



# **MESTECC RESEARCH & DEVELOPMENT FUND GUIDELINE FOR APPLICANTS**

**(25 March 2019)**

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### MESTECC RESEARCH & DEVELOPMENT FUND GUIDELINE HISTORY

No.	Amendment	Description of Amendment	Effective Date
1.	-	Initial Publication	18 January 2019
2.	Table 2: Scope of Funding for MESTECC R&D Fund – Market Testing and Evaluation	Addition of items funded by MESTECC: <ul style="list-style-type: none"> <li>• Market validation cost up to RM15,000.00</li> </ul>	7 March 2019
3.	8.3 Items not listed under the scope of funding may be given consideration based on special approval.	Item 8.3 is taken out from the guideline.	
4.	7. QUANTUM AND FUNDING	7.1 ...Quantum contribution by the applicant is subject to MESTEC's approval.  7.2 MESTECC will fund at maximum 90% of total project cost.	25 March 2019

**MESTECC reserve the right to modify these guideline at any time without notice**

## MESTECC RESEARCH & DEVELOPMENT FUND GUIDELINE FOR APPLICANTS

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## 1. INTRODUCTION

The MESTECC Research & Development Fund (MESTECC R&D Fund) is the government's initiatives which is open to businesses and researchers interested in obtaining fund to carry out projects for economic growth and societal benefit.

Proposed projects must be at least at Proof of Concept (POC) level; it must be well-designed, scientifically valid, and competitive with current technologies and research works. The project output shall be new products, processes or systems by which value can be created for customers, businesses and society.

## 2. OBJECTIVES

2.1 The aim of the MESTECC R&D Fund are:

2.1.1 to undertake experimental development towards commercialisation by reducing valley of death; and

2.1.2 to stimulate the growth and increase capability and capacity from cross collaboration between Industry, Malaysian Government Research Institutes (GRI) and Institutions of Higher Learning (IHL).

## 3. PRIORITY AREAS

3.1 The proposed projects must be within the framework of the priority areas as follows and the details as stated in **Appendix 1**:

3.1.1 Water, Food, and Energy Nexus;

3.1.2 Green Growth for Sustainable Development;

3.1.3 Medical and Healthcare;

3.2 Project proposal related to enforcement of security and defence (police and military) will not be funded under this scheme.

## 4. ELIGIBLE APPLICANT

4.1 The fund is open to **Small and Medium Companies in collaboration with Government Research Institutes (GRI), Government Science, Technology and Innovation Organisation (Government STI**

**organisation) and Public and Private Institutes of Higher Learning (IHL).**

4.1.1 Small and Medium Companies refer to companies registered with the following bodies:

- i. Companies Commission of Malaysia (SSM) either under Registration of Company Act (1965) or Limited Liability Partnerships (LLP) Act 2012; or
- ii. Respective authorities or district offices in Sabah and Sarawak; or
- iii. Respective statutory bodies for professional service providers.

4.1.2 Government STI organisation is a government organisation involved in R&D activities and other services related to STI in Malaysia.

4.2 Definition of small and medium companies is as shown in Table 1.

Table 1: Definition of Small and Medium Companies by Size of Operation

Category	Small Companies	Medium Companies
Manufacturing	<ul style="list-style-type: none"> <li>• Sales turnover from RM300,000 to less than RM15 mil; or</li> <li>• employees from 5 to less than 75</li> </ul>	<ul style="list-style-type: none"> <li>• Sales turnover from RM15 mil to not exceeding RM50 mil; or</li> <li>• employees from 75 to not exceeding 200</li> </ul>
Services and Other Sectors	<ul style="list-style-type: none"> <li>• Sales turnover from RM300,000 to less than RM3 mil; or</li> <li>• employees from 5 to less than 30</li> </ul>	<ul style="list-style-type: none"> <li>• Sales turnover from RM3 mil to not exceeding RM20 mil ; or</li> <li>• employees from 30 to not exceeding 75</li> </ul>

