



**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 e-Commerce Grant Scheme Notes to Applicants

Version: 10.0¹

Date: 9 August 2022

¹ Update to Version 9 Issue Date: 1 January 2022

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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 e-Commerce 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 2 of Operational Programme I, more specifically:

- Investment Priority 2b - *‘Developing ICT products and services, e-commerce and enhancing demand for ICT’*; and
- Specific Objective 1 - *‘Strengthening the Digital Economy by increasing the use of e-commerce supported by e-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 e-Commerce Grant Scheme; and
- Guidelines for Implementation issued by the IB.

Call for Applications

The e-Commerce Grant Scheme shall be administered through a demand driven basis. Eligible Undertakings may apply whenever they identify a need that may be assisted under this Grant Scheme. The IB shall issue public calls for interested eligible Undertakings to submit their applications, with periodical cut off dates.

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.

De Minimis Aid

The aid under this scheme is granted as de minimis aid in line with Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (the de minimis Regulation), as amended. In terms of the provisions of this Regulation, a single Undertaking may not receive more than €200,000 (or €100,000 in the case of single undertakings performing road freight transport for hire or reward) in de minimis aid from any public funding (EU Funds and/or any national funds) over a rolling period of three fiscal years.

Before filling in this application, applicants should first determine the amount of *de minimis* aid that the Undertaking has received / applied for in the reference period, in the **de minimis Declaration Form** which can be downloaded from <https://businessenhance.gov.mt/Forms.aspx?tEOCdQZCR0IJ0giubI5U5I+WIsaAYSEK>

In determining the amount of *de minimis* aid received by the Undertaking during the applicable reference period, the Applicant must take into consideration the following:

- The total *de minimis* aid approved and received by the enterprises making up the single Undertaking;
- Any state aid being applied for and / or *de minimis* aid pending approval;
- The amount of state aid applied for in the application being submitted under this Grant Scheme.

Single Undertaking includes, all enterprises having at least one of the following relationships with each other:

- (a) one enterprise has a majority of the shareholders' or members' voting rights in another enterprise;

(b) one enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise;

(c) one enterprise has the right to exercise a dominant influence over another enterprise pursuant to a contract entered into with that enterprise or to a provision in its memorandum or articles of association;

(d) one enterprise, which is a shareholder in or member of another enterprise, controls alone, pursuant to an agreement with other shareholders in or members of that enterprise, a majority of shareholders' or members' voting rights in that enterprise.

Enterprises having any of the relationships referred to in points (a) to (d) through one or more other enterprises shall also be considered to be a single Undertaking.

Any *de minimis* aid received would have been notified to the Undertaking by the grantor in writing. In this regard, applicants are to upload a signed copy of the ***de minimis* Declaration Form** in **Section 8 of this Application Form**.

It is the responsibility of the Applicant to ensure that this declaration is correct and complete. Should it result otherwise, the operation application may be rejected or lead to an eventual recovery of funds subject to the applicable recovery rates as issued by the European Commission.

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. 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.

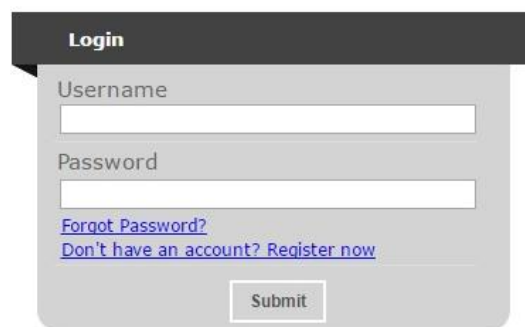
The image shows a web form titled "Login" with a dark header. Below the header, there are two input fields: "Username" and "Password". Under the "Password" field, there are two blue hyperlinks: "Forgot Password?" and "Don't have an account? Register now". At the bottom of the form is a "Submit" button.

