



EMDG Eligibility Checklist - for the 2008–09 grant year

Please complete the checklist before completing the application form and schedules

- 1 Do you carry on a business based in Australia and have an ABN number?

Note: Branch offices of companies not incorporated in Australia are not eligible to apply for an EMDG grant.

Yes Go to next question

No Contact your local EMDG office to clarify your eligibility.

Unsure

- 2 Was your business's total annual income (i.e. total turnover including sales) A\$50m or less during the last financial year? (Exceptions apply for Approved Bodies, Approved Joint Ventures and Approved Trading Houses. Contact Austrade for more details.)

Yes Go to next question

No Contact your local EMDG office to clarify your eligibility.

Unsure

- 3 Did your business spend at least A\$10,000 on eligible export promotional activities during the last financial year or, if a first-time applicant, the last two financial years? (See Q.7 for a list of eligible export promotion activities.)

Yes Go to next question

No Contact your local EMDG office to clarify your eligibility.

Unsure

- 4 Are you, or will you, be the principal (rather than agent) in any export sales of your goods, services or intellectual property? (Exceptions apply for manufacturers, Approved Bodies, Approved Trading Houses, event promoters and suppliers to inbound tour operators. Contact Austrade for more details.)

Note: Applicants that are companies will be taken to be the principal where they or their closely related entities individually or jointly own the products being promoted and intend to sell these products to foreign residents.

Yes Go to next question

No Contact your local EMDG office to clarify your eligibility.

Unsure

- 5 Is your business promoting products (goods, services etc.) to residents of other countries?

Yes Go to next question

No Contact your local EMDG office to clarify your eligibility.

Unsure

- 6 Which of the following eligible categories do the products you are promoting fall into?

Tick ALL that apply

A good made in Australia

A good made outside Australia where Australia would derive a significant net benefit from its sale overseas - see www.austrade.gov.au/exportgrants/howtoapply for more details

All services except those specified as ineligible in the EMDG Regulations - see www.austrade.gov.au/exportgrants/schemechanges for more details

A tourism service

An event held in Australia

An intellectual property right that mainly resulted from work done in Australia

A trademark that was owned, assigned or first used in Australia

Know-how that mainly resulted from work done in Australia

If you have not ticked any of the above, please contact your local EMDG office to clarify your eligibility.

- 7 Which of the following categories cover the export promotion expenses you plan to claim for EMDG? (More details on these expense categories can be found in the EMDG In Brief brochure at www.austrade.gov.au/exportgrants/publications.)

Tick ALL that apply

Overseas representation

Marketing consultants

Overseas marketing visits

Communications

Free samples

Patents, trademarks, registrations

Trade fairs, seminars, in-store promotions

Promotional literature and advertising

Overseas buyers' visits to Australia

None of the above

Contact your local EMDG office to clarify your eligibility.

8 Were all the expenses you are claiming incurred for the purpose of promoting products for export?

Yes Go to next question

No Contact your local EMDG office to clarify

Unsure your eligibility.

9 Do any of the expenses you are claiming fall into the following ineligible categories?

Tick ALL that apply

Expenses arising from production, from product development, distribution or certification, from after-sales activities or from seeking investment

Expenses that were incurred by a related business entity

Expenses that relate to business with New Zealand

Expenses incurred on or after 15 November 2008 that relate to business with Iran

Expenses that were incurred by you when you were not a resident of Australia

Expenses that have or will be subject to reimbursement by a third party (other than EMDG)

Expenses that are a commission or discount

Expenses incurred in payment of an Australian tax, levy or charge (except Australian departure tax)

Expenses that relate to an illegal or unlawful activity

Expenses that relate to any form of pornographic material with a classification equivalent to the X-rating for films

Cash payments exceeding A\$10,000 per application

10 Did you tick any of the ineligible categories for the expenses you are claiming at Question 9?

Yes You will not be able to claim these expenses.

No Go to next question

11 Were all the expenses paid by you, the applicant, during 2008-09 or if a first-time time applicant, during 2007-08 and 2008-09?

Note: Any expense charged to you must have been paid by you during 2008-09 (or during 2007-08 and 2008-09 for first-time applicants). Payment can include off-set arrangements. For payment by cheque, payment order or credit card, the date of payment is taken to be the date that your bank, financial institution or credit card account was debited.

Yes Go to next question

No Contact your local EMDG office to clarify

Unsure your eligibility.

12 Will you be able to show Austrade relevant documents (such as invoices, shipping documents, bank statements) which verify your export promotion expenditure?

Note: If you intend to rely on foreign language documents for substantiation purposes they must be accompanied by full English-language translations.

Yes You may be eligible for an EMDG grant.

No Contact your local EMDG office to clarify

Unsure your eligibility.

Please note: If you have already received two grants and are not an approved body or approved trading house, you will need to satisfy the requirements of an EMDG performance measure in order to be eligible to receive third and subsequent grants - see www.austrade.gov.au/exportgrants/schemechanges for more details.

Thank you for completing this checklist. You do not need to submit this to Austrade with your application. Contact Austrade if necessary to clarify your eligibility.