Source: SME Corporation Malaysia

4.3 Proposals must include collaboration between SME and GRI/Government STI Organisation/IHL.

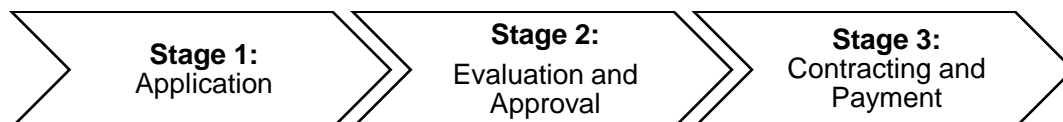
## 5. ELIGIBILITY CRITERIA

- 5.1 All categories of companies must have a minimum of **51% equity held by Malaysians**.
- 5.2 Companies must be in **operation for at least 2 years** from date of application. Companies shall provide audited financial report as proof. Start-up Company can be considered on case by case basis.
- 5.3 None of the **company directors or project team members** have been convicted of any fraudulent activities or the company has been declared bankrupt, under liquidation or placed under receivership.
- 5.4 Only **Malaysian citizens can apply and lead the project** but can include international organisations or expatriates working in any of the organisations mentioned above as part of their project team.
- 5.5 **Researchers** working under **contract** with SME, GRIs, STI and IHLs must ensure that their **employment contract is still valid during the project duration**.
- 5.6 The project team should consist of members who are qualified and competent on the technical aspects of the whole project. Each team member must provide a curriculum vitae clearly stating their previous research and highlighting their experience and achievements.
- 5.7 Applicants are allowed to **lead only one project at any time**.
- 5.8 Projects must be **conducted in Malaysia**.
- 5.9 The proposed project must contain elements of Experimental Development **leading to commercialisation**.
- 5.10 The following are **not eligible** for funding under the MESTECC R&D Fund:
  - 5.10.1 Works already undertaken or under the responsibility/portfolio of certain Ministries, Departments or Agencies other than MESTECC;
  - 5.10.2 Application from Research Institutes that have their own internal research funding such as CESS Fund; and

5.10.3 Applicant had received MESTECC fund and breached the project agreement.

## 6. APPLICATION PROCESS

6.1 There are three (3) stages to the MESTECC R&D Fund application as shown below:



6.2 **Stage 1: Application** process are as follows:

6.2.1 The application starts with **submission of the full paper proposal**.

6.2.2 Full proposal must be submitted through the online system at <https://edana.mestecc.gov.my>. Applicants and collaborators must provide document as listed in **Appendix 2**.

6.2.3 In the online application, applicant needs to provide a concise **summary of their project** which shall answer the following questions:

6.2.3.1 What are the problems you are solving?

6.2.3.2 How to solve the problem?

6.2.3.3 Who will benefit from your solution?

6.2.3.4 What are the anticipated outcomes?

6.2.3.5 What are the potential impacts?

6.2.4 In the application form, applicant needs to provide **proof of concept** as the evidence that verifies the concept/theories/ideas that can be applied successfully in the real-world operation.

6.2.5 The applicants also need to describe the **MESTECC R&D Fund Business Model** in the application form as listed in **Appendix 3**.

6.2.6 The proposal submitted will then be vetted by the Secretariat to ascertain whether the application and documents submitted fulfil the basic requirement. Incomplete or non-eligible proposal will be returned to the applicant.

6.3 **Stage 2: Evaluation** process is as follows:

6.3.1 The complete paper will be **reviewed** by the Fund Expert Committee (**FEC**) for elements of their commercial potential and technical aspect.

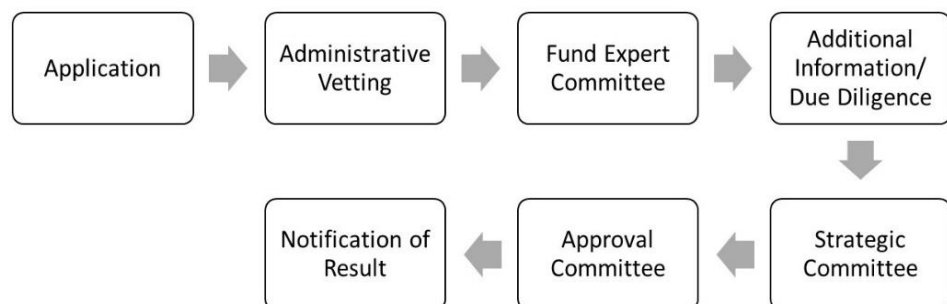
6.3.2 **Applicants** will be invited to **present (pitch)** their full paper proposal to the FEC. The applicant may be required to amend or revise the full paper to improve the proposal. In some instances, a **due diligence may be required** to be conducted after the evaluation process for verification purposes.