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 Applicant's 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	OP I - Fostering a competitive and sustainable economy to meet our challenges.	10/10/2016 08:00:00	30/06/2023 12:00:00	New Application
Call 3 - Start-up Investment Grant Scheme	OP I - Fostering a competitive and sustainable economy to meet our challenges.	01/02/2018 09:00:00	30/06/2023 12:00:00	New Application
Call 2 - SME Consultancy Services Grant Scheme	OP I - Fostering a competitive and sustainable economy to meet our challenges.	17/02/2020 08:00:00	30/06/2023 12:00:00	New Application
Call 2 - SME Diversification and Innovation Grant Scheme	OP I - Fostering a competitive and sustainable economy to meet our challenges.	01/01/2022 00:00:00	30/06/2023 12:00:00	New Application
Call 2 - e-Commerce Grant Scheme	OP I - Fostering a competitive and sustainable economy to meet our challenges.	01/01/2022 00:00:00	30/06/2023 12:00:00	New Application

Call	Programme	Project	Reference	Confirmed	
Call 2 - e-Commerce Grant Scheme	OP I - Fostering a competitive and sustainable economy to meet our challenges.	Project Title		NO	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 2 – e-Commerce 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

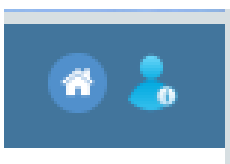
This section will request the user to select the relevant **Priority Axis (PA)** and insert the **Project Title** and **Project Summary** accordingly.

The user is to click the **radio button** next to the available **Priority Axis**, in this case this would refer to **'PA 2 – Consolidating investment within the ICT sector'**.

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.

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 reflect the operation at a glance.

1.1 - Executive Summary

Executive Summary Schemes Lump Sum			
Call	Call 2		
Scheme	E-Commerce Grant Scheme		
Priority Axis	PA 2 Consolidating investment within the ICT sector.		
Investment Priority	Developing ICT products and services, e-commerce and enhancing demand for ICT.		
Project Title	e-Commerce Grant Scheme - Call 2		
Project Summary	e-Commerce Grant Scheme - Call 2		
Start Date	<input type="text"/>	End Date	<input type="text"/>
Grant Requested		Amount of Public Funding needed for the Project	
		0	Lump Sum <input type="checkbox"/>

Figure 4: Executive Summary

This section is cross-referenced with other fields in different sections of the application form. This means that some fields (which are greyed out) will be automatically populated by the system. Meanwhile, the remaining are to be filled in or ticked as necessary.

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 – **e-Commerce Grant Scheme**.

The **Priority Axis** field will automatically show the title of Priority Axis 2 – **PA2 Consolidating investment within the ICT Sector**.

The **Investment Priority** will automatically show the title of Investment Priority 2b - **Developing ICT products and services, e-commerce and enhancing demand for ICT**.

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

The **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 start date is to be chosen from the dropdown calendar.

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 end date is to be chosen from the dropdown calendar.

Grant Requested – Amount of Public Funding needed for the Project. This will be automatically filled in by the system once the tick box next to **Lump Sum** is ticked by the User. The amount of €4,800.00 (which is the lump sum eligible for this Call) will be showing as grant requested.

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

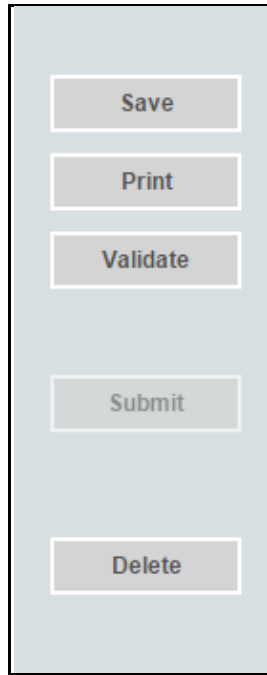


Figure 5: List of Function Options

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 still be 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 - National Priorities
 - 5 - Horizontal Priorities
 - 6 - Additional Information
 - 7 - Declaration
 - 8 - 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 case 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 nominated through a declaration, a copy of this Declaration is to be uploaded in **Section 8 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).

