

EXPORT MARKET DEVELOPMENT GRANTS ADMINISTRATIVE GUIDELINES

INDEX

Note: Most references in this Index are to the Austrade Administrative Guidelines. In some cases this table also includes references to legislation, regulations or Ministerial Determinations. This is indicated in the 'reference' column of this table.

ITEM	REFERENCE
AAT review of Austrade decisions	8.4, s 99
ABN: eligibility requirement	7.7.1(d), s 85A
Accommodation services and principal status	5.10.11
Accreditation of EMDG consultants	8.5
Acquittal of expenses	5.6.5, 5.30, 5.13
Adjustments that may be made by Austrade to eligible expenses, earnings or provisional grant	8.3
Administration costs	s 105
Administrative Decisions (Judicial Review) Act 1977	8.4.13
Advertising in Australia	5.8.11
Advertising material	5.8.7–18
Agent	5.3.2, 5.4.2
Agent – marketing visits	5.5.2
Air fares	5.5.1–7
Allowance for working days (Overseas Visit Allowance)	5.5.8–13
ANBRs (Australian Net Benefit Requirements)	3.7.1
Appeals against Austrade determinations	8.4, s 97
Applications: Austrade may ask for further information etc	7.2, s 72
Applications: closing date for lodgement	7.1.4–5, 70, s 73(2)
Applications: form and manner	7.3.3
Applications: grounds on which Austrade may refuse to consider	7.3, s 73
Applications: how to apply?	7.1

ITEM	REFERENCE
Applications: when received?	7.1
Applications: where prepared by disqualified individuals	7.4
Approved activity, project or purpose for joint ventures	5.25, 8.1.4, Min. Det.
Approved bodies	3.2.3, 5.18.5, 8.1.3, Min. Det. Regs
Approved entities: principal status	5.10.12
Approved joint venture	3.1.4 – 5, 3.3, 5.1.2, 5.25, 8.1, Min. Det., Regs 4, 5, 6
Approved joint venture: limit on a number for a person	8.1.15
Approved joint venture: nominated contact member	s 84, s107, Min. Det.
Approved joint venture: disqualifying convictions re: joint venture	3.3.4
Approved joint venture: limit on number for a person	8.1.15
Approved promotional purpose	5.3.4, 5.10, s 37 & s 38
Arts exporters: eligibility of overseas touring expenses	5.18.4, 5.7.25, 5.18.6
Artworks: promotion of and principal status	5.10.10
Associate	3.17, s 87, s 107
Association	3.1.3, s 107
Austrade fees: eligibility	5.4.6, 5.4.31
Australian content: goods	4.1
Australian Net Benefit Requirements	3.7.1
Australian residency	3.1, 3.2.1–2, 5.15.1, 7.7.1
“Backpackers”: wholesalers selling to and principal status	5.10.13
Balance distribution date	6.2.7, 7.6, annual Min Det.
Branches of foreign companies cannot receive grants: must incorporate in Australia	3.1.7
Buyers and potential buyers, eligibility of expenses for visits to Australia	5.9, s 33 (item 7), s 34A
Capital expenses	5.13.1, 5.13.2, s 41
Capping mechanism – for grants calculation	s 61(3), 6.2
Carrying on business in Australia	3.2.1, Min. Det.
Cash payments	5.28.2, 5.30.13–14
Changes in ownership of a business	8.2, s 94
Christmas Island	3.1.10
Closely related persons	5.3.5, <i>Min. Dets.. Close Relationships – General & Events Promoters</i>
Closing date for lodging applications	7.1.4–5, s 70(2) & 73(2)
Commissions	5.21.1–3, s 49
Company	3.1.3, s 107
Computer software	4.5

ITEM	REFERENCE
Consents to check criminal records	7.2, 7.3
Consultants	5.4.25–38
Consultants' expenses	5.4.25–38
Continuing business provisions	8.2, s 94
Contras and offsets – export earnings	6.1.24
Contras – expenses offset against income	5.30.9
Convictions	ss 16, 17, 103
Co-operative	3.1.3, s 107
Criminal records checks	7.2, 7.4.11–12
Cultural exporters – Loss-making tours	5.18.6
Databases – eligibility of expenses associated with	5.8.16
Definitions used in the Act	s 107 – s 114 inclusive
Demonstration/display equipment	5.7.7, 5.8.3 & 4
Departure Tax	5.20.1
Disguised payments	5.21.3
Disposal	s 107, s 111
Disposal of intellectual property etc: promotion of returns	5.11, s 38
Disposal of eligible intellectual property	4.3.6–7, 5.27, s 107
Disqualified individuals preparing EMDG applications	7.4
Disqualifying convictions	3.2.6, 3.3.4, 3.4.2, 3.5.5, 3.17, 7.2.2, 7.7.1
Educational institutions: eligibility requirement	7.7.1(e)
Eight grant limit	3.2.3, 3.5.2, 3.6.1
Eligible expenses: general	5.1
Eligible products	Part 4
Eligible goods	4.1
Eligible intellectual property	4.3, 5.10.1
Eligible know-how	4.4
Eligible promotional activities	5.3–5.11
Eligible services	4.2
Eligible tourism services	4.2, Regulations
Eligible tourism service samples	5.7.12–19
EMDG consultants preparing applications whilst being disqualified	7.4
EMDG consultants: accreditation of	8.5
Event holders/owners as applicants	4.2.5
Event promoters: approved promotional purpose	5.10.18
Event promoters: eligibility issues	4.2.7–16

