Malta Enterprise Client Portal

Completing and submitting an Application for Assistance under the MICRO INVEST Scheme User Manual 2

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2 Scope

Micro Invest application form on the Malta Enterprise Client Portal.

3 Objective of this manual

To serve as a guide to Malta Enterprise clients on using the Malta Enterprise Client Portal for the purpose of filling-up and submitting an application for assistance under the Micro Invest scheme.

4 Terminology

The Corporation – Malta Enterprise Corporation

Malta Enterprise Client Portal – the online service offered and managed by Malta Enterprise for its Clients.

Authorised representative of a Business – The legal representative of a Business. The legal representative of a company is the chairman of its board of directors or an executive director of the company or a representative who holds a special position therein and is the officer with the legal power to represent, and enter into binding obligations on behalf of, the entity s/he represents as provided by the company's articles of association.

Personal Account – an account which is owned by a person and which is the result of a registration procedure on the Malta Enterprise Client Portal.

Business Account – an account on the Malta Enterprise Client Portal which is created through an individual's Personal Account for a Business.

Client Portal – Malta Enterprise Client Portal.

Application – An application for assistance under the Micro Invest scheme.

Transaction – a cost item being claimed for assistance under the Micro Invest scheme.

Single Undertaking – the Applicant together with any other Undertakings with whom the former has any of the relationships as defined in section 2.1 of the Micro Invest Incentive Guideline.

5 Setting up of Personal and Business Accounts

Prior to preparing a Micro Invest application using the Malta Enterprise Client Portal, Personal Accounts and Business Accounts must be set. For guidance, please refer to User Manual 1 – Setting up Personal and Business Accounts[1]. The system offers a number of options for managing the submission of a Micro Invest application form electronically through the Malta Enterprise Client Portal. The following is a description of the main options which can be adopted.

5.1 Scenario 1

Description

The authorised representative of a business, being either a self employed person or an authorised representative of a company/partnership wants to act as the administrator of his/her business account and submit applications on behalf of the same business.

Method

i. The authorised representative registers for a personal account (refer to Section 6.1 in User Manual 11)

ii. Through his/her personal account the authorised representative sets up a Business Account (refer to Section 6.3 in User Manual 11)

iii. The authorised representative will automatically be set as a contact person to the Business with the role of Account Administrator (refer to Section 6.3 in User Manual 11). The Authorised Representative can upgrade his/her role to an 'Authorised Representative' (see section 6.7 in User Manual 11).

iv. The authorised representative will use his/her personal account to submit an application on behalf of the Business.

Comments

For instances where there is a change in the Authorised Representative of the Business, the new Authorised Representative must register for a personal account (refer to section 6.1 in User Manual 11). The outgoing Authorised Representative will use the token provided by the incoming Authorised Representative to add the latter as a new contact to the Business with the role of Authorised Representative (refer to procedure in section 6.5 in User Manual 11). The Incoming Authorised Representative will then be able to access the Business Account through his/her personal account.

The Incoming Authorised representative would then delete the Outgoing Authorised Representative as contact to the Business (refer to section 6.6 in User Manual 11).

[1] Available at https://clientportal.maltaenterprise.com/Guides/Client%20Portal%20User%20Guide.pdf

5.2 Scenario 2

Description

A representative of a business (being a self-employed person, an authorised representative of a business or any employee of the business entrusted with the administration of services on the Client Portal, hereinafter referred to as the 'Business Representative') wants to assign the role of business account administrator and the submission of applications for that business to a third party service provider (a person, hereinafter referred to as 'Service Provider').

5.2.1 Method 1

i. The Service Provider registers for a personal account (refer to Section 6.1 in User Manual 11)

ii. The Business Representative registers for a personal account and provides his/her personal token of his/her Service Provider (the personal token is a series of characters marked as 'My Token on the left-hand side of the Personal Profile Page, refer to Figure 6 in User Manual 11)

iii. Through his/her personal account the Service Provider sets up a Business Account for the representative of the Business Representative (refer to Section 6.3 in User Manual 11)

iv. The Service Provider will use the token provided by the Business Representative to add the latter as a new contact under the Business with the role of Authorised Representative (refer to section 6.5 in User Manual 11). By doing so, the Business Representative can access the Business Account from his/her personal account (refer to Section 6.3 in User Manual 11)

v. The Service Provider will use his personal account to submit an application for the Business.

Comments

For the Business Representative to retain control on his/her Business Account and the contact persons associated with the Business, it is crucial that the Business Representative sets a personal account and the Service Provider sets the latter as a contact person to the Business with the role of Authorised Representative. If this is not the case, while the Service Provider can still submit applications on behalf of the Business through his/her personal account, the Authorised Representative will not be able to add/delete Service Providers without the manual intervention of Malta Enterprise.

It is the responsibility of the Authorised Representative of any Business to ensure that he/she follows this procedure in order to have control over his/her Business Account.

5.2.2 Method 2 (preferred method)

i. The Business Representative registers for a personal account (refer to Section 6.1 in User Manual 1)

ii. Through his/her personal account the Business Representative sets up a Business Account for his/her Business (refer to Section 6.3). Automatically the Business Representative is set as a contact person to the Business with the role of 'Account Administrator'

iii. The Business Representative will have the option to upgrade his/her role as 'Authorised Representative' (see Section 6.7 in User Manual 1). This will ensure that the Service Provider to be added as contact in the subsequent steps will not be able to delete the Business Representative from contact to the Business, but on the other hand the latter will be able to delete the Service Provider as contact to the Business.

iv. The Service Provider registers for a personal account (refer to Section 6.1 in User Manual 1)

v. The Service Provider provides his/her personal token to the Business Representative (as per procedure in section 6.5 in User Manual 1).

vi. The Business Representative uses the token provided by the Service Provider to add him/her as a new contact to his/her Business and assign the role of Account Administrator (refer to Section 6.5 in User Manual 1)

vii. Through his/her personal account, the Service Provider will have access to the Business Account and submit applications for the Business.

Comments:

By following this method, the Business Representative will have control over his/her Business Account in all instances. The Business Representative can, at any time, add or delete contacts to the Business.

5.3 Scenario 3

Description

The Business Representative wants to assign the submission of a particular application for the Business to a third party business acting as a service provider (hereinafter referred to as the 'Secondary Business').

Method

i. The Business Representative of a business (hereinafter referred to as 'the Primary Business') registers for a personal account (refer to Section 6.1 in User Manual 1)

ii. Through his/her personal account the Business Representative sets up a Business Account for the Primary Business (refer to Section 6.3 in User Manual 1)

iii. A Business Representative from the Secondary Business registers for a personal account, followed by setting a Business Account for the Secondary Business (sections 6.2 and 6.3 respectively in User Manual 1).

iv. The representative of the Secondary Business provides the Business Token of the Secondary Business to the representative of the Primary Business (see section 6.8 in User Manual 1).

v. The representative of the Primary Business will add the Business token belonging to the Secondary Business to assign the management of a particular application (hereinafter 'the Application') by following the method illustrated in section 6.8 in User Manual 1.

vi. Any Business Representative from the Secondary Business added as contact to the latter business (as per procedure in Section 6.5 in User Manual 1) will have access to the Application but not to the Business Account or contacts of the Primary Business.

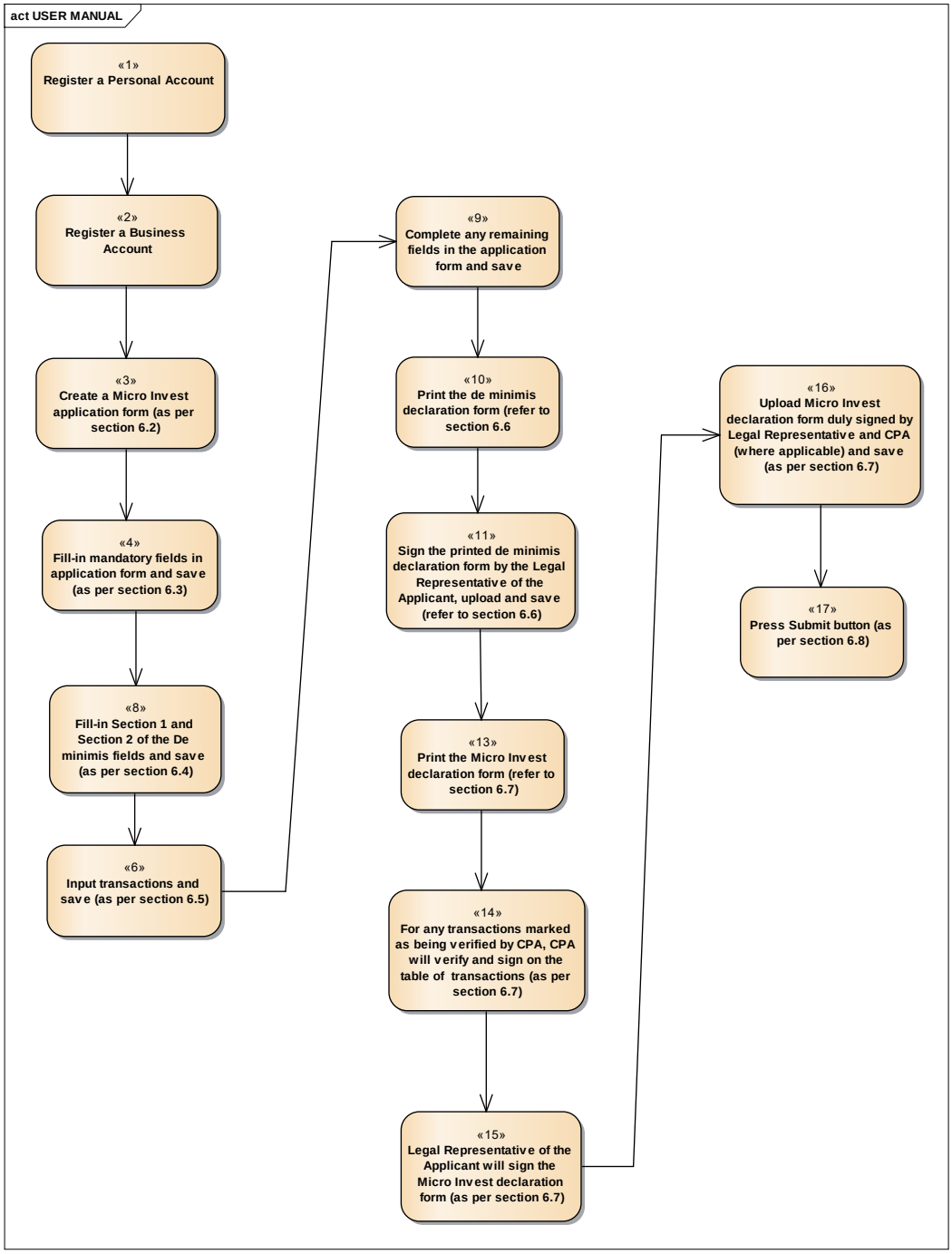
Comments

By using this method a Primary Business will limit the remit of the Service Provider (Secondary Business) to administer a particular application. This method will enable the Primary Business to allocate the administration of its applications without having to add contacts as Service Providers. This method will also allow the use of multiple Service Providers, with each of these Service Providers having access only to that particular application as assigned by the Primary Business.

6 Step by step procedure for completing and submitting a Micro Invest application form using the Malta Enterprise Client Portal

6.1 Process flow

Figure 1: Process flow for filling-up and submission of Micro Invest application form



6.2 Create a Micro Invest Application form

Step 6.21 In the Business Account page of the Primary Business, go to the 'Latest Applications' section located on the right hand side and press the 'New Application' button (see Figure 2). This action will open the Register Application dialog box (see Figure 3).

Step 6.22 Refer to Figure 3. From the field 'Choose Application' select 'Micro Invest'.