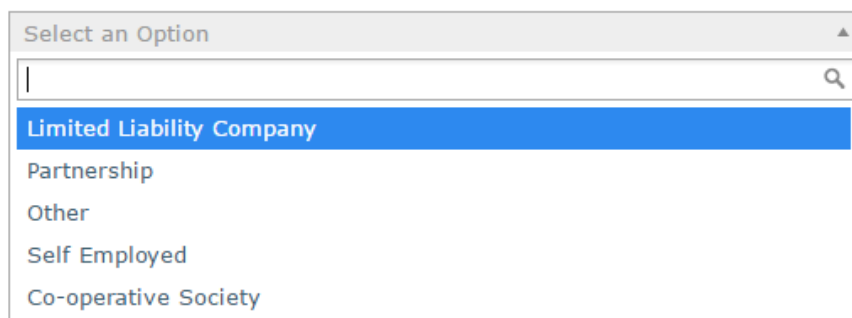


Figure 8: Legal Form of the Enterprise

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 8 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

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 8 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**’. This can be accessed from:

<https://businessenhance.gov.mt/Publications.aspx?tE0CdQZCR0IXrrVIEzwN+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 7: 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.

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

Attach Accounts 2

Figure 12: Enterprise Accounts

When uploading files, Applicants need to ensure that no commas (,) are in the file name.

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. Automatically, the respective description of the activity linked to the particular NACE code will show in the space provided.

Applicants are to note that the NACE classification of an enterprise is usually available in the VAT Information Sheet received together with the VAT Certificate issued by the Commissioner for Revenue. In this regard, enterprises are to ensure that the NACE Code in this VAT Information Sheet truly reflects their actual primary economic activity.

In those cases where applicants do not have such document, they may seek guidance from the Business Register at the National Statistics Office (NSO) in writing in order to determine the respective NACE Code.

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

As evidence of the applicant enterprise NACE Code, one is to submit either a copy of the VAT Information Sheet or a copy of the communication between the applicant and NSO in Section 8.1 of the application form as *Supporting Documents*.

As for start-up enterprises not yet having a VAT Information Sheet in hand, or any other enterprise which in line with VAT regulation are not issued a VAT number by the Commissioner for Revenue, these are requested to determine their respective NACE classification by referring to the NACE Rev. 2 classification which is available online.

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 Online Presence

Determine the extent of online presence of the Undertaking. In this regard, for example, one may list the addresses (urls) of the Undertaking's website/s. (Max 5,000 characters)

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 projects funded through public sources such as EU and National funds, or privately funded projects. 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.

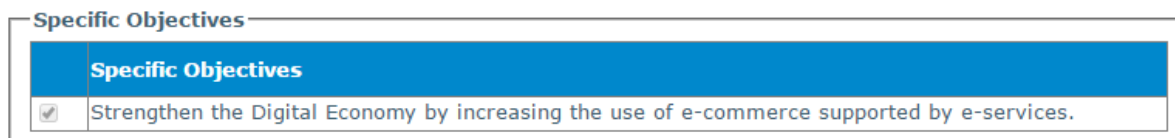
At this stage of the application it is recommended that the Applicant fills in the De Minimis Declaration form. The aid under this scheme is granted as *de minimis* aid in line with Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (the de minimis Regulation), as amended, a single Undertaking may not receive more than €200,000 (or €100,000 in the case of single undertakings performing road freight transport for hire or reward) in de minimis aid from any public funding (EU Funds and/or any national funds) over a rolling period of three fiscal years.

The compilation of the de minimis declaration form as per Annex V facilitates the identification of the maximum amount of de minimis aid that the Applicant may apply for under this Grant Scheme.

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.



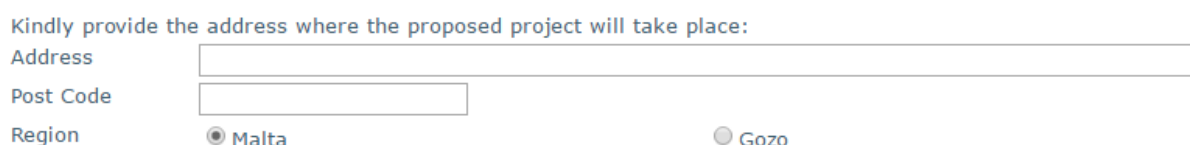
The screenshot shows a table with the following content:

Specific Objectives	
<input checked="" type="checkbox"/>	Strengthen the Digital Economy by increasing the use of e-commerce supported by e-services.

