linked or Partner enterprise. The relevant Enterprise names will be then made available in the dropdown list and the appropriate Enterprise is to be chosen accordingly. This dropdown list is populated from the information provided earlier in section 2.1. The accounts files are then to be uploaded by clicking on the Choose File button which will open a window through which the documents can be uploaded. One should note that the annual accounts should be saved in one *.pdf* document or in a *zip* file. When the information has been filled and the correct accounts files chosen, the User can then choose to save the information by clicking on the 'Save Account' button found on the bottom left of the form. When one is to upload the accounts for both years, choose Accounts 1 for the first year and Accounts 2 for the second year respectively then save the information for both files at the same time. Once the form has been saved, one can add the account details of additional linked or partner enterprises by redoing the process.

In order to delete any previously saved entries one must first select the saved entry and then click on the 'Remove Account' button found at the bottom of the form. It is important to be sure before deleting entries as any deleted entries will not be recoverable.

In order to clear the form from any details entered before saving, one can click on the 'Clear' button which is found on the bottom right of the form.

Alternatively, to change a single uploaded file simply click on the respective Enterprise Name, once the entry is highlighted in blue click on the 'Choose file' button where the original file was uploaded, the line will still read 'No file chosen' as this does not reflect previously uploaded documents, however, you can still upload the new file which will replace the previously uploaded one. Once the new file has been chosen click on the 'Save account' button. To check whether the new file was uploaded click on the respective Enterprise Name, once the entry is highlighted in blue click on the 'View' document button next to either Accounts 1 or Accounts 2, depending on where the document was uploaded. The saved file will be downloaded to your pc.

Enterprise Accounts	
Enterprise Name	Enterprise

Enterprise  Applicant  Linked  Partner

Enterprise Name

Attach Accounts 1  No file chosen

Attach Accounts 2  No file chosen

**Figure 12: Enterprise Accounts**

### Section 2.2: Applicant's core business activities

**NACE Code** – The user is to insert the digits of the NACE code describing the commercial activity of the enterprise. As shown in the Sample Application Form, the Applicant needs to define the ‘class’ which is identified by the four-digit code. The four digit code is split into two parts by a full stop (.) Eg. 55.10.

In those cases where applicants have more than one activity, the Applicant should determine its core business activity and insert the respective NACE code. The principal activity of a statistical unit is the activity which contributes most to the total value added of that unit. Automatically, the respective description of the activity linked to the particular NACE code will show in the space provided.

Applicants may seek guidance on determining their NACE code for the activities of their enterprise by contacting the Business Register at the National Statistics Office (NSO).

**NSO Business Register:**  
 Tel: 2599 7359  
 E-mail: br.nso@gov.mt

In this section, one is to provide further details on the core business activities in which the enterprise is engaged in, and provide a background description of the enterprise and its operations. (Max 5,000 characters)

### Section 2.3: Extent of Internationalisation

Applicants are to determine the extent of internationalisation of the Undertaking and their presence in international markets. For example, one can identify the extent of business in foreign countries, the market share of the Undertaking's business originating from international clients.

### Section 2.4: Past Investment Initiatives

In this section, one is to indicate whether the Applicant has or is currently implementing any investment initiatives. These may include operations funded through public sources such as EU and National funds, or privately funded operations. In providing details of such initiatives, the user should only include initiatives implemented within the past **5 years** (from date of application). The user is to provide all relevant details as shown below.

**Past Investment Initiatives**

Title of Investment	Source of Financing	Project Outcome	Total Investment Cost €

Title of Investment

Description of the Investment

Source of Financing

Total Investment Cost €

Project outcome

**Figure 13: Past Investment Initiatives**

Applicants are to insert data in the lower fields (See figure 13). The data to be inputted includes the **“Title of Investment”**, **“Description of the Investment”**, **“Source of Financing”**, **“Total Investment Cost €”** and **“Project Outcome”**. The upper fields are cross referenced and

will be automatically filled in once details are inserted in the lower fields and the “**save experience**” button is clicked.

There is no limit to the number of initiatives that can be recorded in the system. This is described in more detail below.

This section provides three buttons with the following functionalities: to **save the experience**, to **remove the experience** and to **clear the text**. Their function is explained below:

- The ‘**Save Experience**’ button will allow the Applicant to save the data that was inserted in the lower part of the section. Once the button is clicked, the relevant information will also appear in the upper part of the section. After clicking the ‘Save Experience’ button applicants can re-do the process to add additional experiences.
- The ‘**Remove Experience**’ button will allow the Applicant to remove details of any experiences which might have been saved in the system. Applicants should be careful using this functionality because any deleted record cannot be retrieved. In order to remove an experience the Applicant must click on the enterprise’s name (on the upper part of the section) and then click on the ‘Remove Experience’ button at the bottom.
- The ‘**Clear**’ button has two functions:
  - a) Pressing clear when data is inserted in the fields but is not saved will clear such fields automatically
  - b) If the Applicant selects any of the already saved experiences, by pressing clear, the selected experiences will be removed.

A **blank entry** signifies that the Applicant has **no previous experience in the implementation of investment initiatives**. This section may be left blank, however, if any details are inserted all fields will become mandatory.



## Section 3: The Project

### Section 3.1: Project Details

This section introduces the Applicant Undertaking to the operation itself. The application will automatically show the Specific Objective that the call is tied to as shown in figure 14.

Specific Objectives	
Specific Objectives	
<input checked="" type="checkbox"/>	Nurture the growth potential of SMEs at a regional, national and international level through the provision of infrastructure, access to finance as well as supporting services.

**Figure 14: Specific Objective**

#### Location of operation

The user is required to specify the **address** where the proposed intervention will take place. In this regard, the address identifies where the operation will be implemented and not the location of the International Business Promotion Fair. The address and post code are to be inserted in their respective fields, whilst one option from 'Malta' or 'Gozo' is to be selected from the provided options.