6.3.3 Once the due diligence has been carried out, **results** will be **assessed** by the Strategic Committee before presenting to the **Approval Committee**.

6.3.4 All applicants shall be notified officially via eDANA system or email. The successful applicants shall accept or decline the offer via eDANA system or email. Decisions made by the Approval Committee is **FINAL** and **any appeal on the results will not be entertained**.

6.3.5 The overall application and evaluation process including notification of the results will take **60 days** after all responses and information have been received from the applicant. The application process work flow is shown in Figure 3.

Figure 1: Application process work flow





6.4 **Stage 3: Contracting and Payment Process** are as follows:

- 6.4.1 Fund recipients are required to submit letter of acceptance upon receiving the offer letter from MESTECC. Heads of the fund recipient companies are required to sign the Project Agreement and submit bank information (companies are required to open a designated bank account solely for the purpose of the project) to MESTECC.
- 6.4.2 The signed agreement will then be signed by MESTECC's top management and the agreement will be sent back to the fund recipient for stamping.
- 6.4.3 Activity 6.4.1 and 6.4.2 are expected to be completed within **30 days**. Once the Secretariat has received the stamped agreement, the first payment to the fund recipient will be processed.
- 6.4.4 Memorandum of Understanding/ Letter of Intent between collaborating Institutions **must accompany the application**. However, should the grant be approved, an **agreement between the collaborating parties** stating the respective scope of work, ownership of IP and all equipment purchased during the tenure of the project must be submitted to the Secretariat **within 30 days** from the date of the offer letter, failing which MESTECC has the right to revoke the approval.

**7. QUANTUM AND DURATION OF FUNDING**

- 7.1 MESTECC would co-fund the project based on merits of each application, not exceeding the quantum on RM3,000,000.00. Quantum contribution by the applicant is subject to MESTECC's approval.
- 7.2 MESTECC will fund at maximum 90% of total project cost.
- 7.3 Successful application will be funded for maximum project duration of 24 months.

**8. SCOPE OF FUNDING**

- 8.4 The scope of funding for MESTECC R&D Fund are as stated in the Table 2:

Table 2: Scope of Funding for MESTECC R&D Fund

SCOPE	FUNDED BY MESTECC	FUNDED BY APPLICANT/ ENTITY	NOTES
<b>Pilot plant/ prototype</b>	<ul style="list-style-type: none"> <li>• Equipment and supporting infrastructure directly related to the pilot plant or up-scaling prototype</li> <li>• Engineering and design activities (man-hour)</li> <li>• Rental/ Minor repair of equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Capital asset such as land, building, vehicle and furniture</li> <li>• Rental of space, land, building</li> <li>• Lab apparatus</li> <li>• Equipment maintenance</li> <li>• Personal computer, laptop, printer, scanners, toner, etc.</li> </ul>	Not more than <b>40%</b> of fund approved funding by MESTECC
<b>Pre-clinical testing/ clinical testing/ field trials/ stress test/ user acceptance test</b>	<ul style="list-style-type: none"> <li>• Screening test</li> <li>• Sample testing</li> <li>• Payment for volunteers/subjects</li> <li>• Data analysis (man-hour) - 20% from total approved amount</li> </ul>	<ul style="list-style-type: none"> <li>• Overhead cost (bills, travel, transport)</li> <li>• Rental of facility</li> </ul>	
<b>Intellectual Properties (IP)</b>	<ul style="list-style-type: none"> <li>• For registration in Malaysia only, inclusive of drafting services</li> <li>• IP resulting from the project               <ul style="list-style-type: none"> <li>i) Patent</li> <li>ii) Industrial Design</li> </ul> </li> <li>• IP Incentive</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance</li> <li>• Patent Cooperation Treaty (PCT)</li> </ul>	
<b>Market testing and evaluation</b>	<ul style="list-style-type: none"> <li>• Market Sample Development Cost</li> <li>• Data analysis (man-hour)</li> <li>• Market validation cost up to RM15,000</li> </ul>	<ul style="list-style-type: none"> <li>• Incentive for respondents</li> <li>• Facility rental and exhibition fee</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10% of fund approved funding by MESTECC</li> </ul>