Figure 14: Specific Objective

Location of project

The user is required to specify the **address** where the proposed intervention will take place. In this regard, 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.



The form contains the following fields and options:

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

Address

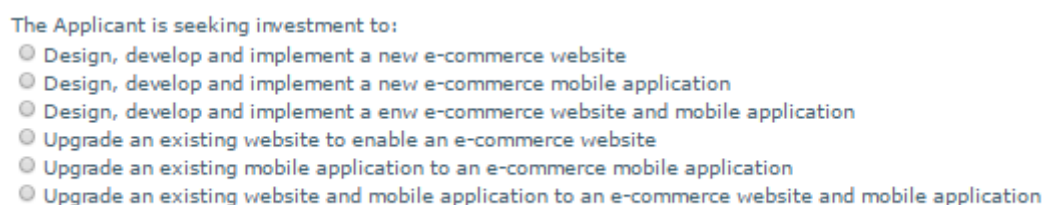
Post Code

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. Applicants are required to select the relevant outcome from the available list of 6 options provided, as shown in figure 16.



The form contains the following text and options:

The Applicant is seeking investment to:

- Design, develop and implement a new e-commerce website
- Design, develop and implement a new e-commerce mobile application
- Design, develop and implement a new e-commerce website and mobile application
- Upgrade an existing website to enable an e-commerce website
- Upgrade an existing mobile application to an e-commerce mobile application
- Upgrade an existing website and mobile application to an e-commerce website and mobile application

Figure 16: Outcome of initiative

The user must give a description of the proposed operation, specifying its main characteristics and what it is proposing to attain. One is to identify what the operation intends to achieve,

and how the enterprise will benefit from this action, making reference to how the operation will impact the products and/or services offered by the Applicant. (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 delaying of the operation, the possibility of implementing the planned activities over a lengthier timeframe by postponing activities to a later date or opting not to implement these activities 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 operation**, 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 e-commerce.

One must describe the extent to which the inclusion of e-commerce will strengthen the business and the extent that the operation seeks to maximise the potential of e-commerce. In this regard, the extent and strength of the online presence that the Applicant is seeking to attain by including both an e-commerce website and a mobile application. Furthermore, the user should specify how the e-commerce potential will be spread across the whole Undertaking, thus enabling online sales by the different units within the Undertaking. This can be achieved by extending the e-commerce website to all the enterprises in the Undertaking, using a combination of website and mobile applications to reach a broader audience, the extension of e-commerce to the business' entire product range, the possibility of launching new products/services as a result of e-commerce. Actions targeting also the international market will score higher. The Undertaking should outline how this will be

achieved, e.g. having different language options, providing deliveries to other countries outside Malta, etc. **The Applicant should substantiate the proposal by quantifying the estimated increase in potential future online sales, estimated increase in sales to international markets and estimated increase in the Undertaking's turnover as a result of the operation.** (Max 5,000 characters)

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

Applicants should indicate the extent to which the operation will be addressing a gap in the enterprise's specific sector on a local level. What is the online presence of the local sector? The user should focus on the novelty of the concepts and new approaches to be introduced by the operation and identify whether the action will be placing on the online market novel products or services, and 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 substantiate their answers through the use of timelines, estimated financial projections, estimated increase in turnover, 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 and timelines taking into account the 12-month implementation period and the 3 year durability period further to the implementation of the operation. 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. The user should elaborate on how, the Undertaking will realise a more sustainable business model as a result of the proposed operation. This should include projected outcomes to achieve this business improvement such as e.g. less dependency on the local market, a shift in the model wherein the business is outreaching to its clients rather than depending on customers to visit a traditional establishment (shop). (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** 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 8 of the Application Form**. (Max 5,000 characters)

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 8 of the Application Form**. (Max 5,000 characters)

b. 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 (such resources may be the applicant's internal resources or external outsourced resources). 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. One may support this section by uploading an organisation structure on how the operation resources will be organised. (Max 5,000 characters)