Step 6.23 If the Micro Invest application is to be handled by a third party service provider business (hereinafter referred to as 'Secondary Business'), then tick the box labelled 'Application to be handled by third party business'. This action will prompt you to enter the Business Token of the Secondary Business (see Figure 3). Enter the Business Token as provided by a business representative from the Secondary Business in the field 'Business Entity to manage application' (see Figure 4). In this example, we have inserted the Business Token of ABC Accounts Ltd to act as the Secondary Business. Pressing 'Enter' after inserting the Business Token will show the name of the Secondary Business in the field underneath.

Step 6.24 Press the Submit button. The user will be prompted with a message confirming the successful registration of the Micro Invest application (see Figure 6) and will be redirected to the Business Account page of the Primary Business. The newly registered Micro Invest application will show under the 'Latest Applications' section in the Business Account page of the Primary Business. Any Contact Person of the Primary Business can open the Micro Invest application created as per steps above by pressing the 'View' button (see Figure 8).

Step 6.25 From this point onwards, for Micro Invest applications which were marked as being handled by a third party business (Secondary Business) as per Step 6.23, the business representative of the Secondary Business (ABC Accountants in our example) with access to the Business Account of the Business which he/she represents (i.e. added as a contact to the Secondary Business) will have access to the registered Micro Invest application belonging to the Primary Business by selecting the 'Related Applications' menu option on the left-hand side of the Business Account page (highlighted in **Figure 5**) of the Primary Business. This application will be listed under 'Managing Applications' (see **Figure 8**)**.** Any business representative of the Secondary Business (ABC Accountants in our case) can open the Primary Business Micro Invest application by pressing the 'View' button**.**

Figure 2: Selection of an application

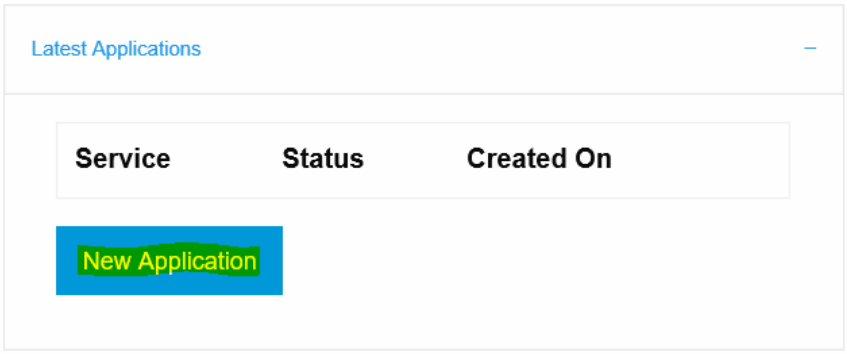


Figure 3: Assign a third party Business to handle application

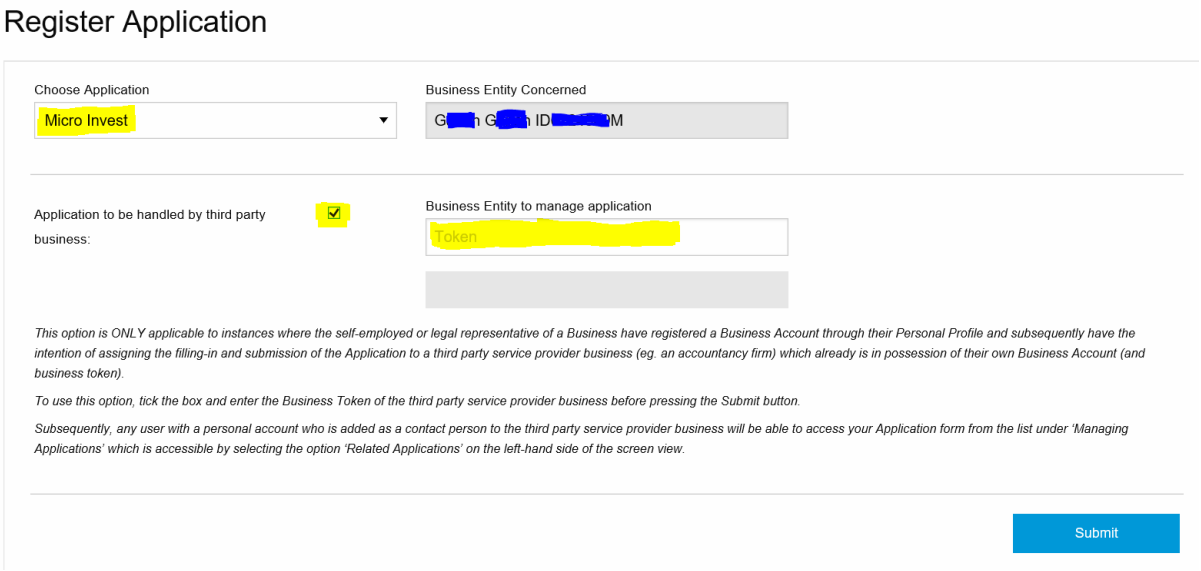


Figure 4: Assign third party Business with the submission of a Micro Invest application to ABC Accountants Ltd

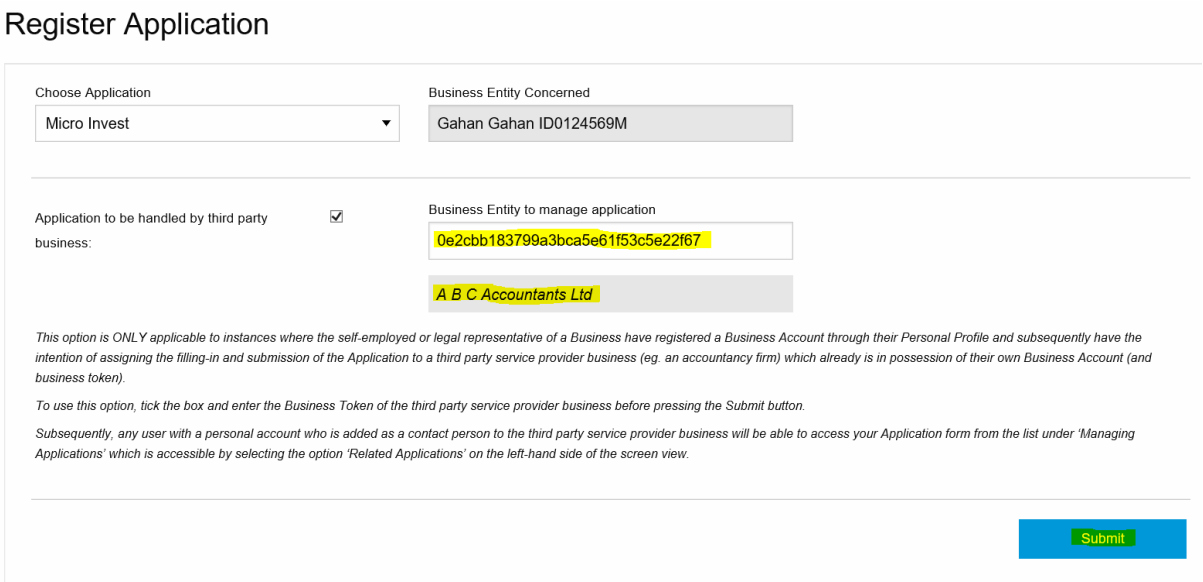


Figure 5

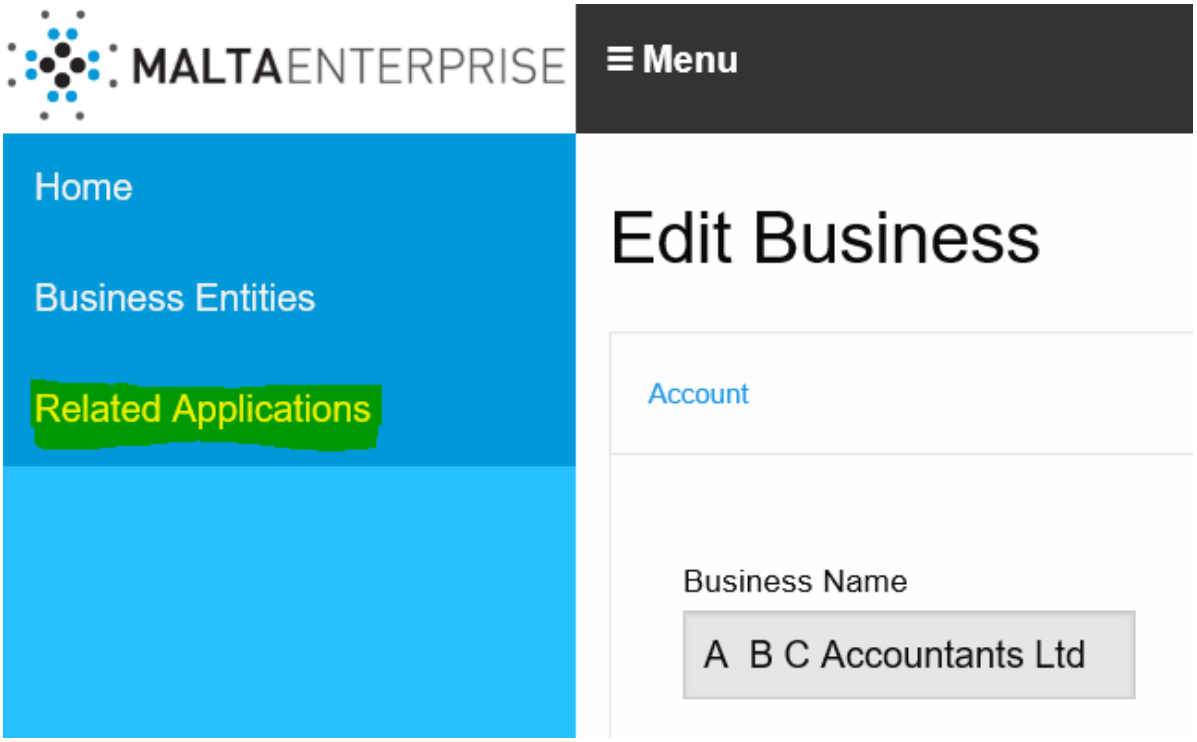


Figure 6: Message showing successful registration of a Micro Invest application to be handled by ABC Accountants Ltd acting as Service Provider Business

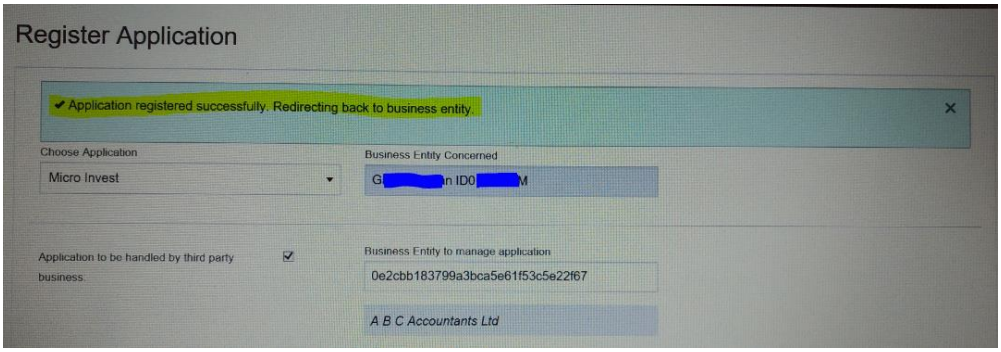


Figure 7: Registered Micro Invest application as showing in the Business Account page