Kindly provide the address where the proposed project will take place:

Address

Post Code

Region  Malta  Gozo

**Figure 15 – Project Address**

#### *Section 3.1.1: Proposed Investment Initiative*

In this section one needs to specify the outcome of the initiative being proposed and for which assistance is being sought. This is where the name and location of the International Business Promotion Fair will be specified. In line with the Business Plan and respective Business Case, the user, is to identify why the Applicant has chosen to participate at this fair, what this operation intends to achieve and how the enterprise will benefit from this action. (Max 5,000 characters)

### **Impact on enterprise should funding not be secured**

Describe how the Undertaking would be affected if the operation funding is not secured. The user may refer to examples such as, amongst others, the eventual downsizing of the operation, the possibility of implementing the planned activities over a lengthier timeframe by postponing the action, therefore participating at a later date, or opting not to implement this action, thus not participating in the identified International Business Promotion fair altogether. (Max 5,000 characters)

### **Section 3.2: Project Excellence**

The Applicant is to describe the excellence of the operation by **describing the main characteristics of the proposed project**, in terms of:

**a. The holistic nature of the project.**

Specify how the proposed initiative is **holistic in nature**, outlining the synergy between the different activities to be undertaken through the operation and any other complementary activities. Applicants must demonstrate how the proposed operation fits in the Undertaking's overall business strategy, and the extent to which this is addressed by the operation. (Max 5,000 characters)

**b. The level to which the project seeks to maximise the potential of internationalisation.**

One should describe the extent to which the operation seeks to exploit the potential of the Undertaking by optimising networking opportunities, and securing or strengthening its presence in the global market by attending the International Business Promotion fair through this operation. One is to use data from the Business Plan and Business Case to highlight the state of preparedness of the Undertaking to take up internationalisation initiatives through its business model. (Max 5,000 characters)

**c. How ambitious the project is and if it is addressing an identified gap in the market for the specific sector.**

Applicants should indicate the extent to which the operation will be addressing gaps in the enterprise's specific sector. Using data from the Business Plan and Business Case the user should focus on the novelty of the concepts and new approaches to be introduced by the

operation and identify the potential benefit to the sector following an increase in internationalisation. Also one should specify how ambitious the proposed activities are in relation to tangible objectives. (Max 5,000 characters)

### **Section 3.3: Project Impact and Sustainability**

In this section the applicant should outline the operation's impact on the enterprise in terms of:

**a. Potential future growth and sustainable economic viability leading to long term market resilience.**

One must describe how the operation will impact its potential **future growth** and the **sustainable economic viability** of the enterprise. Applicants should make reference and extract information from the business plan, with reference to timelines, projections, etc. (Max 5,000 characters)

**b. Retention of present employment and potential future increase in employment.**

In this section describe the impact that the operation will have on the **retention of current jobs** in the enterprise and the **potential to create new job opportunities**. Reference should be made to Full Time Equivalent (FTE) data and take into account a reference period up to three (3) years following the completion of the operation. The user should include projections, forecasts and timelines identified in the Business Plan. Reference should also be included to the potential percentage increase in employment (number of FTE) in relation to the present staff complement. (Max 5,000 characters)

**c. Improvements in the Undertaking's business model.**

The user must define how the **business model will improve** as a result of the operation. Using data from the Business Plan, elaborate on how, as a result of the proposed operation, the Undertaking will realise a more sustainable business model. This should include projected outcomes to achieve this business improvement. (Max 5,000 characters)

### **Section 3.4: Project Quality and Efficiency of Implementation**

**a. Identify the level of management and control systems in place.**

The work plan should include an outline of the **level of management and control systems**, including any internal standards and systems that are in place within the enterprise, and the

**methodologies** to be adopted during the implementation of the proposed operation. The user should present any documented methodology it might have in place (this does not necessitate certified quality standards, but a documented methodology that offers assurance through checks and balances), and upload it in **Section 9 of the Application Form**. (Max 5,000 characters)

**b. Level of Private Match Financing and additional investment addressing complementary actions.**

The user must provide evidence of the source and **level of Private Match Financing** to see this operation through. This should include whether the source is in the form of Private Equity, from the Applicant's own financial resources, bank loan, crowd funding, or others.

The user is requested to describe any **complementary actions** that the Undertaking will be engaging in or implementing in tandem to the proposed operation. A detailed description of these actions should be provided and defined in terms of how they will **add value to the operation**. Any supporting documentation is to be uploaded in **Section 9 of the Application Form**. (Max 5,000 characters)

**c. Describe the level of capacity and allocation of resources towards the project.**

The user must identify the **level of capacity** and **resources** that will be allocated to the implementation of the operation. Reference should be made to both the human and operational resources that the Applicant has and how these will be used during operation implementation. One should describe how the operation's activities will be operated and maintained after the operation's completion, specifying the structures that are, or will be put, in place to implement the planned investment.

The **roles and functions** of any identified personnel must also be defined in relation to the proposed operation. (Max 5,000 characters)

### **Section 3.5: Project Risk Assessment**

**a. Identify and describe any risks that might impact the implementation of the project and indicate the probability of these risks happening.**

Applicants should indicate the **identified risks**, the **level of risk** the proposed operation is exposed to and the **probability** of these risks happening. (Max 5,000 characters)

**b. How do you intend to mitigate these risks?**

Applicants should take into account all the risks which have been considered and describe what measures will be set up to ensure that these **risks are minimised**. (Max 5,000 characters)

## Section 4: Financial Plan

The operation proposal must include a comprehensive budget breakdown. In this section, which is shown in figure 16, the user is to choose the activity (from a pre-defined list), insert a sub-activity in relation to the activity, and then for each respective sub-activity one is to insert a start date and end date, describe the sub-activity, insert any comments, and define the budget in the provided fields accordingly. The total costs of the operation will be automatically calculated through the summation of costs of all the Sub-activities inserted by the user. This is further explained field by field below.

