



**Name of company** : .....

**Name of trade exhibition** : .....

**Date of trade exhibition** : .....

**Submission deadline** : .....

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

1. Booth cost

**SUPPORTING DOCUMENTS**

- A. Completed SBIM9 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 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)

	<b>Primary</b>	<b>Alternate</b>
<b>Contact person</b>	.....	.....
<b>Designation</b>	.....	.....
<b>Contact number</b>	.....	.....
<b>H/p number</b>	.....	.....
<b>Email</b>	.....	.....

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

--Thank You--