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** that the implementation of 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 the risks which have been considered and describe what measures will be undertaken to ensure that these **risks are minimised**. (Max 5,000 characters)

Section 4: National Priorities

Section 4.1: 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 e-Commerce Grant Scheme primarily the:

- eCommerce Malta National Strategy 2014-2020. The applicant is to state how the implementation of the operation will contribute towards the Strategy by contributing towards an increase in the number of enterprises conducting sales online and the eventual increase in turnover from e-Commerce.
- Digital Agenda for Europe. The applicant is to outline how the operation is contributing towards the attainment of the objectives of the Digital Agenda for Europe through the increase in the provision of e-Commerce.

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



Figure 17: National Priorities

Section 5: Horizontal Priorities

Section 5.1: 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, have 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:

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

Section 6: Additional Information

Section 6.1: 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 7: Declaration

Section 7.1: 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 8 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 8: 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.

8.1 - Checklist of Attachments

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

Figure 18: 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:

- De Minimis Declaration
- 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

To note that in case of a self-employed taxpayer (with no employees), the Social Security Contributions Compliance Certificate is to be requested for the self-employed accordingly.

- 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.

- Declaration Form
- NACE Code

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.
- 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.
- 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.
- Declaration by Trustees or Fiduciary
 - The declaration by Trustees or Fiduciary is to be uploaded in those cases where it is applicable.
- Audited Financial Statements and/or the Management Accounts
- 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.

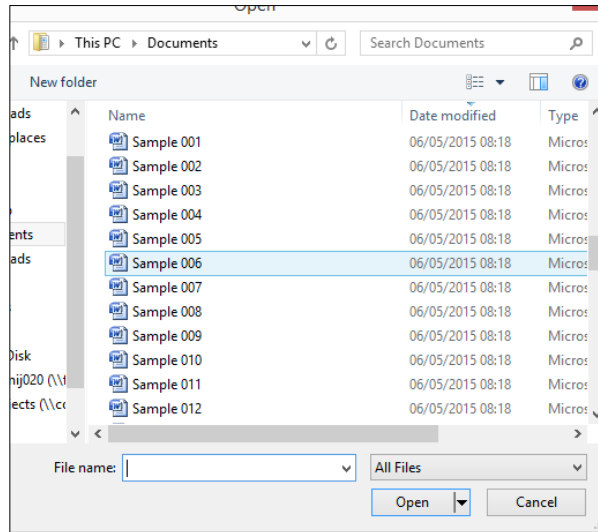


Figure 19: Choosing a file to upload

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 20) 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 20).

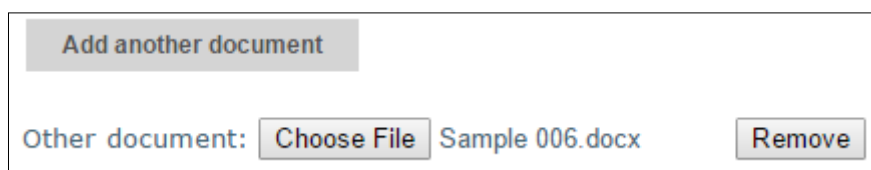


Figure 20: Functionality button showing uploaded file

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, the applicant 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.

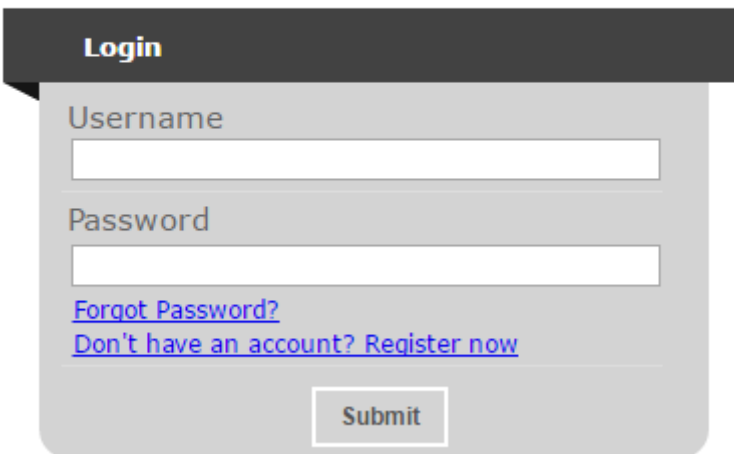
ANNEXES

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.