### 4.1 - Financial Plan

**Activities Financial Plan**

Activity	Sub-Activity	Total Eligible (€)	Total Non-Eligible (€)
<b>Total (€)</b>		<b>0</b>	<b>0</b>

Activities

Select an Option ▼

Sub-Activity

Investment Priority

3d - Supporting the capacity of SMEs to grow in regional, national and ▼

Start Date

End Date

Describe

Comments

**Financial Plan**

Elig.		VAT Elig.		Total Elig.	
Non Elig.		VAT Non Elig.		Total Non Elig.	
				Total	

**Gozo Contribution Financial Plan**

Elig.		VAT Elig.		Total Elig.	
Non Elig.		VAT Non Elig.		Total Non Elig.	
				Total	

Save Financial Plan

Remove Financial Plan

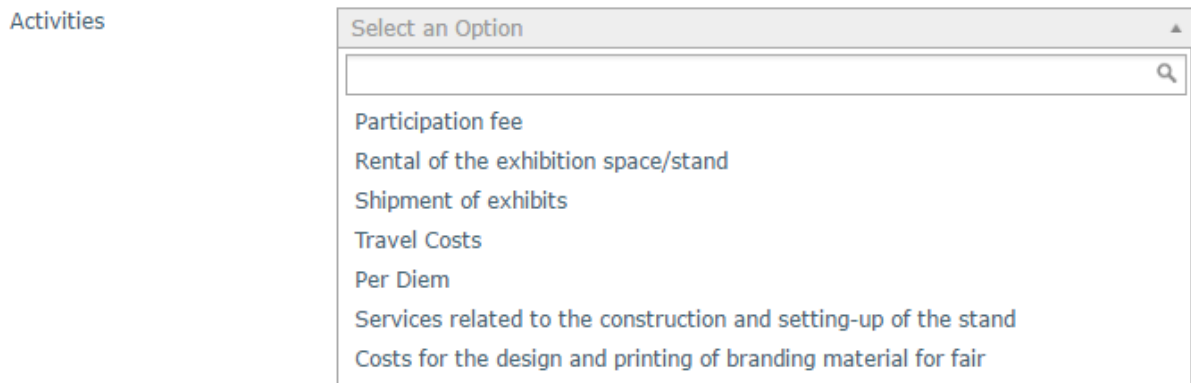
Clear

Figure 16: Section 4

### Section 4.1: Financial Plan

The user should select the relevant Activity that will be implemented from the drop down menu under the 'Activities' field. To limit errors, this menu will provide a pre-determined list of activities that are eligible under this Scheme (see figure 17).

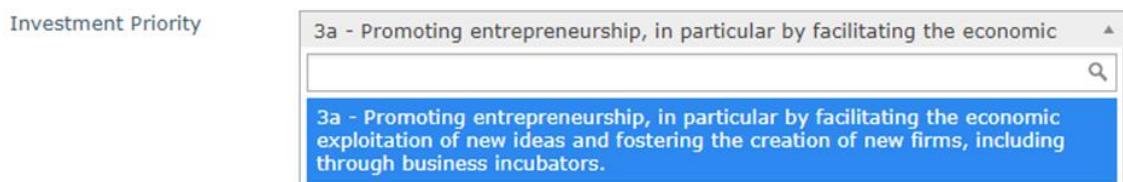
**When adding activities to the financial plan, Applicants are to keep in mind that these should be itemized. Sub-Activities should not be batched together under one activity, instead the Applicant should create an Activity for every Sub-Activity that one intends to include in the financial plan.**



**Figure 17: Selection of Activities**

### Investment Priority (IP)

The Applicant will also be presented with an **Investment Priority (IP)** that is set with the call and which is relevant to the operation as shown in figure 18. The IP will be included automatically with every Sub-activity listed.



**Figure 18: Investment Priority**

## **Start and End date**

The user is to insert the start and end date for each Sub-activity by choosing the dates from the automatic calendar that pops up when the field is clicked on.

In determining the earliest start date for activities Applicants are to give due consideration to the fact that 'start of works' may not initiate prior to the award of the grant i.e. signing of the Grant Agreement. Therefore applicants are to keep in mind that the signing of the grant agreement may only take place after the conclusion of the evaluation process of the applications received by the cut-off date.

Furthermore, the earliest start date and last end date of the operation should not exceed 12 calendar months.

**If an activity is saved to the financial plan with an incorrect date, the user should delete the activity from the financial plan and re-enter the activity with the correct data.**

## **Description of the Activity/sub-activity**

The Applicant is requested to concretely **describe** what each sub-activity entails, and define the implementation of that sub-activity.

## **Comments**

Applicants are to provide any comments that may be deemed necessary such as reference to item specifications or clarifications in relation to any ineligible costs that may still be necessary for the operation implementation. If the Applicant does not have any comments, then 'Not Applicable' is to be inserted.