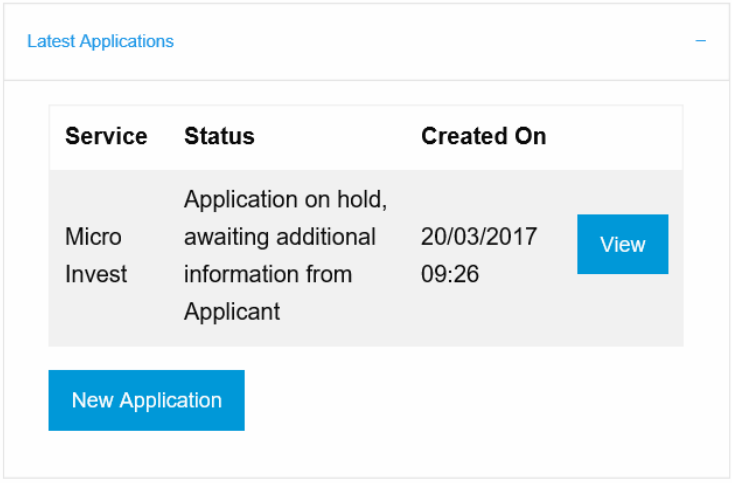
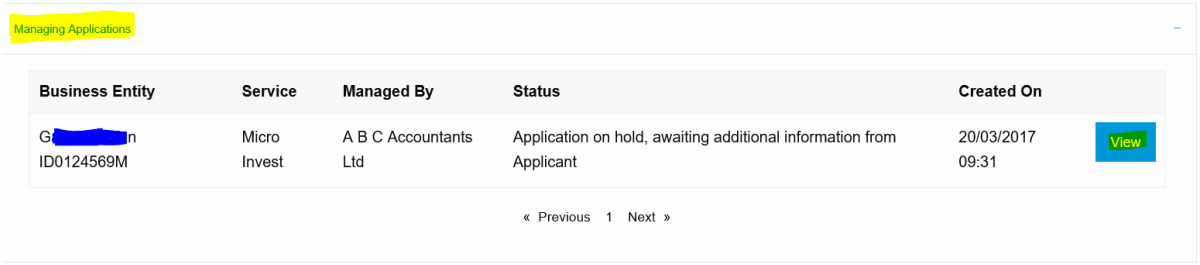


Figure 8: Micro Invest application of the Primary Business accessible by the Service Provider Business (in this case ABC Accountants Ltd)



6.3 Filling in basic fields in application form

Objective: The application form is designed in a way that a user can manage the filling-in process in stages, with the possibility of saving a partially complete application form at the end of each stage. The first stage in this process is to fill-in certain basic fields which are mandatory prior to saving a partially complete application.

Step 6.31 Press the View button next to the Micro Invest application created as per procedure in section 6.2

Step 6.32 Fill-in the fields as listed in Table 1.

Step 6.33 Following entry of values in fields listed in Table 1, tick the box 'I have read and agreed to the Terms and Conditions' and press the 'Save' button. This will save all details entered in the partially complete application (refer to

Table 1

Name of field	Comments
Is the undertaking a start-up?	By default value is set to 'no'. If the Applicant is in definition of 'Start-Up Undertaking' as per Micro In Incentive Guidelines, then change answer to 'yes'.
Is the undertaking classified as a female-owned undertaking?	By default value is set to 'no'. If the Applicant is in definition of 'female-owned undertaking' as per Mi Incentive Guidelines, then change answer to 'yes'
Employment (full-time & part-time) at date of submission	Enter the number of employees (irrespective of wh time or part-time basis) engaged by the Applicant a submission of the Application. For example, if the A employs 1 full-timer and 1 part-timer, then enter tl Note that in the case of self-employed, the value e field should take into account the self-employed pe value is set to '0', the Applicant will not be eligible under the Micro Invest scheme and for this reason, will not allow the saving or submission of the Appli

In 2016, the applicant employed more than thirty (30) persons Full Time (FT) contracts for a consecutive three (3) month period.	Enter yes or no in accordance to whether this statement is true or false respectively. If the value 'yes' is entered, the Applicant will not be eligible for assistance under the Micro Invest scheme in terms of maximum employment criteria. In such circumstances, the system will not allow the saving or submission of the Application.
Total actual turnover for year 2015 (€):	By default the value of this field is set to '0'. Enter the turnover of the Applicant for the year 2015, as derived from the Audited Accounts for that year. Turnover figures greater than Euro 10 million will render the Applicant ineligible for assistance under the Micro Invest scheme in line with the provisions of the Incentive Guidelines. As a result, the Applicant will not be allowed to save or submit the Application.
List of 5 relationships defining a Single Undertaking (refer to Figure 10)	By default, the value in each of these five fields is set to 'no'. If any of the conditions in these fields is applicable to the Applicant, then the value in the respective field should be changed to 'yes'.
Name of Undertaking	If the answer to any of the previous 5 fields defining a 'Single Undertaking' is set to 'yes', then the Name of the Undertaking(s) which is /are linked to the Applicant should be entered in this field. Use a separate lines for multiple entries.

Figure 9).

Step 6.34 At this stage, you can either postpone further work on the rest of this application for a later stage or else continue by following the steps that follow.

Table 1

Name of field	Comments
Is the undertaking a start-up?	By default value is set to 'no'. If the Applicant is in line with the definition of 'Start-Up Undertaking' as per Micro Invest Incentive Guidelines, then change answer to 'yes'.
Is the undertaking classified as a female-owned undertaking?	By default value is set to 'no'. If the Applicant is in line with the definition of 'female-owned undertaking' as per Micro Invest Incentive Guidelines, then change answer to 'yes'

Name of field	Comments
Employment (full-time & part-time) at date of submission	Enter the number of employees (irrespective of whether on full-time or part-time basis) engaged by the Applicant at date of submission of the Application. For example, if the Applicant employs 1 full-timer and 1 part-timer, then enter the value '2'. Note that in the case of self-employed, the value entered in this field should take into account the self-employed person. If the value is set to '0', the Applicant will not be eligible for assistance under the Micro Invest scheme and for this reason, the system will not allow the saving or submission of the Application.
In 2016, the applicant employed more than thirty (30) persons Full Time (FT) contracts for a consecutive three (3) month period.	Enter yes or no in accordance to whether this statement is true or false respectively. If the value 'yes' is entered, the Applicant will not be eligible for assistance under the Micro Invest scheme in terms of maximum employment criteria. In such circumstances, the system will not allow the saving or submission of the Application.
Total actual turnover for year 2015 (€):	By default the value of this field is set to '0'. Enter the turnover of the Applicant for the year 2015, as derived from the Audited Accounts for that year. Turnover figures greater than Euro 10 million will render the Applicant ineligible for assistance under the Micro Invest scheme in line with the provisions of the Incentive Guidelines. As a result, the Applicant will not be allowed to save or submit the Application.
List of 5 relationships defining a Single Undertaking (refer to Figure 10)	By default, the value in each of these five fields is set to 'no'. If any of the conditions in these fields is applicable to the Applicant, then the value in the respective field should be changed to 'yes'.
Name of Undertaking	If the answer to any of the previous 5 fields defining a 'Single Undertaking' is set to 'yes', then the Name of the Undertaking(s) which is /are linked to the Applicant should be entered in this field. Use a separate lines for multiple entries.

Figure 9: Saving application form

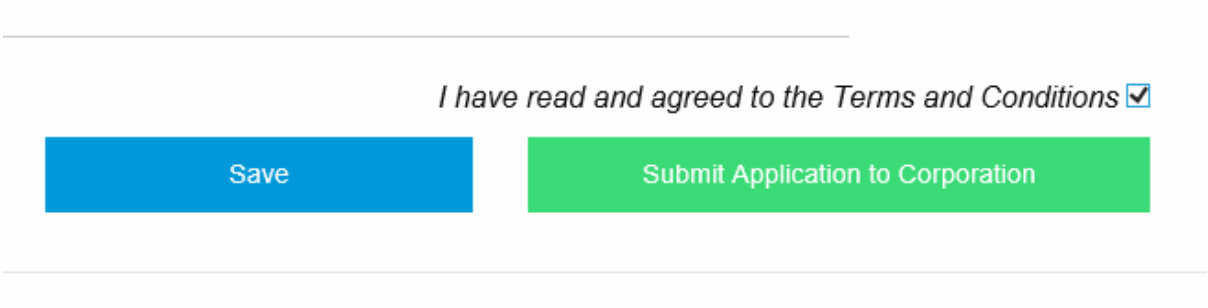


Figure 10: Single Undertaking Details

Single Undertaking Details

Does the applicant undertaking have at least one(1) of the following relationships with another undertaking?

a. one undertaking has a majority of the shareholders' or members' voting rights in another undertaking:

No

b. one undertaking has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another undertaking:

No

c. one undertaking has the right to exercise a dominant influence over another undertaking pursuant to a contract entered into with that undertaking or to provision in its memorandum or articles of association:

No

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

No

e. owns more than 50% share holding in another undertaking:

No

If you replied 'yes' to any of the above, enter the name of all undertakings falling under the definitions of single undertaking (as per Section 2 of the Incentive guidelines)

Name of Undertaking

Please distinguish between undertakings by returning a line on each one

6.4 Entry of De Minimis aid

Objective: To fill in the fields related to de minimis aid approved in favour of the Single Undertaking which will form part of the de minimis aid declaration form to be submitted with the Application. As with the manual de minimis declaration form, the de minimis section is divided in 3 sections. Section 1 caters for de minimis aid approved in favour of the Single Undertaking, Section 2 caters for de minimis aid awaiting approval in favour of the Single Undertaking. Section 3 includes de minimis aid being claimed under thie Application to be submitted and is updated automatically as the User enters transactions as per procedure in Section 6.5.

Step 6.41 Determine any linked undertakings by filling in the Single Undertaking Details section in the application form (refer to Figure 10 and Table 1). Any de minimis aid to be included as per steps that follow should also take into account any de minimis aid approved or awaiting approval in favour of any linked undertakings which should be listed in the Single Undertaking Details section of the application form.

Step 6.42 To enter records under section 1 or section 2 of the de minimis fields, press the Add Awarded Aid button for section 1 or the Add Pending Aid button in section 2 (shown highlighted in Figure 11). This will open up a new record for entry of data (as shown in Figure 12).

Step 6.43 In the 'Date' field enter the date when the aid was awarded for section 1 and the date when request for assistance was made in the case of section 2. In each case the date is selected from the calendar.

Step 6.44 Under the field 'Source/Grantor & Type of State Aid, if the type of State Aid is related to an incentive scheme administered by Malta Enterprise, then select the respective scheme under which the aid was approved (for section 1) or has been applied for (for section 2) (refer to Figure 13). If the aid was not granted by Malta Enterprise through one of the schemes in the list, then select 'Other' at the end of the list. This will open up a field for the manual entry of the Source/Grantor and the Type of State Aid (refer to Figure 14).

Step 6.45 In the field 'Awarded to' enter the name of Undertaking in favour of whom the assistance has been approved or is pending approval. This should be the name of the Applicant or any undertaking linked to the Applicant.

Step 6.46 In the field 'Amount in €' enter the amount of assistance and press Enter.

Step 6.47 Repeat steps 6.42 to 6.46 for further entries under section 1 or section 2.