ITEM	REFERENCE
Event promoters: expenses incurred	5.30.17
Event promoters close relationships	<i>Min. Det – Events Promoters</i>
Excluded expenses	5.12–5.30
Expenses for which applicant is paid	5.18
Expenses: \$15,000 minimum	5.1.2
Expenses: apportionment guidelines	5.3.6, 5.10.2–3
Expenses: approved promotional purpose	5.10
Expenses: claimable	5.3–5.9
Expenses: commissions, discounts etc	5.21
Expenses: disclosed after submitting application	5.19
Expenses: excluded	5.12–5.30
Expenses: first-time applicants	5.1.2
Expenses: general eligibility	5.1
Expenses: incurred	5.30
Expenses: other financial assistance schemes	5.18
Expenses: pre-payments	5.30.3
Expenses: reasonableness	5.3.3, 8.3.2
Expenses: when incurred?	5.30
Expenses re: samples for testing or clearance by government authority. Expenses limited to cost of sample	5.7.3, 5.7.10
Export earnings	6.1.13–30
Export performance requirements	6.1.13–30
External territories	3.1.10
Facebook expenses	5.8.19
Fares	5.5.1–7
Feasibility studies: ineligibility	5.10.5
Film industry: eligibility	4.7
First class airfares	5.5.5, 5.4.24
Form and manner – EMDG applications	7.3.3–5
FOCs (tourism sample expenses)	5.7.12–19
Foreign country definition	5.10.10
Free samples	5.7
Free samples (services)	5.7.20–23
Free samples (intellectual property/know-how)	5.7.24
Free samples (music and other performance services)	5.7.25
Free samples (tourism)	5.7.12–23
Free samples (wine)	5.7.5

ITEM	REFERENCE
Freedom of Information Act	8.4.14
Frequent flyer points	5.30.18
General eligibility rules	3.2–3.5
Genuinely carrying on business in Australia	3.2.1, Min. Det.
Gifts	5.4.9, 5.4.20, 5.8.7
Goods – eligibility of	4.1, s 24
Goods and services paid for but not received	5.30.16, s 59
Government departments or agencies cannot receive grants unless they are a body approved under S.89	3.1.8
Grant calculation: capping mechanism	s 61(3), 6.2
Grant calculation: general	6.1
Grant calculation: maximum grant	6.1.3, 6.1.6
Grant calculation: payout factor	6.2, s 69, s 107, Reg 3
Grant calculation: provisional grant	6.1–6.2, s 63
Grant calculation: related company group	6.1.6–12, s 65
Grants entry requirements	3.2.7, 3.5.8, 3.18, Austrade Det.
Grants history	3.6.1, s 8
Grants options A & B	7.3.6
Grants: Austrade action to recover	8.8
Grants: not payable	7.7.1
Grants: obtained or increased as a result of the applicant being a party to any arrangement or transaction	8.3, s 96
Grants: repayment of	8.8, s 103 & 104
Grants: when payable?	7.6
Guidelines, Ministerially approved and Austrade	s 101, Determinations section
Hotel EMDG applicants	5.4.38, 5.8.18
Illegal activities	5.28.1, s 56
Inbound tour operators	s 25(2), 4.2.8, 5.10.13
Income	3.2.4, 3.5.3, 5.25.1, s 107
Incurred expenses	5.30
Incurred expenses: events promoters	5.1.3
Incurred expenses for goods and services – not actually received	5.1.4, 5.30.16
Ineligible services based on insignificant Aust input	4.2.2
Initial payment ceiling amount	s 61(3), 6.2, 7.6.5–7, Min. Det.
In-store promotion	5.8.2 & 4
Insolvency administration	7.7.1, 7.7.2, s 87, s 87B & s 87C
Intellectual property	4.3, 5.11

ITEM	REFERENCE
Intellectual property registration expenses	5.9.4–7
Internal review of decisions	8.4.1, s 97 & s 98
Internet expenses	5.6.11, 5.8.15, 5.21.4
Internet selling of goods – product eligibility	4.2.1
Interpreters' expenses	5.4.21, 5.6.1
Inward visits	5.9
Iran market trade sanctions	5.16.2
Iran export earnings	6.1.28
Joint Ventures	3.3, 3.17.3, 5.1.2, 5.25, 8.1, Min. Det., Regs 4, 5, 6
June 30 falling on a weekend and date expenses taken to be incurred	5.30.15
Know-how	4.4, 5.7.24, 5.11
Loan accounts (expenses incurred)	5.30.8
Loss making promotional tours: arts exporters	5.18.6
Losses not eligible expenses	5.18.7
Magazines	5.7.11, 5.18.3
Market research/marketing (consultants' expenses)	5.4.27
Marketing visit allowance	5.5.8–11
Marketing visits	5.5, s 33, s 34
Manufacturer	s.37(b), 5.7.5, 5.10.7
Maximum grant	6.1.3, 6.1.6
Merchant	s.37(a), s109
Merchant promoting goods not made in Australia	4.1.5
Minimum grant	6.1.4
Ministerial guidelines	s 101
Music industry	4.6, 5.7.25, 5.18.6
New Zealand: Trade with	5.15.1
Nominated contact member for approved joint ventures	s 84, s 89(4), s 107
Non-resident: ineligibility for a grant	7.7.1(b), s 85
Non-tourism services	Regulations, 4.2.6
Norfolk Island	3.1.10
Not Fit and Proper persons: – Denial of grants where applicant/associate is	7.7.3
Not Fit and Proper Person rules for EMDG consultants	7.7.4
Object of Act	s 3
Offences	3.17.3, 7.4.9 & 10, 8.7, 8.8
Ombudsman, The Commonwealth	8.4.12

