### EXPORT MARKET DEVELOPMENT GRANTS
### ELIGIBILITY CHECKLIST
### 2017–18 GRANT YEAR

Please review this checklist before completing the online application form.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer Options</th>
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<tr>
<td>1. 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 and Approved Joint Ventures. Contact Austrade for more details).</td>
<td>No ☐ You may be ineligible to apply for an Export Market Development Grant. Yes ☐ go to the next question</td>
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<tr>
<td>2. Are you, or will you, be the principal (rather than the agent) in any export sales of your goods, services or intellectual property? (Exceptions apply for manufacturers, Approved Bodies, event promoters and suppliers to inbound tour operators).</td>
<td>No ☐ you may be ineligible to apply for an EMDG Yes ☐ go to the next question</td>
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<tr>
<td>3. Is your business promoting products (goods, services etc.) to residents of other countries?</td>
<td>No ☐ you may be ineligible to apply for an EMDG Yes ☐ go to the next question</td>
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<tr>
<td>4. Did your business spend at least A$15,000 on one or more of the following eligible export promotional activities during the last financial year, or, if a first-time applicant, the last two financial years?</td>
<td>No ☐ you may be ineligible to apply for an EMDG Yes ☐ Tick all that apply Overseas representative ☐ Marketing consultant ☐ Overseas marketing visits ☐ Free samples ☐ Patents, trademarks, registrations ☐ Trade fairs, seminars, in-store promotions ☐ Promotional literature and advertising ☐ Overseas buyers visits to Australia ☐</td>
</tr>
<tr>
<td>5. Which of the following eligible categories do the products you are promoting fall into? <strong>Tick all that apply:</strong></td>
<td>A good made in Australia ☐ A good made outside Australia where Australia would derive a significant net benefit from its sale overseas — see <a href="http://www.austrade.gov.au/exportgrants">www.austrade.gov.au/exportgrants</a> for more details ☐ A tourism service ☐ An event held in Australia ☐ Non-tourism services except those specified as ineligible in the EMDG Regulations — see <a href="http://www.austrade.gov.au/exportgrants">www.austrade.gov.au/exportgrants</a> for more details ☐ An intellectual property right that you own or have exclusive rights to, and 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 ☐</td>
</tr>
<tr>
<td>6. Tick the box if any of the expenses you are claiming fall into the following ineligible categories?</td>
<td>Ineligible Expenses: Expenses arising from product development, production, certification or distribution, from after-sales activities or from seeking investment ☐ Expenses that were incurred by a related business entity ☐ Expenses that relate to business with the Democratic People’s Republic of Korea (North Korea) or New Zealand, or that relate to business with Iran up to and including 17 January 2016. ☐</td>
</tr>
</tbody>
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(continued over)
Expenses that were incurred by you when you were not a resident of Australia □
Expenses that have or will be paid for by a third party, excluding EMDG (i.e. another business or government grant program) □
Expenses that are a commission or discount □
Expenses that pre-pay for goods or services that will be received after 30 June 2017 (some exceptions apply – contact Austrade for details) □
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 or pornographic material with a classification equivalent to the X-rating for films □
Cash payments exceeding A$10,000 per application □

7. Did you tick any of the ineligible categories for the expenses you are claiming at question 6?
No □ go to the next question
Yes □ You cannot claim these expenses

8. Were all the expenses paid by you, the applicant, during 2017–18 or if a first-time applicant, during 2016–17 and 2017–18?

Note: Any expense charged to you must have been paid by you during 2017–18 (or during 2016–17 and 2017–18 for first-time applicants). Payments can include off-set arrangements. The date of payment is taken to be the date that your bank, financial institution or credit card account was debited:
- Payment by cheque
- Payment order; or
- Credit card

No □ you may be ineligible to apply for an EMDG
Yes □ go to the next question

9. Will you be able to show Austrade relevant documents (such as invoices, shipping documents, bank statements, correspondence or reports) which verify the amount and the purpose of 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.

No □ you may be ineligible to apply for an EMDG
Yes □ go to the next question

10. Is your business a continuation of a business that has received EMDG grants, e.g. has your business acquired a business, part of a business or significant assets, or have your directors been associated with any other business that has received EMDG Grants?
No □ Please read the following statements
Yes □ you may be ineligible to apply for an EMDG

Please note: If you have already received two grants and are not an Approved Body, you will need to satisfy the requirements of an EMDG performance measure in order to be eligible to receive third and subsequent grants – there are two alternative options to meet this performance measure:
- Option A – an assessment of export earnings
- Option B – an assessment of a range of indicators of future export success.

For more details see Q29 of the Guide to Applying for EMDG assistance.

If you choose the Australian Net Benefit Requirement (Option B) you must attach the following documents to your EMDG application:
- Your business plan, including your international marketing strategy
- an audited statement of income received and receivable, from all sources, including international sources, for 2017–18, from a registered company auditor
- an opinion of the applicant’s export potential prepared by a registered company auditor
- an audited balance sheet for 2016–17 and 2017–18 from a registered company auditor
- a statement detailing the economic benefits generated, or that will be generated, in two or more of the following areas:
  - employment in Australia
  - new capital investment in Australia
  - introduction of new technologies in Australia
  - new value added operations in Australia

You must have a current AUSkey to use the online application form and schedules. To apply for an AUSkey, visit www.auskey.abr.gov.au/. You will need your ABN and personal tax file number to do this.

If you have any questions, or if after having completed this checklist you are still unsure of your eligibility, please call Austrade on 13 28 78.