Click on the “**Don’t have an account? Register now**” link. This will direct the user to the Registration Screen, (see figure 21). 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 input fields: "Username" and "Password". Under 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 21: Register User Profile

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

Organisation Name: This section should show the name of the organisation that is filling in and submitting the application. Consultancy firms and external individuals filling in the application on behalf of an Applicant Undertaking may use the same profile to fill in and submit multiple applications. However, each operation must be linked to only **ONE** Undertaking.

First Name and Last Name: This section should show the name of the person who is registering the account. This individual will hereinafter be referred to as the “**Registrant**”.

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

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

Mobile Number: The Registrant's mobile number is to be inserted in this section. In cases where this is not possible, the number '0' should be inserted.

ID number: The Registrant'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 Registrants that are government officers. Registrants 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 be filled in with the registrant's 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 Registrant 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 Registrant is to re-type the password to ensure that this has been inserted correctly.

When **all** the data fields have been inputted the Registrant 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.

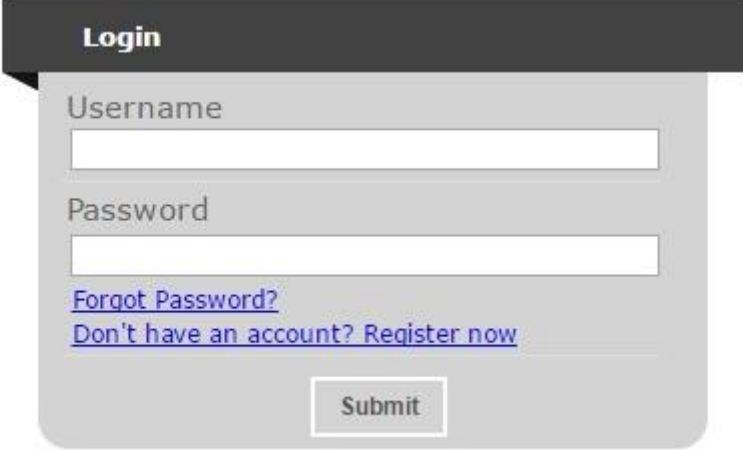
Upon successful registration an automated email will be generated from the SFD system to the e-mail address that the Registrant provided in the user registration form. This email (as shown in figure 22 will inform the Registrant that the SFD14-20 account has been created successfully and will provide the Registrant with a link to activate the account.



Figure 22: 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 white input fields with grey borders. The first field is labeled "Username" and the second is labeled "Password". Below 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 grey button with the word "Submit" in white.

Figure 23: Login

If you are already registered, you can proceed to access the system by inserting the 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 Registrant 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 Registrant is directed to a screen where he/she is asked to insert his/her username. In this case the username generated following registration should be inserted.

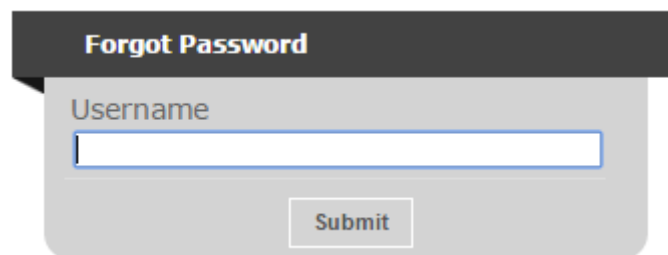
The image shows a user interface for a 'Forgot Password' function. It features a dark gray header with the text 'Forgot Password' in white. Below the header is a light gray rounded rectangle containing a text input field with the placeholder text 'Username' and a 'Submit' button centered below it.

