

	Participation Form <b>Indo Meelex Surabaya 2010</b> 28 - 30 July 2010 Grand City Expo, Surabaya Indonesia Closing Date 30 May 2010	
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Company Profile			
Name of Company: (Please write clearly, details will be used for invoicing / cheques reimbursements)			
Business Registration No / ACRA No:		Year of Establishment:	
Company Activities:			
Tel:	Fax:	Email:	
Website:			
Address:			
Postal Code:	Name	Designation	Direct Phone / Email
Main Contact for all general enquiries	Mr/Ms		
Billing Accounts & Payment Contact	Mr/Ms		
Exhibition Space Application under the Singapore Pavilion			
Exhibition Package	Total Size	Cost Per Sqm	Total Cost
<b>A: Standard Shell Scheme</b>		S\$580	
<b>B: Others (Where Applicable)</b>			
<b>C: Registration and Administrative Charge by ASME</b>			\$300
<b>D: 7% GST on Registration and Admin Charge</b>			\$21
<b>Grand total ( A + B + C + D )</b>			
Exhibition Space Application under the Singapore Pavilion			
Please note that total amount is <b>before</b> reimbursement of IMAP's approved funds. Reimbursement to exhibitors will be made after ASME receives said amount from IE Singapore after the fair. Each company is eligible for IMAP support up to a maximum of 36sqm. Companies may occupy space beyond 36sqm but IMAP support is only given up to 36sqm per company.			

Organised by

*Showing The Way!*



PT. Napindo Media Ashatama

Supported by



Signed & Endorsed By

\_\_\_\_\_  
 Name & Signature

\_\_\_\_\_  
 Company Stamp

Association of Small & Medium Enterprises  
167 Jalan Bukit Merah Tower 4  
#03-13 Singapore 150167  
FAX: +65 6513 0399 (International Relations)



Participation Form  
**Indo Meelex Surabaya 2010**  
28 - 30 July 2010  
Grand City Expo, Surabaya  
Indonesia  
Closing Date: 30 May 2010



### IMAP Requirements for Companies

To qualify for IMAP Support, companies must be incorporated (excludes branch of a foreign company) and based in Singapore and must have at least three of the following core business functions/ activities as below:

**Please Tick at least 3 options:**

- |   |  |
|---|--|
| <input type="checkbox"/> Market Development and Planning    | <input type="checkbox"/> Research and development and design functions |
| <input type="checkbox"/> Logistics and Shipping Management  | <input type="checkbox"/> Business Banking, Financial & Treasury        |
| <input type="checkbox"/> Businesses and investment planning | <input type="checkbox"/> Manufacturing and other value-added activity  |

Each company is eligible for IMAP support for participation in the Singapore Pavilion up to 6 times a year regardless of the organising trade association.

Please note that IE Singapore reserves the right to verify information provided by the companies. Eligibility and subsidy reimbursement of individual companies is subject to final approval by IE Singapore upon submission of IMAP Claim Form by ASME after the exhibition.

### IMAP Financial Assistance & Double Tax Deduction Scheme

#### IMAP Financial Assistance

With the support from International Enterprise Singapore (IE Singapore), the Singapore pavilion at this exhibition will be covered under the International Marketing Activities Programme (IMAP) successfully. IMAP enables participating companies to receive up to 50% subsidy of total eligible in space rental and stand construction and common marketing cost. Registration and admin charges to ASME are not included in the claims

#### Double Tax Deduction

Companies can also claim Double Tax-Deduction (DTD) for eligible expenses not covered by IMAP. Expenses for travel and accommodation costs for up to 2 representatives per participating company. For registration and more details, please refer to IE Singapore websites: <http://dtd.iesingapore.gov.sg>.

#### Airfare & Hotel Accommodation Claim

Participating companies can claim up to 50% of hotel accommodation & airfare for 1 representative per company through ASME. Maximum claims are capped at the ASME secretariats' cost of travel and IE Singapore's requirements.

### Role of ASME

The role of ASME is to administer and facilitate the International Marketing Activities Programme. ASME shall not be liable or responsible for any costs, losses, claims, proceedings, demands, expenses and liabilities of whatsoever nature arising as a result of, or in connection with, any failure of the appointed exhibitor to observe their obligations under any contract or any laws and regulations under any jurisdiction.

### Payment Terms and Conditions

Upon receiving the completed Participation Form, ASME will proceed to reserve exhibition space with show organiser. The participating companies are required to make full cheque payment to ASME within 30 days upon invoiced by ASME. **Cheques should be crossed and payable to "ASME" with the return of this reply-form.**

All cancellation/replacements are to be in writing, signed and endorsed with a company's stamp. Cancellation and refunds, will be at the discretion of ASME and will be on a case by case basis. **ASME reserves the right to invoice the full amount to the participating company regardless of cancellation**

In the event of unforeseen circumstances, ASME reserves the right to alter/cancel the Singapore Pavilion before the closing date at its sole discretion. ASME will refund full amount to the participant.