SCOPE	FUNDED BY MESTECC	FUNDED BY APPLICANT/ ENTITY	NOTES
	<ul style="list-style-type: none"> <li>• Payment for enumerators (charge/sample)</li> </ul>		<ul style="list-style-type: none"> <li>• Sample size should follow the statistical standard</li> </ul>
<b>Regulatory and standards compliance</b>	<ul style="list-style-type: none"> <li>• Registration of certification</li> <li>• Standard compliance (local/international)</li> <li>• Product testing for certification</li> <li>• GMP, HALAL &amp; HACCP</li> </ul>	<ul style="list-style-type: none"> <li>• Training</li> </ul>	
<b>Special Services</b>	<ul style="list-style-type: none"> <li>• Consultancy (agreement / letter of intent must be submitted together with the project proposal, details of the consultancy to be stated)</li> <li>• Consultant for market testing and evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Production outsourcing</li> <li>• Travelling and transportation</li> <li>• Organizing meeting</li> <li>• Subscription to journals</li> <li>• Conference fee</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 20% of total fund approved funding by MESTECC</li> <li>• Companies applying budget for special service (Consultant for market testing and evaluation) are not eligible to apply for budget under market testing and evaluation scope</li> </ul>

SCOPE	FUNDED BY MESTECC	FUNDED BY APPLICANT/ ENTITY	NOTES
<b>Raw materials/ consumables directly related to the project</b>	<ul style="list-style-type: none"> <li>• Raw material</li> <li>• Consumable</li> </ul>	<ul style="list-style-type: none"> <li>• Product and packaging design</li> <li>• Brochure</li> <li>• Advertisement</li> <li>• Web design and development</li> <li>• Product launching</li> <li>• Stationery such as paper, books, etc</li> </ul>	Not more than <b>20%</b> of total fund approved funding by MESTECC
<b>Administration</b>	<ul style="list-style-type: none"> <li>• <b>One registered Research Officer (RO)</b> only</li> </ul>	<ul style="list-style-type: none"> <li>• Management fees</li> <li>• Allowance/bonus for management and technical staff</li> <li>• Office rental</li> <li>• Utilities such as telephone, broadband, water and electricity bill</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum <b>RM2,500</b> per month inclusive of wages, allowances and SOCSO / EPF</li> <li>• For IHL/ GRI collaborator only</li> </ul>
<b>Technology/ IP Acquisition</b>	<ul style="list-style-type: none"> <li>• Local and foreign</li> <li>• <b>Must be further enhanced</b></li> <li>• <b>Must provide acquisition agreement</b> / details of the technology &amp; IP acquired</li> <li>• Training related to technology transfer conducted locally</li> </ul>		Not more than <b>50%</b> of total fund approved funding by MESTECC

8.5 Companies are allowed to bare expenditure of their collaborator for items as stated in Table 3:

Table 3: Eligible Scope of Funding for Collaborator

SCOPE	NOTES
<b>Pilot Plant/ Equipment</b> <ul style="list-style-type: none"> <li>Rental/ Minor repair of equipment</li> </ul>	Up to 20% of fund approved funding by MESTECC
<b>Pre-clinical testing/ clinical testing/ field trials/ stress test/ user acceptance test</b> <ul style="list-style-type: none"> <li>Sample Testing</li> </ul>	
<b>Raw materials/ consumables directly related to the project</b>	

## 9. EVALUATION CRITERIA

The criteria used for the evaluation right from the beginning will consider the following aspects as in Figure 2.