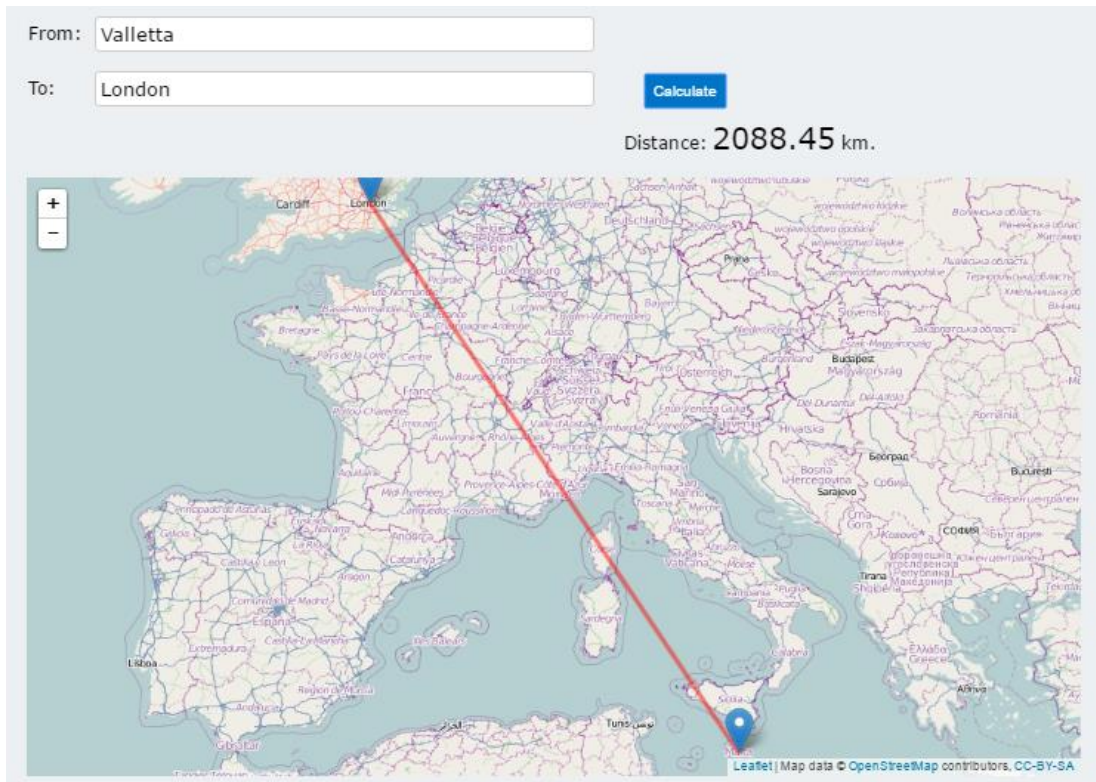
Workings of specific cost items

## **Travel costs**

Travel Costs for a maximum of 2 employees/directors representing the Enterprise and managing the Stand/Exhibition Space at the fair based on the travel distance, per participant, being 50% of the applicable ERASMUS + standard allowance for travel distance which is to be determined by using the distance calculator supported by the European Commission, [http://ec.europa.eu/programmes/erasmus-plus/resources\\_en#tab-1-4](http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4). The travel distance is based on the direct distance from Malta to the final destination, being the place where the Business



Promotion Fair is being held. The one-way travel distance must be used to calculate the amount of the grant that will support the round trip.



**Figure 19: Erasmus Calculator Sample**

The current applicable rates are as follows:

Travel Distance	ERASMUS+ Travel Allowance Return Trip per individual €
Between 100 and 499 KM	180
Between 500 and 1999 KM	275
Between 2000 and 2999 KM	360
Between 3000 and 3999 KM	530
Between 4000 and 7999 KM	820
8000 KM and over	1100

When inputting the 'Travel cost' activity the Applicant is to insert the full amount of travel allowance. Therefore, if the Applicant is travelling between 2000 and 2999 KM, '360' should be typed into the financial plan.

## Per Diem

Per Diem allowance for a maximum of 2 employees/directors representing the Enterprise and managing the Stand/Exhibition Space at the fair, capped to a maximum of 8 nights per participant being 50% of the applicable Official Government Class B per diem for official duty abroad as published by the Ministry for Finance <http://mfin.gov.mt/en/The-Ministry/Departments-Directorates-Units/fpmd/Pages/Per-Diem-Rates.aspx>. The total per diem allowance entitlement for travel abroad for each participant is calculated on the number of nights spent abroad multiplied by the per diem allowance, irrespective of the time of departure. The earliest night to be taken into consideration for the computation is the night before the first day of the fair with the latest night being the night of the last day of the fair.

When inputting the 'Per Diem' activity the Applicant is to insert the full amount of their Per Diem.

## Costs for the design and branding of printing material required for fair

Costs related to the design and printing of branding material required for the participation at the International Business Promotion Fair shall be based on the indicated maximum thresholds:

Cost of design and printing of branding material		
Amount	Item	Maximum Expenditure (excluding VAT) €
1000	A4 folded 3 gate full colour	185
1000	A5 4X4 full colour	135
1000	Business cards full colour	165

## Financial Plan

Financial Plan					
Elig.	<input type="text"/>	VAT Elig.	<input type="text"/>	Total Elig.	<input type="text"/>
Non Elig.	<input type="text"/>	VAT Non Elig.	<input type="text"/>	Total Non Elig.	<input type="text"/>
				Total	<input type="text"/>

Gozo Contribution Financial Plan					
Elig.	<input type="text"/>	VAT Elig.	<input type="text"/>	Total Elig.	<input type="text"/>
Non Elig.	<input type="text"/>	VAT Non Elig.	<input type="text"/>	Total Non Elig.	<input type="text"/>
				Total	<input type="text"/>

Figure 20: Financial Plan

In this section, the user should specify the costs (in EUR) in the fields provided. Users should note that the amounts entered should not contain any characters such as ‘commas (,)’ or letters but only figures, so an amount of ‘€2,000’ would be entered as ‘2000’.

The ‘**Eligible**’ costs are to be inserted in the respective field. The VAT for both eligible and non eligible costs is to be invariably inserted in the ‘**VAT Non Eligible**’ field.

The ‘**Non Eligible**’ costs indicated under this section need to reflect any expenditure (excluding VAT) related to that Sub-activity but which is ineligible for funding as specified in the scheme Guidance Notes.

The **Gozo Contribution Financial Plan** will be greyed out if the user did not provide an address in Gozo in Section 3.1 of this application. On the other hand, if an address in Gozo was provided the user will need to fill out both the ‘Total Financial Plan’ section and the ‘Gozo Financial Plan’ section with the same information.

When all information has been inputted, click on the ‘save’ button at the bottom of the screen. Once the details have been saved, these will show up at the top part of the Financial Plan and additional Sub-activities can then be added by using the same process.