ITEM	REFERENCE
Overseas buyers/potential buyers	5.9, s 33, s 34A
Overseas representatives	5.4
Overseas Visit Allowance	5.5.8–13
“Paid off”	5.30
Partnership	3.1.3, s 13, s 16(1)(c), s107
Patents etc expenses	5.9.4–7
Payout factor	6.2, s 69, s 107
Person	s 107
Postage/courier expenses	5.6.1, 5.8.8
Pre-payments	5.30.10–12
Pre-contractual and post-contractual expenses	5.10.2
Pre-selling expenses: re: feasibility studies, IPR	5.10.5
Previous grants: Pre 1985/86 grants <\$3500	3.6.1
Principal status (approved entities)	5.10.12
Principal status (expenses for product promotion)	s 37, 5.10
Principal status (services exporters)	5.10.9
Principal status (tourism services exporters)	5.10.13
Principal status and works of art	5.10.10
Private exhibition expenses – eligibility of	5.8.2 & 4
Prizes	5.8.17
Product accreditation	5.7.3, 5.10.3
Promotional literature	5.8.7-9
Prototypes	5.7.3
Provisional grant calculation	6.1–6.2
Quality Incentive Program (QIP) for extended lodgement for qualified EMDG consultants	7.7.1
Reasonable expenses	8.3.2
Recovery of grants by Austrade	8.8
Registration	3.2.7, 3.18
Regulations	s 106, Regs accompanying Act
Reimbursements	5.18, s 46
Related companies	3.2.5, 6.1.6–12, 7.2.1, 7.6.9 & 10
Related entities	5.10.8, 6.1.23
Relatives travelling together	5.5.14–18
Repayment of grants	8.8.1–3, s 103 & 104
Residency requirements	3.2.2, s 114
Return on disposal of eligible intellectual property etc	5.11, 5.27

ITEM	REFERENCE
Review of EMDG Scheme	S 106A
Reviewable decisions	8.4, s 97–99
Royalty or licence fee: promotion of return after disposal of intellectual property etc	5.11.4
Sale of goods	S 37, s 109, s 111
Sales-related expenses	5.8.18, 5.21, s 49
Samples	5.7
Samples of IPR and know-how	5.7.24
Second hand goods	4.1.3
Section 94 (continuing business provisions)	8.2
Section 96	8.3
Seminars	5.8.2
Serviced office expenses – eligibility of	5.4.2, 5.6.2, 5.8.3
Services	4.2, Regulations
Services exporters and principal status	5.10.17
“Set offs” of expenses against income	5.30.9
Software	4.5
Special approvals: approval variations	8.1.12–15
Special approvals: effect and expiry	8.1.16–18
Special approvals: renewal of approval	8.1.19
Special approvals: cancellation of approval	8.1.20–23
Sponsorship	5.8.7–9, 5.8.13–14
Spouse travel	5.5.14-18
Success fees	5.4.18, 5.21.1
Taxes	5.20.1
Termination expenses (overseas representation)	5.4.19
The Commonwealth Ombudsman	8.4.12
The Commonwealth, States or Territories (Government Departments)	3.1.8
Tourism applicants: principal status	5.10.13
Tourism services	4.2.5, Regulations
Trade fairs	5.8.2–4
Trade sanctions	5.16.1, 6.1.26
Translators’ expenses	5.4.21–22, 5.6.1
Trophies	5.8.9, 5.8.22
Trust estate beneficiaries	3.5.5–6
Trustees	3.5, 3.6.1, 5.26.1, 7.7.1

ITEM	REFERENCE
Turnover (Income)	3.2.4, 3.5.3, 5.28.1, s 107
Under insolvency administration	7.7.1
Undisclosed expenses	5.19.1
Unreasonable expenses	8.3.2
Universities and \$50m income limit	3.2.4
Visits	5.5
Website development – eligibility of	5.6.11, 5.8.15, 5.13.2, 5.21.4
Who is eligible for a grant?	3.1
Withdrawal of applications	7.3.2
Withholding tax	6.1.22
Working day for Overseas Visit Allowance calculation purposes	5.5.9
X-rated Publications, films, services, etc	5.12.1, 5.29, s 57, s 57A & s 57B