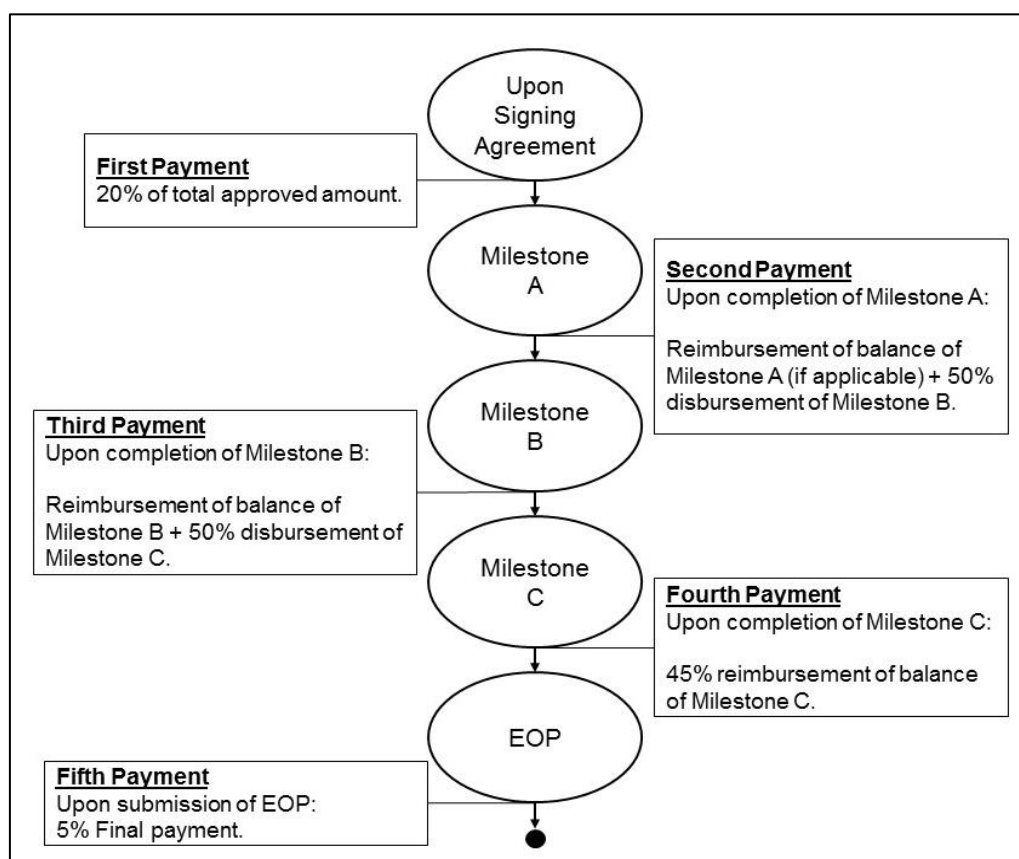
Figure 2: MESTECC R&D Fund's Evaluation Criteria

<b>Commercial</b> i. Competitive advantages ii. Market potential and demand iii. Appropriateness of time to market iv. Sustainability v. Diffusion vi. Cost Effectiveness vii. Marketing Strategy / Business Model viii. Standard and Certification (if applicable)		<b>Technical</b> i. Proof of concept ii. Uniqueness / Innovativeness / Inventiveness of technology iii. Viability of project objectives & Appropriateness of methodology iv. Scalable Potential/Manufacturability v. Regulatory and Standard compliance		
<b>Social Impact</b> i. Affordability ii. Creation of Skill Employment and Knowledge Worker iii. Problem Solving iv. Improvement of safety v. Conducive work and living environment	<b>Economic Impact</b> i. Cost reduction ii. Optimum consumption of resources iii. Export potential iv. Increasing productivity and quality of product/services	<b>Environmental Impact</b> i. Ecological/Carb on Footprint ii. Circular Economy iii. Compliance with environment quality act iv. Optimise usage of resources	<b>Financial</b> i. Potential to generate return on investment ii. Value for money iii. Financial Sustainability	<b>Management</b> i. Professional qualification / Experience of project leader & Team Member ii. Relevancy of key milestones iii. Risk Management

## 10. PAYMENT

- 10.1 The payment mode of approved application will be based on following mechanism as shown in Figure 3.
- 10.2 The initial payment will be paid after signing of agreement. Subsequent payment will be based on Schedule B of project agreement.
- 10.3 The due diligence will be carried out after the achievement of the first milestone to evaluate the viability of the project.
- 10.4 The Government has the absolute discretion for the review of the grant approval or the aggregate amount to be paid to the project.

Figure 3: Payment Mode of Approved Application



## 11. PROJECT MONITORING

- 11.1 The fund recipient is required to **submit periodic reports based on milestone** (technical and audited financial reports) and documents as

specified in the MESTECC R&D Fund Agreement. If the project shows non-compliance to the agreement and non-adherence to timelines, MESTECC reserves the right to suspend or withdraw the funding.