## Section 5: National Priorities

### Section 5.1: National Priorities

In this section, the user is to link the operation with National Policies so as to show how this proposal supports the national framework aimed at improving the business environment and the competitiveness of the industry. (Max 5,000 characters)

Applicants are encouraged to link their operations with policies of particular interest and relevance to the SME Internationalisation Grant Scheme and the particular sectors in which the Applicant operates such as, amongst others, the:

- Small Business Act for Europe;
- Small Business Act Malta;
- Europe 2020 Strategy with the flagship initiative being 'An integrated industrial policy for the globalization era';
- Draft National Tourism Policy 2015-2020;
- Digital Agenda for Europe;
- Digital Economy for Malta;
- National Research and Innovation Strategy 2020

In the box below, please indicate whether the Project will be contributing towards National Priorities for Malta as identified in official documents.

**Figure 21: National Priorities**

## Section 6: Horizontal Priorities

### Section 6.1: Horizontal Priorities

In this section, one is required to demonstrate how the operation effectively integrates the Operational Programme’s horizontal priorities.

Applicants are therefore to show that that they have considered **environmental sustainability** issues at all stages of the design of the operation. Environmental sustainability should be considered also in relation to economic growth and social cohesion as these are related to and dependent on each other. Applicants should refer to the ‘Sustainable Development Strategy for the Maltese Islands 2007-2016’ and the ‘Sustainable Development Act’ with special focus on environmental sustainability, to identify how the operation has been structured to ensure that environmental sustainability issues will be mainstreamed throughout the operation’s aims and operation.

One must also define how **equal opportunities**, in its broadest sense, has been considered at all stages of the design of the operation. Steps should be taken to prevent any discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation during the preparation, design and implementation of the operation. Operation applicants are encouraged to mention how it will be ensured that equal opportunities will be integrated in the operation. (Max 5,000 characters)

Further information may be sought from the following entities:

<b>Ministry for the Environment, Energy and Enterprise (MEEE)</b>	<b>National Commission for the Promotion of Equality (NCPE)</b>	<b>Commission for the Rights of Persons with Disability (CRPD)</b>
Directorate for Sustainable Development Email: <a href="mailto:sustainabledevelopment@gov.mt">sustainabledevelopment@gov.mt</a>	Gattard House National Road Blata l-Bajda HMR 9010 Tel: 2295 7850 Email: <a href="mailto:equality@gov.mt">equality@gov.mt</a>	G5 Offices Psaila Street Birkirkara, BKR 9078 Tel: 2226 7600 Email: <a href="mailto:helpdesk@crpd.org.mt">helpdesk@crpd.org.mt</a>

## **Section 7: Additional Information**

### **Section 7.1: Additional Information**

In this section the user is required to provide any additional information related to the previous sections which are deemed relevant. Applicants are requested to make reference to the specific sections by listing the sub-section number for ease of reference. (Max 5,000 characters)

## Section 8: Declaration

### Section 8.1: Declaration Form

The declaration form is to be signed and dated by the Authorised Representative of the Applicant. This should either be the legal Representative as determined in the Memorandum of Articles of Association or as authorised further to a Declaration of the Board of Directors. In the case of a Sole Trader/Self Employed, the Applicant is required to sign the declaration himself/herself.

**It is important that the Declaration form is signed in blue ink.**

A soft copy of this declaration form is to be uploaded under **Section 9 of the Application Form**, whilst the **original** copy is to be filed for future reference.

If the information given in the application form is found to be false or deliberately misleading, any EU Funds awarded may be withdrawn and any funds paid may be recovered from the Undertaking.

Under this section applicants may also save a copy of the application form in PDF format. **Refer to Annex IV for further details on how to generate the document in PDF format.**

## Section 9: Checklist of Attachments

It is the responsibility of the Applicant to ensure that **all** the necessary documents mentioned throughout this Application Form and the respective Guidance Notes are included under this Section. For ease of reference a checklist has been provided in the application form.

After accessing the relevant uploading Section, titled 'Checklist of Attachments', the application form displays an information table containing details of the type of **document**, the name of the **uploaded file** (the column will be empty until a file is uploaded), a '**Choose File**' button, a '**View**' button and a '**Remove**' Button.

### 9.1 - Checklist of Attachments

Documents Checklist					
Document	Uploaded File				
Declaration Form		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Business Plan		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Business Case		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Final Settlement and of Social Security Contributions Compliance Certificate		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Income Tax Compliance Certificate		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
VAT Compliance Certificate		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
NACE Code Confirmation		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Proof of Match Financing		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Declaration of Authorization		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Certificate of Registration		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Copy of Memorandum of Articles of Association / Legal document constituting the Enterprise		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Audited Financial Statements and/or the Management Accounts		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
Declaration by Trustee or Fiduciary		<input type="button" value="Choose File"/>	No file chosen	<input type="button" value="View"/>	<input type="button" value="Remove"/>
<input type="button" value="Add supporting document"/>					

Figure 22: Checklist of Attachments



### *List of mandatory documents*

The Applicant is required to upload the following mandatory documents identified in the above checklist with the application form, as specified in the respective Guidance Notes:

- Declaration
- Business Plan
- Business Case
  
- Final Settlement and of Social Security Contributions Compliance Certificate
- Income Tax Compliance Certificate
- VAT Compliance Certificate

Requests for the Compliance Certificate/s covering Income tax, FSS and VAT are to be addressed to the Office of the Commissioner for Revenue generic email - [certificates.cfr@gov.mt](mailto:certificates.cfr@gov.mt)

*For self-employed taxpayers (with no employees), the Social Security Contributions Compliance Certificate is to be requested for the self-employed accordingly.*

- NACE Code confirmation
- Proof of Match Financing

The applicant is to provide documented evidence to prove that the applicant has available private funds, i.e. funds not originating from any source of public funding, to see through the operation. This can be evidenced for example through:

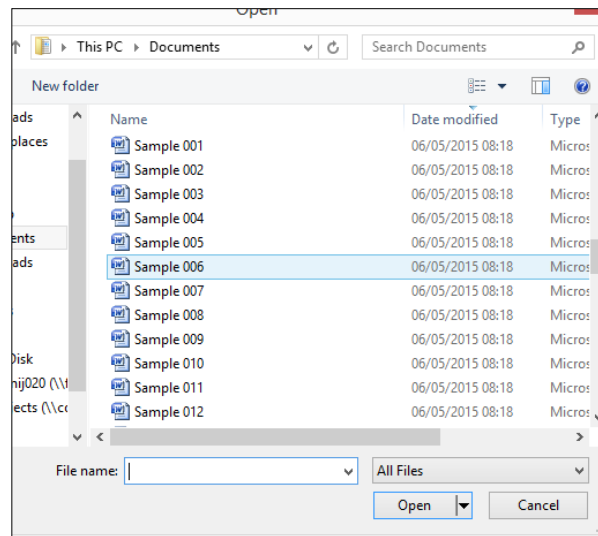
- the provision of a Letter of Intent/Sanction Letter issued by a bank; or
- in case that the enterprise has the necessary liquidity, bank statements certified by a public accountant would suffice; or
- if other private sources such as crowd funding etc. shall be used, one would need to provide documented evidence that such funds are available.

### *List of documents to be uploaded where and as necessary*

Where applicable, the user is required to upload the following documents identified in the above checklist with the application form, as specified in the respective Guidance Notes:

- Declaration of Authorization
  - The Declaration of Authorization is to be uploaded in those cases where it is applicable. Where the Memorandum of Articles of Association identify the Authorised Representative and are available at the MBR or where the Applicant Undertaking is a Self Employed, no declaration of Authorization is required.
  
- Certificate of Registration
  - The Certificate of Registration is required only in those cases where the enterprise is not registered with the Malta Business Registry (MBR). For a Sole Trader/Self Employed, the Certificate of Registration does not apply.
  
- Copy of Memorandum of Articles of Association / Legal document constituting the Enterprise
  - In those cases where the latest copy of these documents is not deposited with the Malta Business Registry (MBR), a copy is to be uploaded with the application form.
  
- Audited Financial Statements and/or the Management Accounts
  
- Declaration by Trustees or Fiduciary (Refer to **Annex VI**)
  - The declaration by Trustees or Fiduciary is to be uploaded in those cases where it is applicable.
  
- Additional Supporting Documentation

In order to upload a file, the User must click on '**Choose File**' following which, he/she will be prompted to select the file to be uploaded.



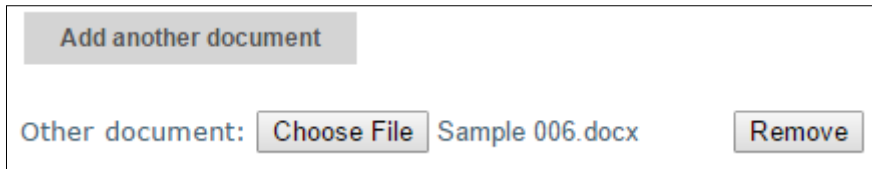
**Figure 23: Choosing a file to upload**

When the file is chosen (and the User clicks on 'Open') the system returns to the uploading screen where the file is now shown in column 3 of the table. It is important to point out that at this stage the file is still not uploaded in the system. In order to upload the file in the system the User will need to click on the '**Save**' Button (on the right of the screen) following which the file will be shown as uploaded (in column 2).

At this stage the User may opt to either continue inputting other documents (by clicking on the relevant '**Choose File**' buttons in the other rows), viewing the document (by clicking on the '**View**' button) or removing the document (by clicking on the '**Remove**' button).

The User will have the option to also upload documents which are not listed in the information table. This can be done by clicking the 'Add another document' button (figure 23) beneath the previously mentioned information table. On clicking such button the User will be prompted to choose a document to be uploaded.

Once selected, the document name will appear adjacent to the 'Choose File' button (as shown in figure 23).



**Figure 24: Functionality Button showing uploaded file**

At this stage the document is not actually uploaded to the system. This will take place only when the 'Save' button is selected. Before the application form is saved, the User can click on the 'Remove' button and the selected file will be removed (without being saved). Alternatively, clicking on 'Choose File' will allow the User to select another document which will replace the one previously selected.

Once the User is satisfied that the correct document to be uploaded has been selected, one may proceed with saving the application form (following which the document will be uploaded). The User will know that the upload has been successful because the document will appear as 'Other' in the information table. There is no limit on the number of 'Other' documents that can be uploaded in the system.

Once the application is fully validated, one may submit the application. Once an application is submitted an email will be received with the application number. This is to be retained by the Applicant together with the original Declaration Form and a copy of the Application for future reference.

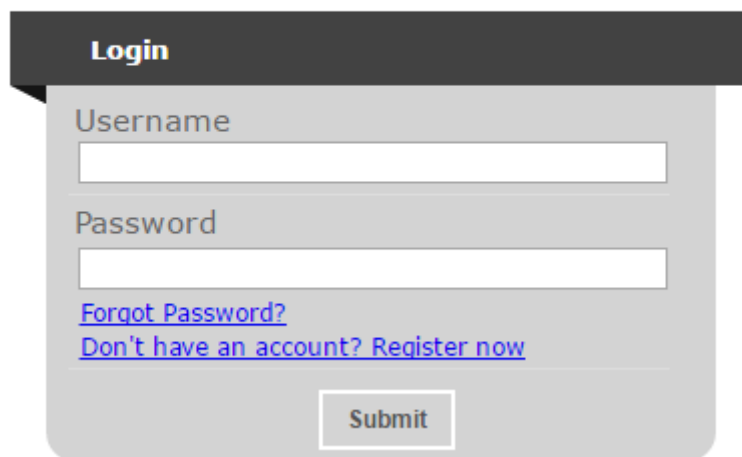
## ANNEXES

## Annex I: Registering for the first time

The user is to log in to the web based version of the SFD14-20 Application portal on [www.sfd.gov.mt/application](http://www.sfd.gov.mt/application).