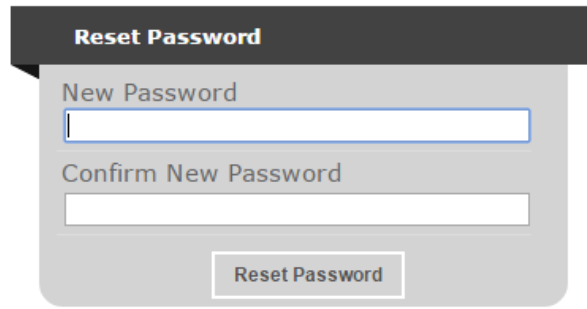
Figure 24: Forgot Password Screen

On pressing the Submit button the user 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 users may also receive a generated email to reset the password even though they did not request it. This may be due to another user trying to access the application form using that username and requesting to reset the password. In such cases the details of the request are recorded (for auditing purposes) and the User 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 user is directed to a screen where he/she is prompted to insert a new password as seen in the below figure.

The image shows a mobile application screen titled "Reset Password". The screen has a dark grey header with the title in white. Below the header, there are two text input fields. The first field is labeled "New Password" and the second is labeled "Confirm New Password". Both fields are currently empty. At the bottom of the screen, there is a button labeled "Reset Password".

Reset Password

New Password

Confirm New Password

Reset Password

Figure 25: Reset Password Screen

Once the new password is inserted and confirmed the User 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 26 below) which in turn will generate a screen informing the user that the application form is being exported (see figure 27). Applicants are to click on the “floppy disk” icon found at the top right corner of the screen (see figure 27) and may generate this application form in Excel, Word or PDF format as required.

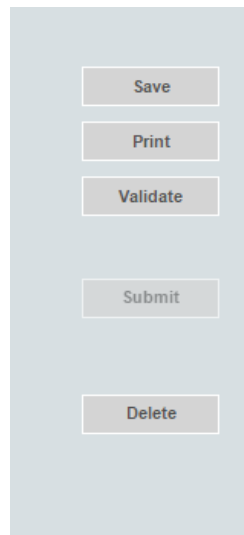


Figure 26 - Exporting Application Form



Figure 27 - Exporting Application Form to Excel, Word and/or PDF

In case of section 7, the declaration form can be exported for signature (see figure 28).

7.1 - Declaration Form

Declaration Form

I **declare** that the Undertaking is not subject to collective insolvency proceedings nor fulfils the criteria under its domestic law for being placed in collective insolvency proceedings at the request of its creditors.

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 28: Exporting Declaration Form to .PDF

Annex V: De minimis Declaration Form

As this scheme falls under the *de minimis* Aid regulation, Applicants will need to fill in the *de minimis* declaration form. This form can be found from:

<https://businessenhance.gov.mt/Forms.aspx?tE0CdQZCR0IJ0giubI5U5I+WIsaAYSFK>

As per Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid (the *de minimis* Regulation), as amended, a single Undertaking may not receive more than €200,000 (or €100,000 in the case of single undertakings performing road freight transport for hire or reward) in *de minimis* aid from any public funding (EU Funds and/or any national funds) over a rolling period of three fiscal years.

A **Single Undertaking** includes, all enterprises having at least one of the following relationships with each other:

- (a) one enterprise has a majority of the shareholders' or members' voting rights in another enterprise;
- (b) one enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise;
- (c) one enterprise has the right to exercise a dominant influence over another enterprise pursuant to a contract entered into with that enterprise or to a provision in its memorandum or articles of association;
- (d) one enterprise, which is a shareholder in or member of another enterprise, controls alone, pursuant to an agreement with other shareholders in or members of that enterprise, a majority of shareholders' or members' voting rights in that enterprise.

The applicant is to choose the scheme from the drop down menu on top.

The Applicant is to calculate the amount of *de minimis* aid received to date by filling in Sections 1, 2 and 3 of this declaration form.

Section 1

In Section 1 the Applicant is to give a detailed account of the funds received by the applicant enterprise, partner enterprises and linked enterprises under the *de minimis* regulation. A more detailed explanation on how to determine Linked and Partner enterprises can be found in the 'User Guide to the SME definition' booklet.