Figure 11



Figure 12

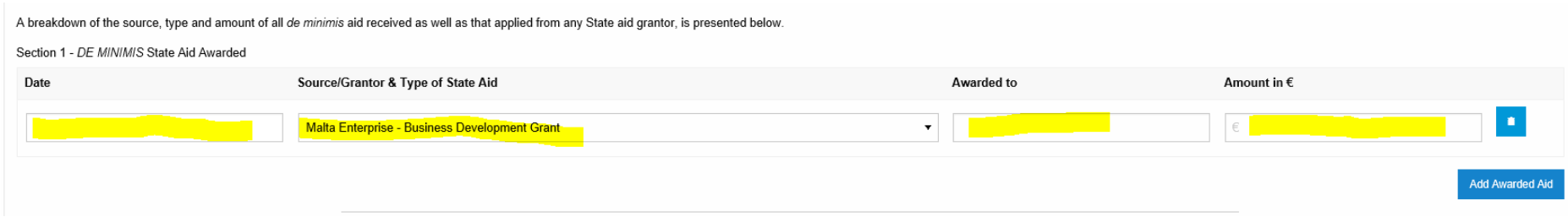


Figure 13: Selection of Type of State Aid and Source/Grantor for de minimis aid

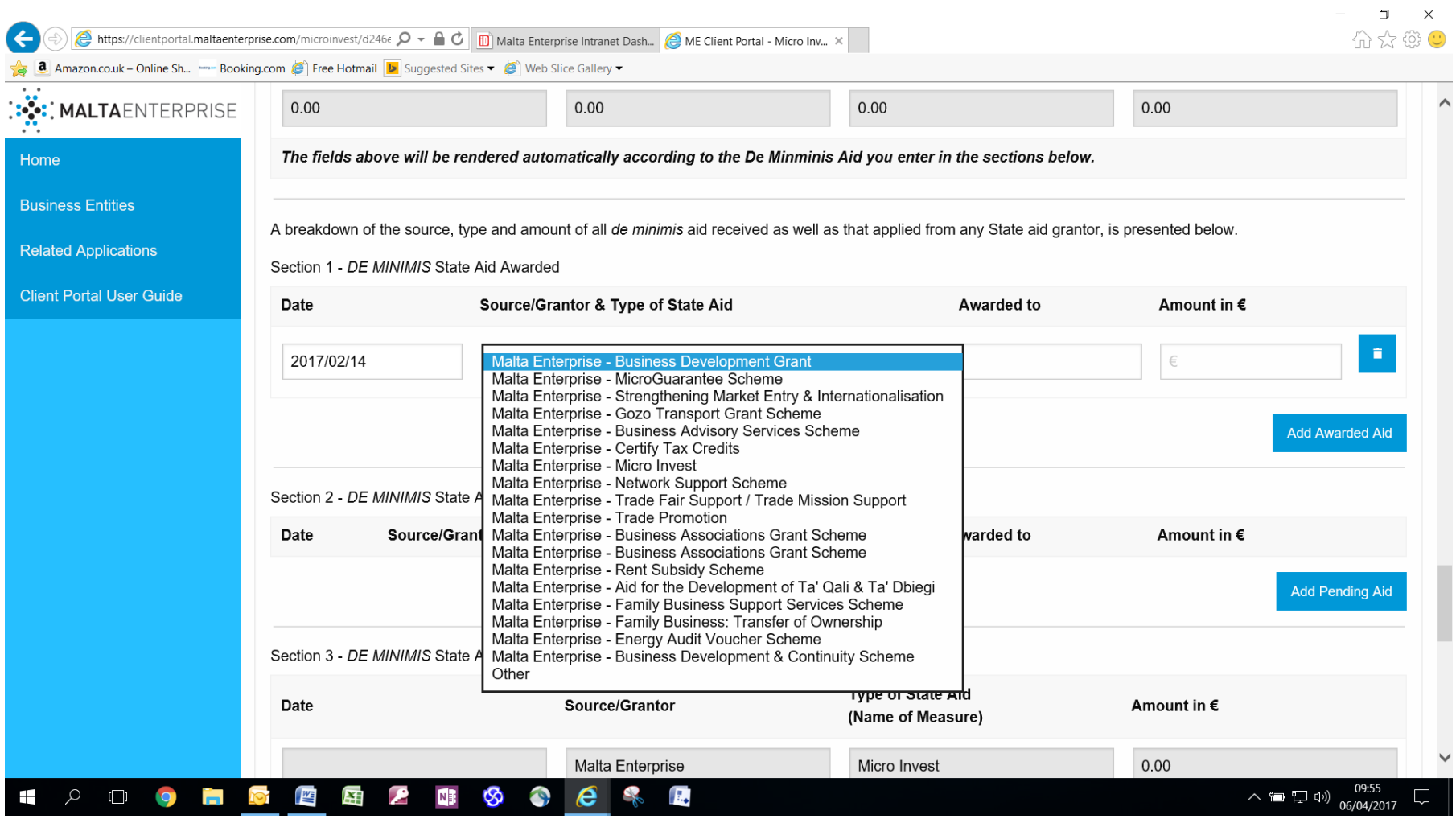
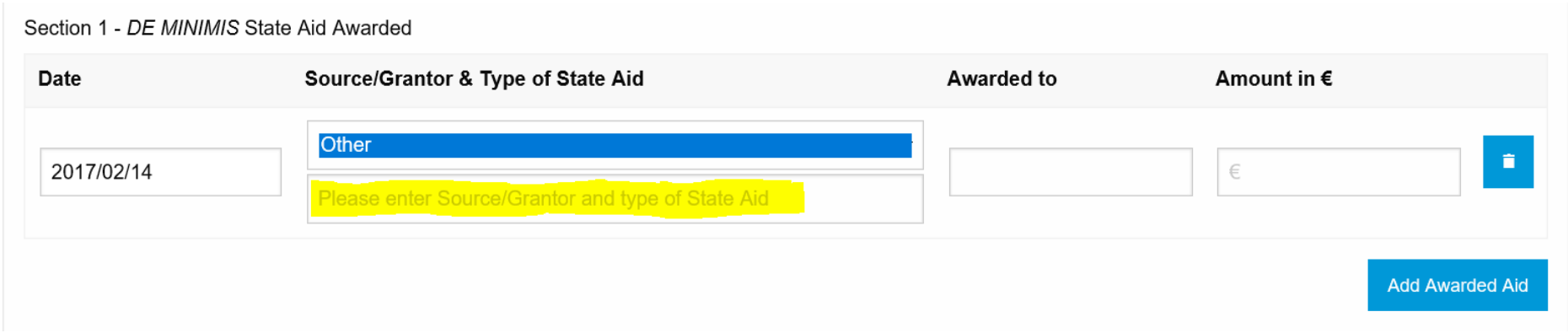


Figure 14: Entry of Source/Grantor and type of State Aid for de minimis aid not granted by Malta Enterprise



6.5 Entry of transactions

Objective: To enter transaction details and upload any related documentation, with each transaction representing a cost and request for aid in line with the applicable criteria in the Incentive Guidelines.

Step 6.51 Press the 'Add Transaction' button (shown highlighted in Figure 15). This will open a form for the entry of Transaction (as shown in Figure 16).

Step 6.52 Determine whether the transaction will be verified by a CPA. If this is the case, then select 'yes' in the first field. Otherwise select 'no'. This action will enable the rest of the fields in this form.

Step 6.53 Enter the value of fields as specified in Table 2.

Step 6.54 Take note of any documentation being requested in the message box under 'Related Documents/Declarations'. Upload each document being requested by using the procedure for uploading documents as described in Section 6.4 – 'Uploading Documents' in User Manual 1[2].

Step 6.55 Press the 'Save' button. In case of empty fields or missing uploaded documentation, the system will prompt the user with a message and indicate any missing fields in red (refer to Figure 19). Once all such issues are resolved, the transaction is saved and the user is prompted with an empty transaction form for the entry of another transaction.

Step 6.56 If the user intends to enter another transaction, then repeat steps 6.52 to 6.55. Otherwise, press the 'x' symbol at the upper right-hand side corner of the transaction form. This action will close the transaction form and return to the Micro Invest application form. All transactions which are saved are included in the table of transactions at the bottom part of the application form (refer to Figure 20). All such saved transactions will also update the value in section 3 and the total of sections 1, 2 and 3 of the de minimis information (shown highlighted in Figure 21).

[2] Available at https://clientportal.maltaenterprise.com/Guides/Client%20Portal%20User%20Guide.pdf

Figure 15: Add transaction

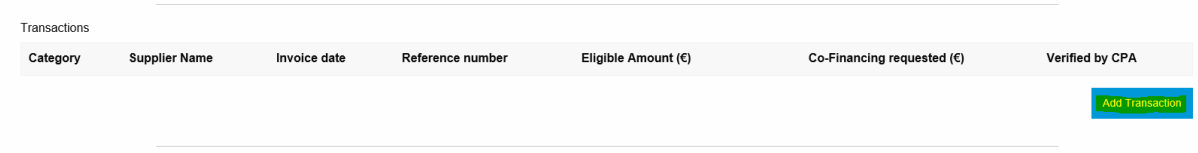


Figure 16: Entry of new transaction

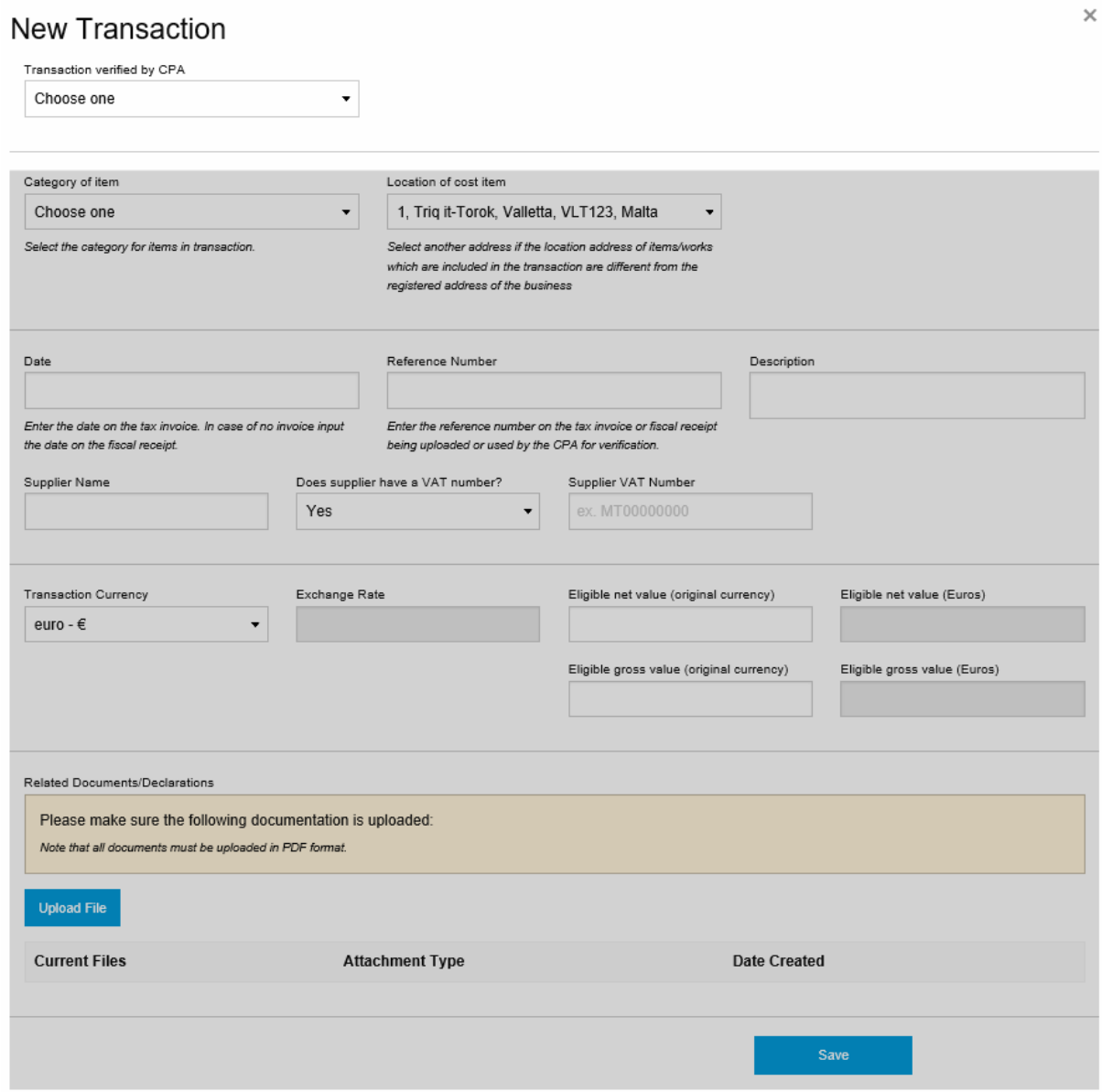


Table 2: Fields in New Transaction form

Ref. No	Field Name	Comments
1	Category of Item	Select a category of the cost item(s) included in the transaction from the following options: Furbishing & Refurbishing, Investment, Motor Vehicle, PV Panels, Wage Costs.
2	Location of cost item	Select an address which corresponds to the actual location of the cost item. The addresses available for selection will be the addresses added for the Applicant Business on its Business Account. By default, the value of this field is set to the Primary Address as set in the Business Account. The address selected in this field should correspond to the Applicant address in the transaction invoice or receipt.
3	Date	This should correspond to the date when the cost is incurred by the Applicant.
4	Reference Number	This should correspond to the reference number of the invoice or fiscal receipt related to the transaction.
5	Description	A general description of the items making up the transaction.
6	Supplier Name	The supplier name of the cost items.
7	Does supplier have a VAT number?	Specify whether the supplier is trading with a VAT number. If this is the case then select 'yes', otherwise select 'no'.
8	Supplier VAT number	If the supplier is trading with a VAT number, then enter the VAT number.
9	Transaction currency	Be default the transaction currency is set the 'Euro'. If the transaction currency is not in Euros, then select from the list of currencies available.