Click on the “**Don’t have an account? Register now**” link. This will direct the user to the Registration Screen, (see figure 24). All data fields requested in the User Profile are **mandatory** and will be captured in the application form submitted.

\* This website is best optimised for Chrome and Mozilla Firefox.



The image shows a login form with a dark grey header containing the word "Login" in white. Below the header, there are two white input fields with grey borders, labeled "Username" and "Password". Under the "Password" field, there are two blue hyperlinks: "Forgot Password?" and "Don't have an account? Register now". At the bottom center of the form is a white button with a grey border labeled "Submit".

**Figure 24: Register User Profile**

Step by Step guidelines to filling in the user profile window follow:

**Organisation Name:** This section should show the full legal name of the beneficiary Undertaking which intends to submit the operation. A operation must be linked to only **ONE** Undertaking.

**First Name and Last Name:** This section should show the name of the Authorized Representative who will be submitting the proposal on behalf of the Undertaking and who will act as the main point of contact. This individual will hereinafter be referred to as the “**Applicant**”.

**Address & Post code:** The Enterprise registered address and Post Code are to be inserted in these sections.

**Telephone Number:** The Applicant's work telephone number is to be inserted in this section.

**Mobile Number:** The Applicant's mobile number or that of his/her direct superior is to be inserted in this section. In cases where this is not possible, the number '0' should be inserted.

**ID number:** The Applicant's Identity Card number is to be inserted in full **e.g. 12345M**. Do not include any characters other than numbers and one letter.

**VAT Number:** The VAT number of the Enterprise, as per VAT certificate, is to be inserted in this field.

**CORP Account (if any):** This data field is applicable to Applicants that are government officers. Applicants that do not have a CORP account are to leave this empty and the system will automatically generate a User account.

**Email Address:** This section should show the Applicant's (the Authorized Representative) contact email address. The registration process will require the insertion of a valid and official email address in order to be completed effectively. Ideally, generic email addresses should be avoided.

**Password:** The Applicant is to insert a password.

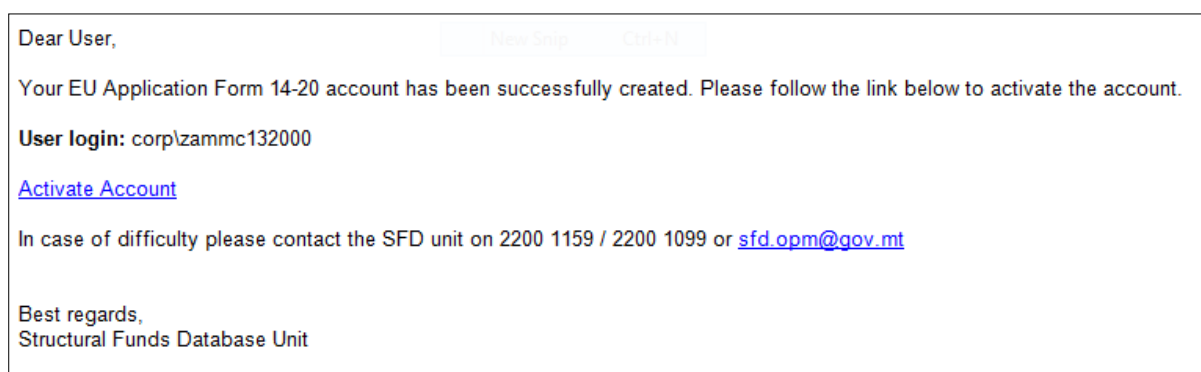
Note: The password chosen must comply with the following established criteria:

- must be at least eight (8) characters long
- must contain at least one character from three of the following four categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Numbers (0 through 9)
  - Symbols, for example + = ( ) & ! ?
- Passwords must NOT contain three (3) or more consecutive characters of the Applicant's login, name or surname.
- New Passwords must be different from the last recently used password

**Confirm Password:** The Applicant is to re-type the password to ensure that this has been inserted correctly.

When **all** the data fields have been inputted the Applicant can proceed by clicking on the **'Register'** button. The user will be prompted with error messages if any data field is left incomplete or is filled in incorrectly.

Upon successful registration an automated email will be generated from the SFD system to the e-mail address that the Applicant provided in the user registration form. This email (as shown in figure 25) will inform the Applicant that the SFD14-20 account has been created successfully and will provide the Applicant with a link to activate the account.

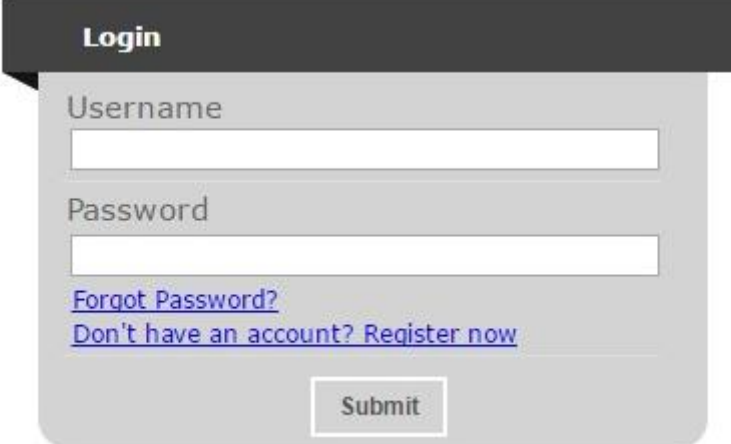


**Figure 25: Email confirming registration**

**The account can ONLY be accessed once it has been activated.**



## Annex II: Accessing the System



The image shows a login form with a dark grey header containing the word "Login" in white. Below the header, there are two input fields: "Username" and "Password". Below the "Password" field, there are two blue links: "Forgot Password?" and "Don't have an account? Register now". At the bottom of the form is a "Submit" button.

