



Name of company :

Name of trade exhibition :

Date of trade exhibition :

Submission deadline :

CLAIMABLE EXPENSES – Kindly provide **proof of payments (original invoices and receipts)** for the following:

- 1. Booth cost
- 2. Cost of return economy class airfare ticket – 2 persons
- 3. Accommodation cost – 2 persons
- 4. Promotion cost
- 5. Forwarding charges
- 6. Interpreter cost

SUPPORTING DOCUMENTS

- A. Completed SMGB2 application form
- B. Exhibition directory containing list of exhibitors (will be subsequently returned to company)
- C. Exhibitor manual (softcopy or hardcopy)
- D. Colour photographs of company’s exhibition booth (booth number & SMG logo must be visible in the photographs)
- E. Tabulated details of expenditure in carrying out the activity

FIRST TIME PARTICIPANTS ONLY

- F. Copy of Certificate of Incorporation under Companies Act 1965, Form 9 and Form 13 & Form 20, where applicable
- G. Copy of manufacturing licence from Ministry of International Trade and Industry (MITI) or any equivalent manufacturing licence that is issued by a regulatory body (state or municipal council)

| | Primary | Alternate |
|-----------------------|----------------|------------------|
| Contact person | | |
| Designation | | |
| Contact number | | |
| H/p number | | |
| Email | | |

Kindly submit the required documents on or before the above stipulated deadline

~~Thank You~~