Ref. No	Field Name	Comments
10	Exchange rate	This field is determined automatically according to the currency selected in the previous field. By default this value is set to '1', which corresponds to the 'Euro' transaction currency set by default in the previous field. The value in this field will represent the exchange rate for the selected transaction currency at the day set in the 'Date' field as determined from European Central Bank data. If the 'Date' field value happens to be a Saturday or a Sunday, the value in the 'Exchange rate' field will remain '1'. This will also be the case if the system is unable to connect with the ECB database for technical reasons. In any case, the exchange rate value will be checked and verified by the Corporation during the processing of the Application and corrected where necessary. Any aid granted by the Corporation will reflect any corrections made by the Corporation during this process.
11	Eligible net value (original currency)	Enter the net value of the transaction in the original currency. This value should be equal to the net value of eligible cost items in the transaction, in line with the Incentive Guidelines. The value of any ineligible cost items in the transaction should not be included in the value entered in this field.
12	Eligible net value	The value in this field is determined automatically from the value of the previous field and the value in the 'Exchange Rate' field.
13	Eligible gross value (original currency)	Enter the gross value of eligible costs in the transaction in original currency. The value in this field will be used only to verify that the eligible gross value of the transaction is equal to at least €200 in line with the Incentive Guidelines. If the gross value of eligible cost items in the transaction is less than this minimum value, the transaction will not be saved and the user will be prompted accordingly.
14	Eligible gross value (euros)	The value in this field is determined automatically from the value of the previous field and the value in the 'Exchange Rate' field. The value of this field will be used by the System as described above.

Figure 17: Select a category for cost item

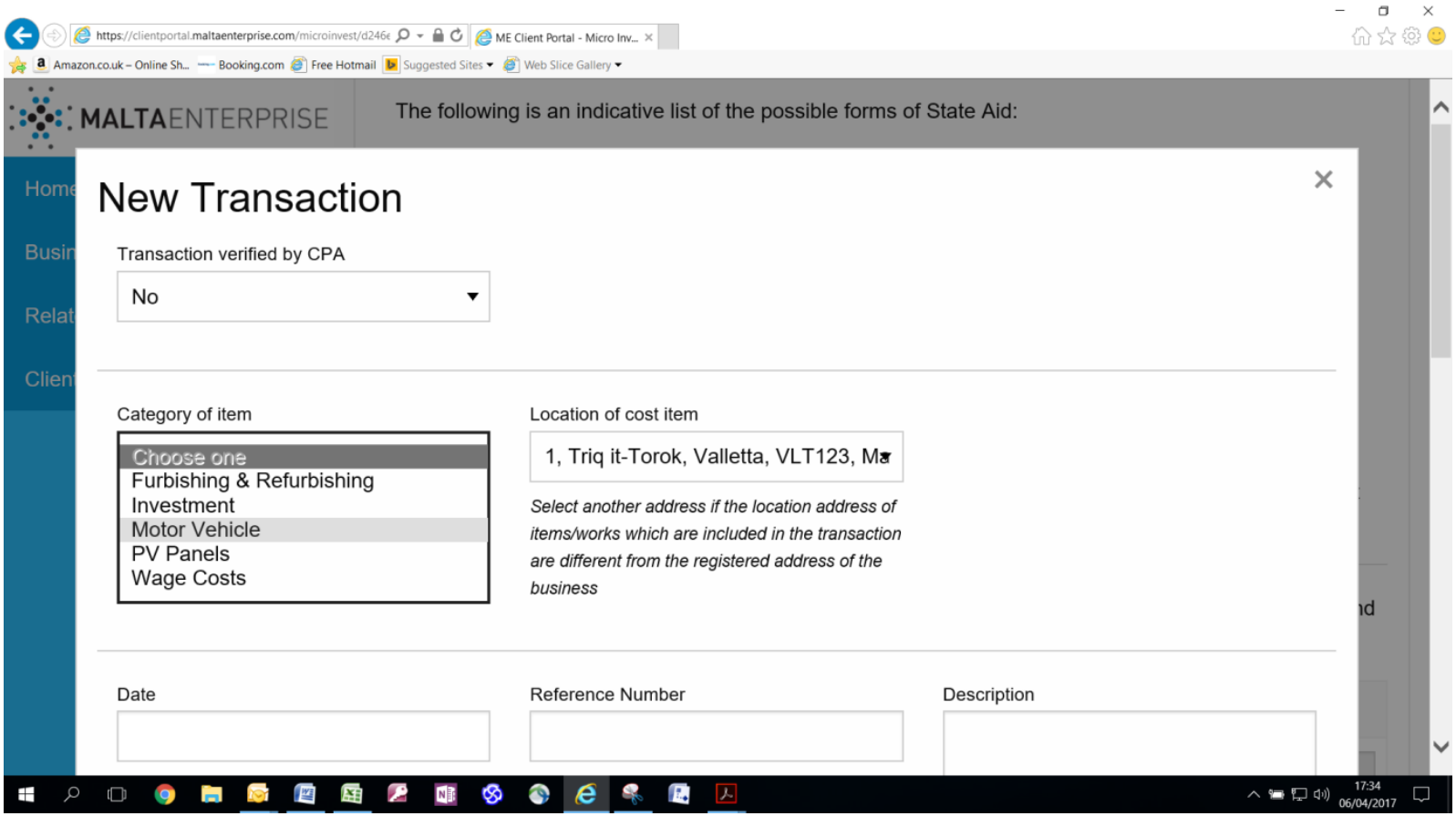


Figure 18: Detail of documentation to be uploaded with Transaction

Related Documents/Declarations

Please make sure the following documentation is uploaded:

i. Any of the folowing documentation:
   - Tax Invoice (as specified in the 12th Schedule of the VAT Act Chapter 406 of the Laws of Malta,

   OR
   - Fiscal Receipt (as specified in the 13th Schedule of Chapter 406 of the VAT Act)

ii. REWS permit

iii. Latest electricity bill

Note that all documents must be uploaded in PDF format.

Upload File

Current Files	Attachment Type	Date Created

Figure 19

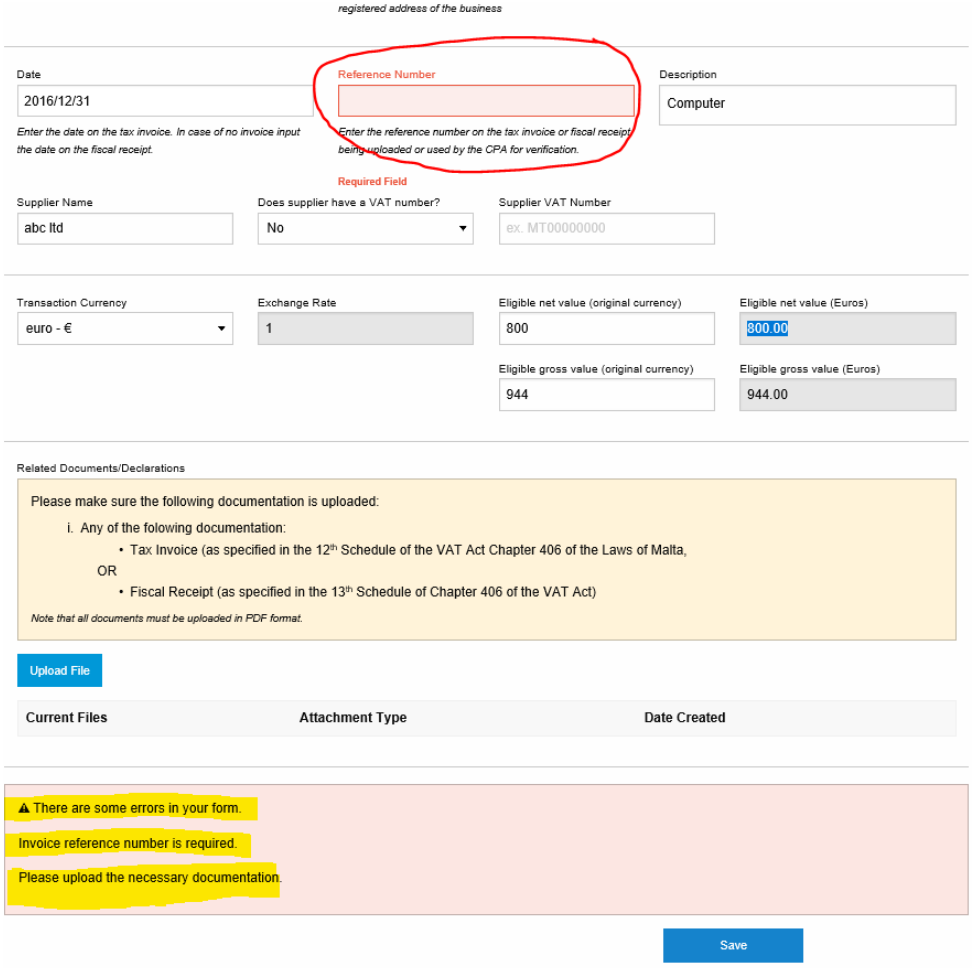
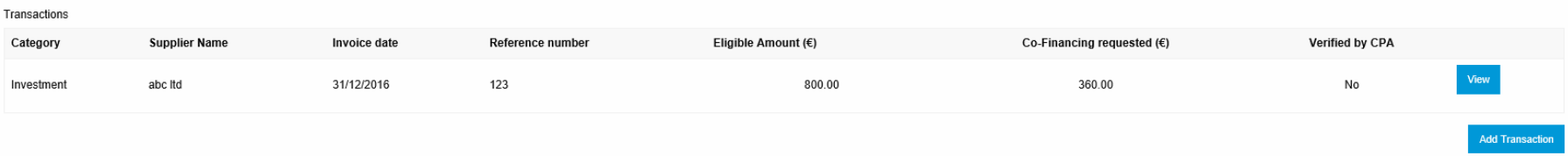

registered address of the business
Date
2016/12/31
Enter the date on the tax invoice. In case of no invoice input the date on the fiscal receipt.
Reference Number
Enter the reference number on the tax invoice or fiscal receipt being uploaded or used by the CPA for verification.
Required Field
Description
Computer
Supplier Name
abc ltd
Does supplier have a VAT number?
No
Supplier VAT Number
ex. MT00000000
Transaction Currency
euro - €
Exchange Rate
1
Eligible net value (original currency)
800
Eligible net value (Euros)
800.00
Eligible gross value (original currency)
944
Eligible gross value (Euros)
944.00
Related Documents/Declarations
Please make sure the following documentation is uploaded:
i. Any of the folowing documentation:
• Tax Invoice (as specified in the 12th Schedule of the VAT Act Chapter 406 of the Laws of Malta,
OR
• Fiscal Receipt (as specified in the 13th Schedule of Chapter 406 of the VAT Act)
Note that all documents must be uploaded in PDF format.
Upload File
Current Files
Attachment Type
Date Created
There are some errors in your form.
Invoice reference number is required.
Please upload the necessary documentation.
Save