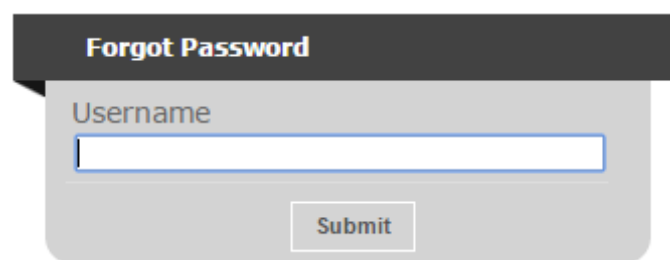
**Figure 26: Login**

If you are already registered you can proceed to access the system by inserting the Applicant username (provided upon registration) and the password and clicking on the Submit button.

## Annex III: Requesting a change in Password

This function should only be used when the Applicant has forgotten his/her password or when he/she has doubts as to whether the security of his/her password has been compromised.

By clicking the **Forgot Password** link the Applicant is directed to a screen where he/she is asked to insert his/her Applicant name. In this case the Applicant must first insert the username generated following registered.

The image shows a web form titled "Forgot Password". The title is in a dark gray bar at the top. Below it, the word "Username" is written in a light gray font above a white text input field with a blue border. At the bottom of the form is a white button with the word "Submit" in a light gray font.

**Figure 27: Forgot Password Screen**

On pressing the Submit button the Applicant will be informed that an email has been sent to the email address used in the registration process. The user can then follow the instructions and link provided in the e-mail to reset the account password.

Note: There is a possibility that Applicants may also receive a generated email to reset the password even though they did not request it. This may be due to another Applicant trying to access the application form using the Applicant's username name and requesting to reset the password. In such cases the details of the request are recorded (for auditing purposes) and the Applicant should disregard the password change prompt and continue using the current password to log onto the system. In such circumstances it is strongly recommended that the issue is reported to the Managing Authority for further investigation.

**REMINDER: usernames and passwords are NOT to be shared.**

If the request to reset the password is genuine, on clicking the reset link the Applicant is directed to a screen where he/she is prompted to insert a new password as seen in the below figure.

**Reset Password**

New Password

Confirm New Password

Reset Password

**Table 28: Reset Password Screen**

Once the new password is inserted and confirmed the Applicant is directed to the Home Screen of the application form.

## Annex IV: Exporting Application Form to .pdf

Applicants may generate a copy of the online application form, in PDF format, at any stage of the application form process. This can be done by clicking on the print functionality button that is available on the right hand side of the screen (see figure 29 below) which in turn will generate a screen informing the user that the application form is being exported (see figure 29). Applicants are to click on the “floppy disk” icon found at the top right corner of the screen (see figure 30) and may generate this application form in Excel, Word or PDF format as required.

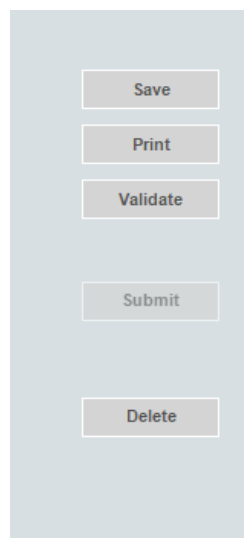


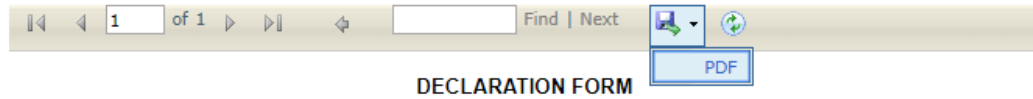
Figure 29: Exporting Application Form



Figure 30: Exporting Application Form to Excel, Word and/or pdf

In case of section 8, the declaration form can be exported for signature (see figure 31).

### 8.1 - Declaration Form



I declare that the Undertaking is **not subject to an outstanding recovery** order following a Commission decision declaring an aid granted by Malta illegal and incompatible with the internal market.

I declare that the Undertaking has **no pending obligations** further to a recovery order issued by the competent authorities responsible for the administration and management of aid schemes co-funded under Cohesion Policy 2014 – 2020.

I declare that the Undertaking has **no pending obligations** further to a Decision by the competent Court in favour of a recovery order issued by the competent authorities responsible for the administration and management of aid schemes co-funded under the European Regional Development Fund – Cohesion Policy Operational Programme I 2007 – 2013.

**Figure 31: Exporting Declaration Form to .PDF**

## **Annex V: Declaration by Trustee or Fiduciary in Relation to a Company within a Group**

Applicants who have linked or partner enterprises represented by Trustees or Fiduciaries must submit a declaration with the information of these enterprises. The declaration form can be found from: <https://businessenhance.gov.mt/Forms.aspx?tE0CdQZCR0IJ0giubI5U5I+WIsaAYSEK>. A declaration for each enterprise represented by Trustees or Fiduciaries must be submitted.

The declaration should be filled in by the Legal Representative of the Trustee/Fiduciary Company.

On the upper left hand corner of the declaration the person filling in the declaration should insert the Date of Declaration and the name of the Company applying for the grant in the available fields.

In the left hand column the Company Registration number, or in the case of an individual, the ID Card No., of all involved is to be listed. In the right hand column the name of the Company/Individual/Entity should be filled in.

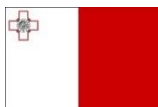
The declaration must then be signed by the Legal Representatives of the Trustee/Fiduciary Company.

Once the declaration has been signed it should be scanned and uploaded in Section 9 of the online Application Form.

**Failure to submit the Declaration Form or the submission of an incomplete Declaration Form will render the Application Form ineligible.**



# BUSINESS ENHANCE



Operational Programme I - European Structural and Investment Funds 2014-2020  
"Fostering a competitive and sustainable economy to meet our challenges"  
Aid Scheme part-financed by the European Regional Development Fund  
Co-financing rate: 80% European Union; 20% National Funds