Applicants need to fill in the following details:

Date: The date the funding was received by the beneficiary.

Source/Grantor: The department, division or agency that was overseeing the scheme.

Type of State Aid (Measure Name): The title of the Scheme under which the funding was granted.

Awarded to: The name of the beneficiary Undertaking that the grant was awarded to.

Amount in €: The amount of funds awarded under the Scheme

SECTION 1 - DE MINIMIS STATE AID AWARDED

Date	Source/Grantor	Type of State Aid (Measure Name)	Awarded to	Amount in €
TOTAL:			A1	€ -

Figure 29: Section 1

Section 2

In Section 2 Applicants are to give a detailed account of Funding applied for under the *de minimis* regulation that is still pending on approval.

Date: The date that the Applicant applied for the funding.

Source/Grantor: The department, division or agency overseeing the scheme.

Type of State Aid (Measure Name): The title of the Scheme under which the application for funding was submitted.

Awarded to: The name of the beneficiary Undertaking that the grant was applied for under.

Amount in €: The amount of funds that the Undertaking had applied for.

SECTION 2 - DE MINIMIS STATE AID PENDING FOR APPROVAL

Date	Source/Grantor	Type of State Aid (Measure Name)	Awarded to	Amount in €
TOTAL:			A2	€ -

Figure 30: Section 2

Section 3

In Section 3 the Applicant is to input the Amount that will be claimed in the application that is to be submitted.

The amount of funds received previously, the amount of funds that are awaiting approval, and the funds being applied for will be summed up automatically at the bottom of the form.

SECTION 3 - DE MINIMIS STATE AID REQUESTED IN THIS APPLICATION

Date	Source/Grantor	Type of State Aid (Name of Measure)	Amount in €
	Measures & Support Division	---Select Title of Scheme---	A3
TOTAL of Section 1,2 and 3 above (A1+A2+A3):			€0.00

Figure 31: Section 3

If the beneficiary Undertaking has not received any funding under the *de minimis* regulation, Applicants are to leave sections 1 and 2 empty and need only fill in section 3.

Once these sections have been completed, the Applicant is to then complete the declaration (See Figure 32) by specifying the amounts of *de minimis* aid that the **Single Undertaking** has received during the current fiscal year and the two fiscal years preceding the application. These should be taken from the information provided in the previous sections.

DECLARATION

I declare that a comprehensive amount of *de minimis* aid received to date during the current fiscal year and the previous two fiscal years is:

Fiscal Year 2020	Fiscal Year 2021	Fiscal Year 2022	Total
			€0.00

Figure 32: Total amount of *de minimis* aid funds received

The Applicant is to then complete the declaration form by completing the fields as follows: **Business Undertaking** (Full Legal Name), **VAT Registration Number**, **Name and Surname** of the individual authorized to fill in the *de minimis* declaration form (Block LETTERS), **Position in Establishment** of the person signing the *de minimis* declaration form. The declaration form is to be signed (in blue ink) and dated in the spaces provided accordingly (See Figure 33).

A breakdown of the source, type and amount of all *de minimis* aid received as well as that applied for from any State aid grantor, is presented overleaf.

_____	_____
Business Undertaking (Full Legal Name)	VAT Registration Number
_____	_____
Name and Surname (BLOCK LETTERS)	Position in Establishment
_____	_____
Signature	Date

Figure 33: Applicant Details

Annex VI: 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+WIsaAYSFK>. 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 (in blue ink) it should be scanned and uploaded in Section 8 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.

Date of Declaration:

Applicant Company:

Declaration by Trustee or Fiduciary in Relation to a Company within a Group

This to confirm that none of the companies, individuals or entities for which we act as trustees or as fiduciaries have an ultimate beneficial ownership exceeding 25% which is in common with the other companies included in the undertaking composition of the applicant company, apart from companies, individuals or entities listed below:

Company Registration No or ID Card No.	Company/Individual Name/Entity Name

Legal Representative
of Trustee/Fiduciary Company

Legal Representative
of Trustee/Fiduciary Company



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



Figure 34: Trustee/Fiduciary Declaration Form

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