Figure 20: Transaction record in Micro Invest application form

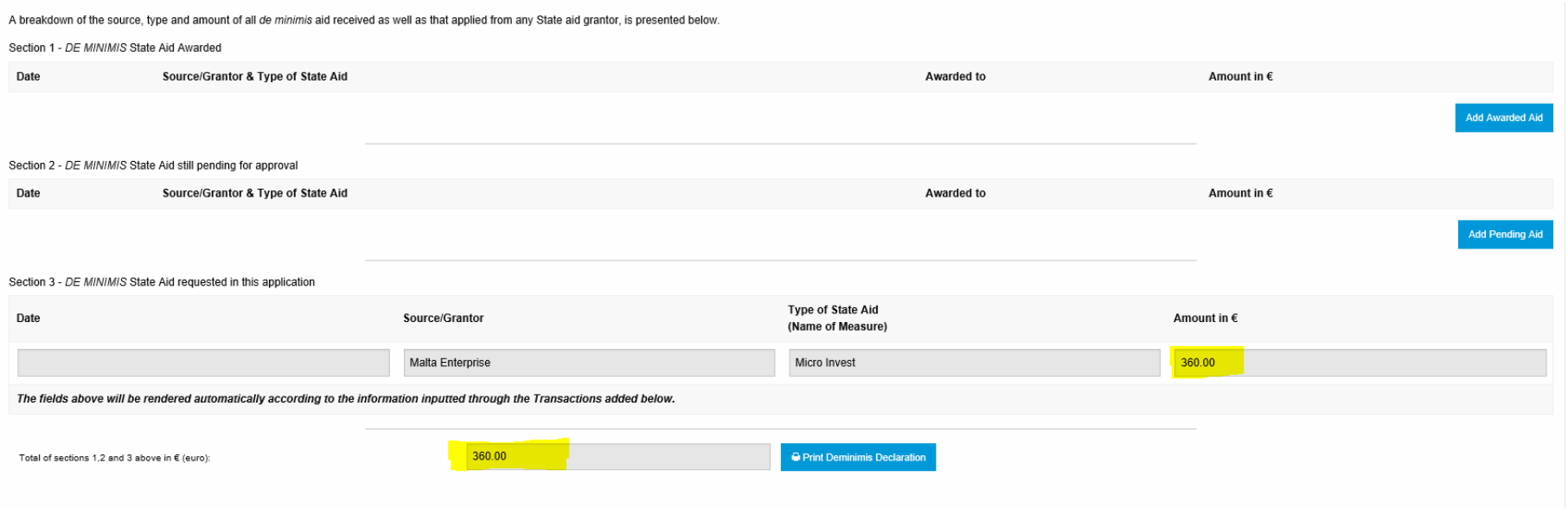


Transactions

Category	Supplier Name	Invoice date	Reference number	Eligible Amount (€)	Co-Financing requested (€)	Verified by CPA	
Investment	abc ltd	31/12/2016	123	800.00	360.00	No	View

Add Transaction

Figure 21: Update of de minimis information upon entry of transaction



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

Section 1 - *DE MINIMIS* State Aid Awarded

Date	Source/Grantor & Type of State Aid	Awarded to	Amount in €

Add Awarded Aid

Section 2 - *DE MINIMIS* State Aid still pending for approval

Date	Source/Grantor & Type of State Aid	Awarded to	Amount in €

Add Pending Aid

Section 3 - *DE MINIMIS* State Aid requested in this application

Date	Source/Grantor	Type of State Aid (Name of Measure)	Amount in €
	Malta Enterprise	Micro Invest	360.00

The fields above will be rendered automatically according to the information inputted through the Transactions added below.

Total of sections 1,2 and 3 above in € (euro): 360.00

Print Deminimis Declaration

6.6 Printing and uploading the de minimis declaration form

Objective: Once ALL transactions are entered and saved, a de minimis form with the de minimis information entered in the respective fields is printed, signed by the Legal Representative of the Business and uploaded. Since section 3 of the de minimis form is computed automatically from the transactions saved in the application form, the printing of the de minimis form should be done following entry of all transactions as otherwise section 3 will not reflect the amount of aid being requested under the application to be submitted online.

Step 6.61 Make sure that all transactions are entered and saved.

Step 6.62 Make sure all information in sections 1 and 2 of the de minimis form is complete and correct.

Step 6.63 Make sure you save the application by ticking the box 'I have read the terms and conditions' and pressing the 'Save' button (refer to

Table 1

Name of field	Comments
Is the undertaking a start-up?	By default value is set to 'no'. If the Applicant is in li definition of 'Start-Up Undertaking' as per Micro Inv Incentive Guidelines, then change answer to 'yes'.
Is the undertaking classified as a female-owned undertaking?	By default value is set to 'no'. If the Applicant is in li definition of 'female-owned undertaking' as per Mic Incentive Guidelines, then change answer to 'yes'
Employment (full-time & part-time) at date of submission	Enter the number of employees (irrespective of whe time or part-time basis) engaged by the Applicant at submission of the Application. For example, if the A employs 1 full-timer and 1 part-timer, then enter the Note that in the case of self-employed, the value ent field should take into account the self-employed per value is set to '0', the Applicant will not be eligible fo under the Micro Invest scheme and for this reason, t will not allow the saving or submission of the Applica
In 2016, the applicant employed more than thirty (30) persons Full Time (FT) contracts for a consecutive three (3) month period.	Enter yes or no in accordance to whether this statem or false respectively. If the value 'yes' is entered, th will not be eligible for assistance under the Micro Inv in terms of maximum employment criteria. In such circumstances, the system will not allow the saving o submission of the Application.

Total actual turnover for year 2015 (€):	By default the value of this field is set to '0'. Enter the turnover of the Applicant for the year 2015, as derived from the Audited Accounts for that year. Turnover figures greater than Euro 10 million will render the Applicant ineligible for assistance under the Micro Invest scheme in line with the provisions of the Incentive Guidelines. As a result, the Applicant will not be allowed to save or submit the Application.
List of 5 relationships defining a Single Undertaking (refer to Figure 10)	By default, the value in each of these five fields is set to 'no'. If any of the conditions in these fields is applicable to the Applicant, then the value in the respective field should be changed to 'yes'.
Name of Undertaking	If the answer to any of the previous 5 fields defining a 'Single Undertaking' is set to 'yes', then the Name of the Undertaking(s) which is /are linked to the Applicant should be entered in this field. Use a separate lines for multiple entries.

Figure 9).

Step 6.64 Press the button 'Print Deminimis Declaration' (shown highlighted in Figure 22). This action will prompt the user with a message as shown in Figure 23. Press the button ' I have saved, please print the application' and print the de minimis declaration form.

Step 6.65 On the last page of the printed de minimis declaration, fill in by hand the name and surname, position in establishment and signature of Business Legal Representative.

Step 6.66 Scan de minimis declaration form and upload file by using the procedure for uploading documents as described in Section 6.4 – 'Uploading Documents' in User Manual 1[3].

Step 6.67 Tick the box 'I have read and agreed to the Terms and Conditions' at the bottom of the application form (refer to

Table 1

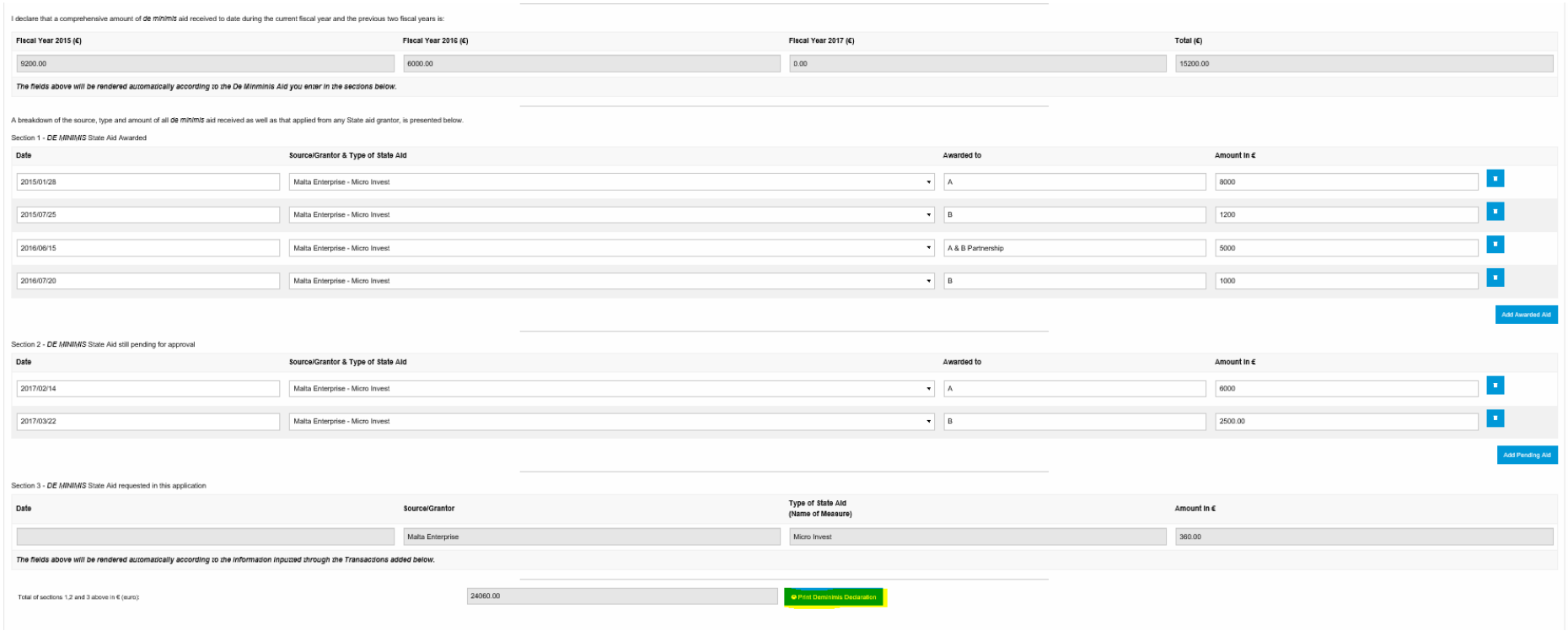
Name of field	Comments
Is the undertaking a start-up?	By default value is set to 'no'. If the Applicant is in li definition of 'Start-Up Undertaking' as per Micro Inv Incentive Guidelines, then change answer to 'yes'.