All exhibitors are required to comply with the exhibition's terms and conditions stipulated by the organiser. A copy of which can be retrieved from ASME for references.

**Yes, I am participating in the Trade Fair organised by ASME and agree to pay the amount as stated in the Participation Form. I acknowledge that the Registration Form endorsed hereforth shall be binding will be invoiced accordingly.**

Signed & Endorsed By

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Company Stamp



## Summary of the International Marketing Activities Programme (iMAP)

### Objectives

The iMap Programme strives to

1. Encourage Trade Associations or Chambers of Commerce (TA/Cs) to be International Enterprise (IE) Singapore's strategic partners in helping Singapore-incorporated companies to internationalise successfully.
2. Enable TA/Cs to effectively organise Singapore Pavilions at international trade fairs and business missions for their members and the business community at large.
3. **iMAP is not a direct subsidy for participating companies' fees.** It is intended to offset the bona fide eligible costs paid by the TA/Cs to 3<sup>rd</sup> party suppliers in organising the event. It supports up to 50% of eligible expenses\* **incurred by the TA/Cs** for the Singapore Pavilion in the country.
4. **iMAP operates on a reimbursement basis.** Claims are made by the TA/Cs and payments are reimbursed directly into the TA/Cs bank accounts. Upon which TA/Cs will then pay the participating companies their due entitlement at the earliest opportunity.

### Qualifying Criteria for Participating Companies

1. The formation of the Singapore Pavilion requires a minimum of 6 eligible companies with not more than 2 companies related to each other
2. Each company will be eligible for iMAP support for participation in trade fairs under the Singapore Pavilion up to 6 times a year, regardless of the organising association
3. To qualify for iMap Support, companies must be incorporated (Excludes branch of foreign company eg. Representative offices) and based in Singapore and must have at least 3 of the following core business functions/activities operating from Singapore.
  - Market development and planning
  - Logistics and shipping management
  - Research and development and design functions
  - Manufacturing and other value-added activity
  - Business and investment planning
  - Banking, financial and treasury functions.

TA/Cs may set their own additional criteria for companies participating in the activity based on industry standards such as adhering to the safety terms and regulations during the fair. Government agencies and statutory boards are not eligible for iMAP support.

## Supportable Expenses for Singapore Pavilion

1. Space Rental from TA/Cs not less than 2sqm and not exceeding 36sqm
2. Singapore Pavilion construction and structures
3. Publicity on the Singapore Pavilion by ASME
4. 3<sup>rd</sup> party consultant's fees for related activities such as market research and reports, industry research and reports, business matching services etc. by ASME
5. From 1 Feb 2009 to 31 Jan 2011 the following items are supported by IE Singapore to participating companies in the Singapore Pavilion.
  - Up to 50% of the economy airfare and accommodation of 1 secretariat from each company. The amount will be reimbursed by ASME together with pavilion space rental and construction cost.
  - Double Tax Deduction schemes will not be applicable on the recipient who claims for airfare and accommodation reimbursement.

## Claims/Reimbursement Procedures

### Pre-fair requirements

- (a) Registration forms to ASME must be duly completed and full payment acknowledged by the Association. There will be minimum paperwork between ASME and the participating companies.
- (b) Companies are required to make the necessary logistical arrangements with the appointed show organiser to fulfill their exhibition requirements such as signages, additional electrical support etc. ASME will facilitate as and when necessary.
- (c) ASME will take up an active role in explaining the objectives and procedures of the iMAP programme. ASME will also direct the companies to the necessary resources for applying for the double tax deduction schemes (DTD)

### 1) During the fair

Companies will be given a 2-page evaluation form (Form E). The form will be submitted to IE Singapore as part of the reimbursement documents. **Incomplete forms will void the individual grants from each company.**

### 2) Reimbursement of grants

- (a) ASME will submit the audited claims to IE Singapore within 90 days from the last day of activity. A further minimum of 30 working days is normally required for processing upon complete submission by ASME.
- (b) ASME will reimburse the grants as soon as they are received from IE Singapore
- (c) The amount of reimbursement each company is entitled to may vary. While support is given up to 50% of all claimable expenses, companies typically receive between 35%-45% of their initial costs by ASME.
- (d) Where the total space taken by participating companies exceeds the funds initially granted by IE Singapore, ASME will at its discretion, choose to pro-rate the reimbursement on a first-come-first-basis or to evenly distribute the fund to all participating companies according to their exhibition size.

The above are extracts and summaries relevant for participating companies from the iMAP guideline 2009. A softcopy of the guide is available from ASME.

Please contact us at [ir@asme.org.sg](mailto:ir@asme.org.sg) if you have any further query.

**International Relations**

**Association of Small and Medium Enterprises.**