[3] Available at https://clientportal.maltaenterprise.com/Guides/Client%20Portal%20User%20Guide.pdf

Is the undertaking classified as a female-owned undertaking?	By default value is set to 'no'. If the Applicant is in line with the definition of 'female-owned undertaking' as per Micro Invest Incentive Guidelines, then change answer to 'yes'
Employment (full-time & part-time) at date of submission	Enter the number of employees (irrespective of whether on full-time or part-time basis) engaged by the Applicant at date of submission of the Application. For example, if the Applicant employs 1 full-timer and 1 part-timer, then enter the value '2'. Note that in the case of self-employed, the value entered in this field should take into account the self-employed person. If the value is set to '0', the Applicant will not be eligible for assistance under the Micro Invest scheme and for this reason, the system will not allow the saving or submission of the Application.
In 2016, the applicant employed more than thirty (30) persons Full Time (FT) contracts for a consecutive three (3) month period.	Enter yes or no in accordance to whether this statement is true or false respectively. If the value 'yes' is entered, the Applicant will not be eligible for assistance under the Micro Invest scheme in terms of maximum employment criteria. In such circumstances, the system will not allow the saving or submission of the Application.
Total actual turnover for year 2015 (€):	By default the value of this field is set to '0'. Enter the turnover of the Applicant for the year 2015, as derived from the Audited Accounts for that year. Turnover figures greater than Euro 10 million will render the Applicant ineligible for assistance under the Micro Invest scheme in line with the provisions of the Incentive Guidelines. As a result, the Applicant will not be allowed to save or submit the Application.
List of 5 relationships defining a Single Undertaking (refer to Figure 10)	By default, the value in each of these five fields is set to 'no'. If any of the conditions in these fields is applicable to the Applicant, then the value in the respective field should be changed to 'yes'.
Name of Undertaking	If the answer to any of the previous 5 fields defining a 'Single Undertaking' is set to 'yes', then the Name of the Undertaking(s) which is /are linked to the Applicant should be entered in this field. Use a separate lines for multiple entries.

Figure 9) and press the 'Save' button.

Figure 22: Printing of de minimis declaration form



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 2015 (€)	Fiscal Year 2016 (€)	Fiscal Year 2017 (€)	Total (€)
9200.00	6000.00	0.00	15200.00

The fields above will be rendered automatically according to the De Minminis Aid you enter in the sections below.

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

Section 1 - *DE MINIMIS* State Aid Awarded

Date	Source/Grantor & Type of State Aid	Awarded to	Amount in €
2015/01/28	Malta Enterprise - Micro Invest	A	8000
2015/07/25	Malta Enterprise - Micro Invest	B	1200
2016/06/15	Malta Enterprise - Micro Invest	A & B Partnership	5000
2016/07/20	Malta Enterprise - Micro Invest	B	1000

Add Awarded Aid

Section 2 - *DE MINIMIS* State Aid still pending for approval

Date	Source/Grantor & Type of State Aid	Awarded to	Amount in €
2017/02/14	Malta Enterprise - Micro Invest	A	6000
2017/03/22	Malta Enterprise - Micro Invest	B	2500.00

Add Pending Aid

Section 3 - *DE MINIMIS* State Aid requested in this application

Date	Source/Grantor	Type of State Aid (Name of Measure)	Amount in €
	Malta Enterprise	Micro Invest	360.00

The fields above will be rendered automatically according to the information inputed through the Transactions added below.

Total of sections 1,2 and 3 above in € (euro): 24060.00

Print Deminimis Declaration

Figure 23: Message prior to printing de minimis declaration form

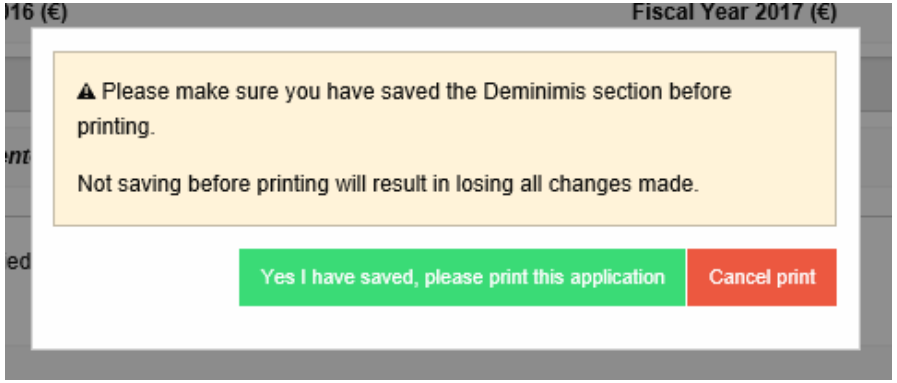


Figure 24: Details on Legal Representative of Applicant on de minimis declaration form

Name of Undertaking	VAT number
A & B Partnership	N/A
Name and Surname (BLOCK CAPITALS)	Position in Establishment
[redacted]	[redacted]
Signature	Date
[redacted]	7/4/2017

6.7 Printing and uploading of Micro Invest declaration

Objective: Once ALL transactions are entered and saved, the Micro Invest declaration form with all the information entered in the respective fields (including all transactions but excluding de minimis information) is printed. The declaration is signed by the Legal Representative of the Business while the CPA confirms certification of any transactions claimed on this same form.

Step 6.71 Make sure that all transactions are entered and saved.

Step 6.72 Make sure you save the application by ticking the box 'I have read the terms and conditions' and pressing the 'Save' button (refer to

Table 1

Name of field	Comments
Is the undertaking a start-up?	By default value is set to 'no'. If the Applicant is in definition of 'Start-Up Undertaking' as per Micro In Incentive Guidelines, then change answer to 'yes'.
Is the undertaking classified as a female-owned undertaking?	By default value is set to 'no'. If the Applicant is in definition of 'female-owned undertaking' as per Mi Incentive Guidelines, then change answer to 'yes'
Employment (full-time & part-time) at date of submission	Enter the number of employees (irrespective of wh time or part-time basis) engaged by the Applicant a submission of the Application. For example, if the A employs 1 full-timer and 1 part-timer, then enter tl Note that in the case of self-employed, the value e field should take into account the self-employed pe value is set to '0', the Applicant will not be eligible under the Micro Invest scheme and for this reason, will not allow the saving or submission of the Appli
In 2016, the applicant employed more than thirty (30) persons Full Time (FT) contracts for a consecutive three (3) month period.	Enter yes or no in accordance to whether this state or false respectively. If the value 'yes' is entered, t will not be eligible for assistance under the Micro In in terms of maximum employment criteria. In such circumstances, the system will not allow the saving submission of the Application.

Total actual turnover for year 2015 (€):	By default the value of this field is set to '0'. Enter the turnover of the Applicant for the year 2015, as derived from the Audited Accounts for that year. Turnover figures greater than Euro 10 million will render the Applicant ineligible for assistance under the Micro Invest scheme in line with the provisions of the Incentive Guidelines. As a result, the Applicant will not be allowed to save or submit the Application.
List of 5 relationships defining a Single Undertaking (refer to Figure 10)	By default, the value in each of these five fields is set to 'no'. If any of the conditions in these fields is applicable to the Applicant, then the value in the respective field should be changed to 'yes'.
Name of Undertaking	If the answer to any of the previous 5 fields defining a 'Single Undertaking' is set to 'yes', then the Name of the Undertaking(s) which is /are linked to the Applicant should be entered in this field. Use a separate lines for multiple entries.

Figure 9).

Step 6.73 Press the button 'Print' (shown highlighted in Figure 25). This action will prompt the user with a message as shown in Figure 23. Press the button ' I have saved, please print the application' and print the de Micro Invest declaration form.

Step 6.74 In the list of transactions, for any transactions which are marked as 'Verified by CPA', CPA should sign in the 'CPA Signature' column for all transactions as confirmation that CPA has verified the eligibility of cost item in line with the Micro Invest Incentive Guidelines.

Step 6.75 In cases where CPA verified any cost item as specified in previous step, the latter should complete the declaration by ticking the appropriate declaration, fill-in personal details and sign (as shown in Figure 27)

Step 6.76 In all cases, the Micro Invest declaration shall be signed by the Legal Representative of the Applicant Business, in the highlighted fields shown in Figure 28.

Step 6.77 Scan de Micro Invest declaration form and upload file by using the procedure for uploading documents as described in Section 6.4 – 'Uploading Documents' in User Manual 1[4].

Step 6.78 Tick the box 'I have read and agreed to the Terms and Conditions' at the bottom of the application form (refer to

[4] Available at https://clientportal.maltaenterprise.com/Guides/Client%20Portal%20User%20Guide.pdf

Table 1

Name of field	Comments
Is the undertaking a start-up?	By default value is set to 'no'. If the Applicant is in definition of 'Start-Up Undertaking' as per Micro In Incentive Guidelines, then change answer to 'yes'.
Is the undertaking classified as a female-owned undertaking?	By default value is set to 'no'. If the Applicant is in definition of 'female-owned undertaking' as per Mi Incentive Guidelines, then change answer to 'yes'
Employment (full-time & part-time) at date of submission	Enter the number of employees (irrespective of wh time or part-time basis) engaged by the Applicant a submission of the Application. For example, if the A employs 1 full-timer and 1 part-timer, then enter tl Note that in the case of self-employed, the value e field should take into account the self-employed pe value is set to '0', the Applicant will not be eligible under the Micro Invest scheme and for this reason, will not allow the saving or submission of the Appli
In 2016, the applicant employed more than thirty (30) persons Full Time (FT) contracts for a consecutive three (3) month period.	Enter yes or no in accordance to whether this state or false respectively. If the value 'yes' is entered, t will not be eligible for assistance under the Micro In in terms of maximum employment criteria. In such circumstances, the system will not allow the saving submission of the Application.
Total actual turnover for year 2015 (€):	By default the value of this field is set to '0'. Enter of the Applicant for the year 2015, as derived from Accounts for that year. Turnover figures greater th million will render the Applicant ineligible for assist the Micro Invest scheme in line with the provisions Incentive Guidelines. As a result, the Applicant will allowed to save or submit the Application.
List of 5 relationships defining a Single Undertaking (refer to Figure 10)	By default, the value in each of these five fields is s any of the conditions in these fields is applicable to Applicant, then the value in the respective field shc changed to 'yes'.
Name of Undertaking	If the answer to any of the previous 5 fields definin Undertaking' is set to 'yes', then the Name of the U which is /are linked to the Applicant should be ente field. Use a separate lines for multiple entries.

Figure 9) and press the 'Save' button.

Figure 25: Print command for Micro Invest declaration form

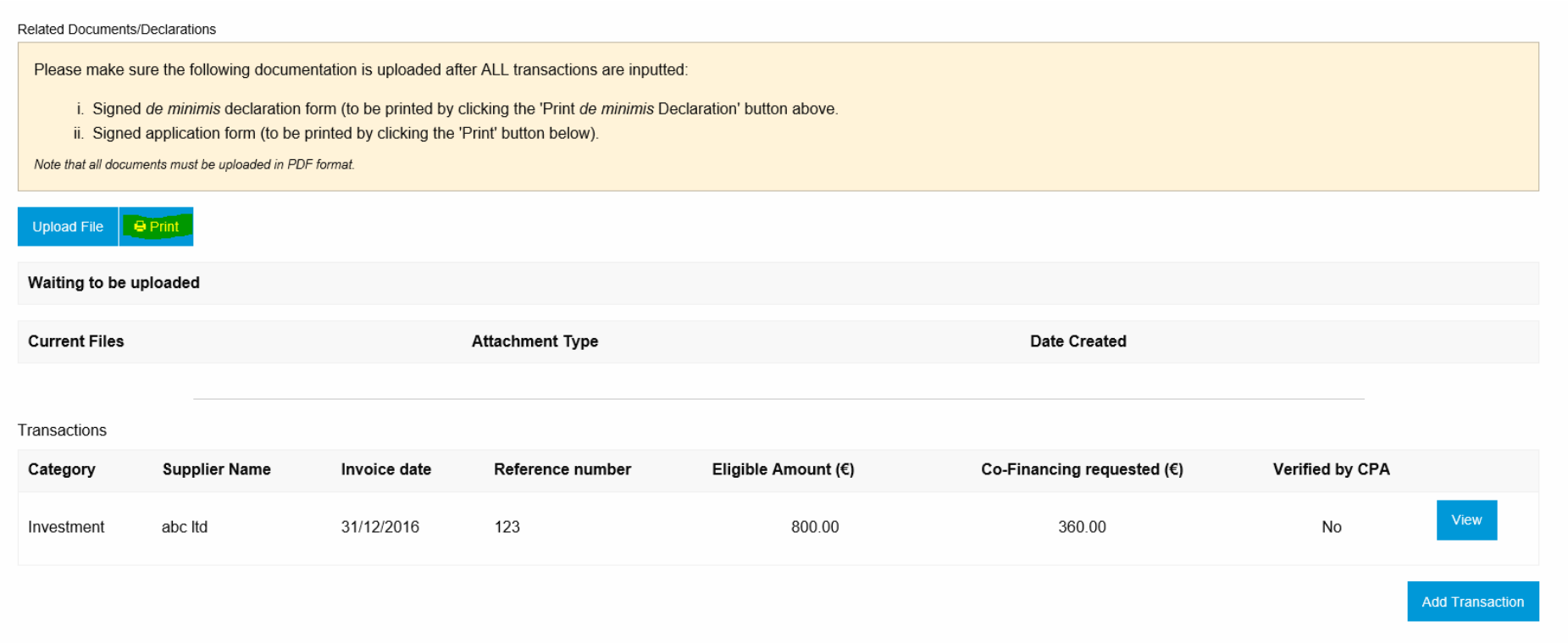
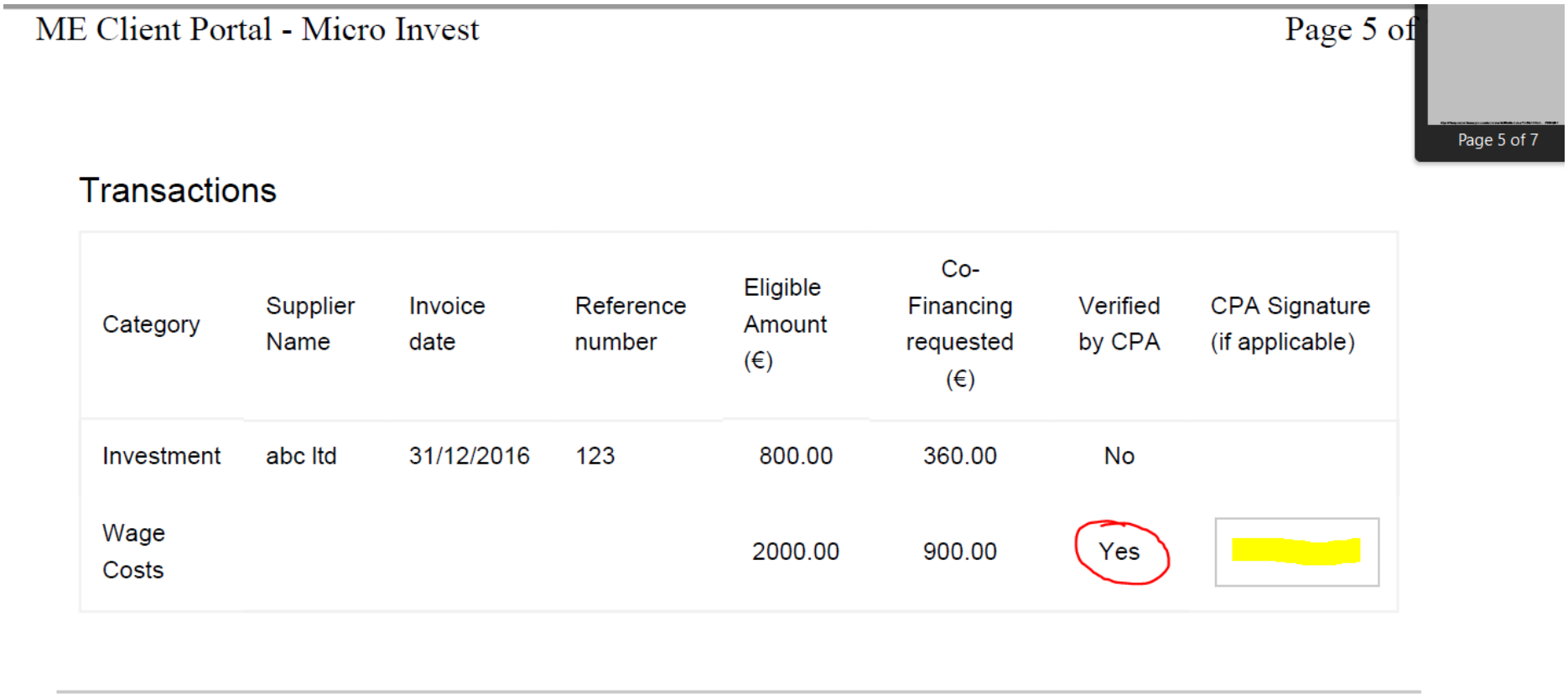


Figure 26: Part of Micro Invest declaration printout showing list of transactions



ME Client Portal - Micro Invest Page 5 of

Page 5 of 7

Transactions

Category	Supplier Name	Invoice date	Reference number	Eligible Amount (€)	Co-Financing requested (€)	Verified by CPA	CPA Signature (if applicable)
Investment	abc ltd	31/12/2016	123	800.00	360.00	No	
Wage Costs				2000.00	900.00	Yes	

Figure 27: Declaration by CPA (where applicable)

CPA Declarations

The CPA is not the owner/director and/or shareholder of the undertaking requesting for assistance and neither the self-employed requesting assistance.

Tick where appropriate

☐ Wage Costs: I, the undersigned, hereby declare that the: i) costs being claimed for are the actual costs incurred by the applicant; and ii) information provided in relation to the FS7s is correct.

☐ Costs other than wage costs: I, the undersigned, hereby declare that the costs being claimed for and marked by the signature of the undersigned in the table of transactions produced in this document are the actual costs incurred by the applicant and that the information provided in relation to the invoices/receipts.

CPA Signature and Stamp (including warrant number and address)

Name and Surname (BLOCK CAPITALS)	Warrant Number
[redacted]	[redacted]
Signature	**Date**
[redacted]	[redacted]

Figure 28: Declaration by Legal Representative of Applicant Business

Legal Representative

The undersigned, as an authorised representative of the undertaking, consents to allow Malta Enterprise to share information provided in this application with Government Entities or the European Commission where this is strictly necessary for the proper administration of this incentive or when legally required and confirms that:

- The costs on which the tax credit is being requested have not been claimed and will not be claimed from any other sources including grants, other fiscal measures and financial instruments.
- All items claimed are new or in any case first used in Malta (that is they have never been used in Malta before being purchased by the applicant).
- All furbishing and refurbishing costs on which a tax credit is being claimed have been incurred for the furbishing and/or refurbishing or a licensed business premises.
- The undersigned has read the Incentive Guidelines and the Regulations governing the MicroInvest scheme.

a. their personal data will be handed over to and processed by Malta Enterprise, and shared with other Government entities and the European Commission, for the purpose of this scheme in accordance with the terms and conditions contained herein and that
b. they have the right to access, rectify, and where applicable, erase any data concerning them. The undersigned accepts the fact that any rectification or deletion of such information during the process of evaluation, project execution or claim processing may result in cost being rejected and may also render the applicant ineligible for this scheme.

By signing this declaration the undersigned authorises Malta Enterprise Corporation to process the data contained in this form for the purpose stated. The undersigned also authorises the Corporation, as the administrator of the scheme, to disclose to the Commissioner of the Inland Revenue, Jobsplus, VAT Department or any other Governmental Entity any information, documents and records which the Corporation may have obtained in connection with this application. The undersigned also authorises the Inland Revenue Department and Malta Enterprise to exchange any information related to the utilisation of the tax credits

Name and Surname (BLOCK CAPITALS)

Designation

Signature

Date

6.8 Submitting a Micro Invest application

Objective: Once an application form is complete, this is submitted to the Corporation via the Malta Enterprise Online Portal. Once an application is submitted, no further editing of the latter by the Applicant will be possible.

Step 6.81 Make sure that the following have been completed:

a. All fields in the application form have been duly filled in
b. Any undertakings falling within the definition of Single Undertaking have been listed;
c. All transactions together with related uploads have been saved
d. De minimis information has been entered, de minimis declaration form duly signed by the Legal Representative of the Applicant has been uploaded;
e. Micro Invest declaration has been printed, transactions listed in the declaration as to be verified by CPA have been verified and signed, and declaration itself has been signed by Legal Representative of Applicant. Complete declaration has been uploaded;
f. Any other uploads being requested have been uploaded.

Step 6.82 Tick the 'I have read and agreed to the Terms and Conditions' tick box at the right-hand side bottom corner of the application form and press the 'Submit Application to Corporation' button (shown highlighted in). This action will prompt the User to a message box as shown in .

Step 6.83 For submitting the application, press the button 'Yes I have finalized this application and would like to submit to Corporation'. Otherwise, press the 'Cancel' button. An Applicant will no longer be able to edit an application once this is submitted.

Step 6.84 Submitted applications can be viewed by clicking the 'View' button (refer to Figure 31).

Figure 29: Submission of Micro Invest application

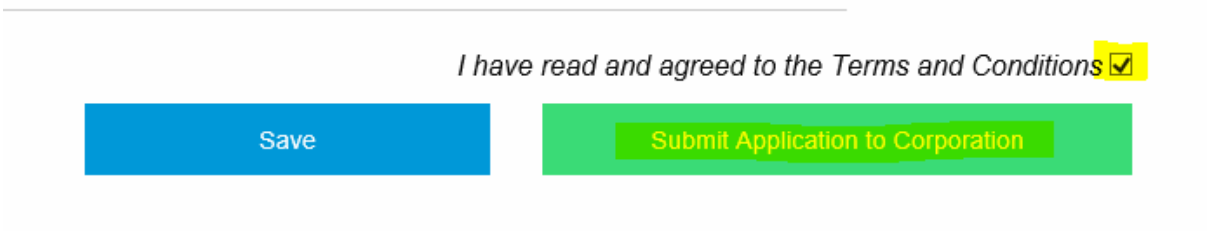


Figure 30: Message prior to submission of Application

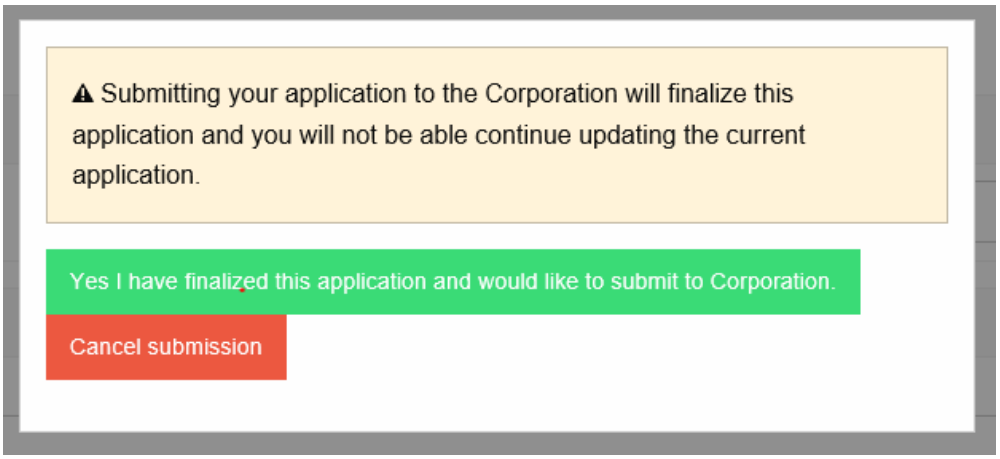


Figure 31: Viewing a submitted application