- 11.2 The monitoring activities shall include **site visits** and meetings to assess progress of the project.
- 11.3 **Payment** will be made based on satisfactory performance of appropriate milestones in accordance with the terms and conditions as set out in the project agreement.
- 11.4 Project shall not begin until the project agreement has been signed by both parties and document stamped. Cost incurred for all activities prior to signing of the agreement is not claimable and not considered as part of project costs.
- 11.5 **End of Project Report (EOP) and audited financial report** shall be **submitted within three (3) months** after project completion. All output of the project must acknowledge MESTECC's contribution as a fund provider. The End of Project Report shall have the following information:
  - 11.5.1 Deliverables and direct outputs of the project;
  - 11.5.2 Achievement of the original project objectives;
  - 11.5.3 Commercialisation/ technology transfer plan;
  - 11.5.4 Benefits of the project;
  - 11.5.5 National impacts of the project; and
  - 11.5.6 List of equipment/facilities purchased.
- 11.6 MESTECC reserves the right to request for periodic information on the progress or to invite for seminar presentation and exhibition or to conduct site visits even after the project has been completed.
- 11.7 All variation is subjected to MESTECC's approval. The fund recipient needs to **submit an application in to MESTECC for approval before the variations are made.**

## 12. OWNERSHIP AND USE OF R&D EQUIPMENT

- 12.1 All R&D equipment purchased under the grant must be recorded and tagged with the project number for monitoring and verification purposes. The equipment belongs to the fund recipient and the maintenance of the equipment is under the responsibility of the fund recipient once the project has been completed. However, such equipment are not for the sole use of the fund recipient, and must be made available to other research organisations as and when the need arises.
- 12.2 Equipment purchased using MESTECC R&D Fund shall not be sold and transferred within 2 years after project completed.

## 13. INTELLECTUAL PROPERTY RIGHTS

- 13.1 The end products developed under the MESTECC R&D Fund are **encouraged to be registered under Intellectual Property laws and Regulations (if necessary)**.
- 13.2 The IP rights of the project shall be **wholly owned by the recipient** as specified in the MESTECC R&D Fund Agreement.
- 13.3 All Intellectual Property derived under MESTECC R&D Fund may be transferred to other party/parties if the project has been completed and all ownership of Intellectual Property has been granted to the recipient, subject to prior approval from MESTECC.
- 13.4 Any provisional activities using the output of the project should acknowledge MESTECC as the fund provider.

## 14. INCENTIVE FOR INTELLECTUAL PROPERTIES

- 14.1 The applicant may apply for the following incentives after the project completion, provided the **allocation for the incentive is stated during grant application**:
- 14.1.1 Incentive for **disclosure** of the Project Intellectual Property: **RM500.00**;
- 14.1.2 Incentive for **filing** of patent of the Project Intellectual Property: **RM5,000.00**; and



14.1.3 Incentive for **granting** of patent Project Intellectual Property:  
**RM10,000.00.**

Payment of this incentive shall be on a one-off basis.

14.2 The organisation shall set aside and pay:

14.2.1 The incentive for disclosure of the Project Intellectual Property upon disclosure of the Project Intellectual Property;

14.2.2 The incentive for filing of patent of the Project Intellectual Property upon receipt of the proof of patent filing of the Project Intellectual Property; and

14.2.3 The incentive for granting of patent Project Intellectual Property upon receipt of the proof of patent granted of the Project Intellectual Property.

14.3 The grant recipient must disclose to MESTECC in writing, of the existence of the Project Intellectual Property not later than 60 days from the Project Completion Date.

## 15. TERMINATION

15.1 MESTECC reserves the right to withdraw the grant in the event of the following:

15.1.1 Any false information provided by the recipient.

15.1.2 Changes in scope of the project without the prior written consent of MESTECC;

15.1.3 Change of project leader without the prior written consent of MESTECC;

15.1.4 Any misuse of grants;

15.1.5 Achievement / progress are not as specified in the Agreement of the Fund; and

15.1.6 Any breach of the agreement.

- 15.2 Upon termination by MESTECC, recipients are required to pay back the amount of fund that has been disbursed.
- 15.3 MESTECC reserves the right, at any time, to review, suspend or withdraw approval of any grant or payment if such measures are deemed necessary; and
- 15.4 MESTECC reserves the right to make a claim against the recipient for any losses incurred as a result of any default by the recipient as specified in the agreement.

## 16. EXPENDITURE STATEMENTS AND UNEXPENDED GRANT

- 16.1 MESTECC reserves the right to request the grant recipient to submit a statement of expenditure at any time during the course of a grant, or to provide supplementary information in support of an interim or final expenditure statement.
- 16.2 The fund recipient must return the unexpended grant (disbursement mode) to MESTECC **within three (3) months after the completion of the project. For terminated projects, fund recipient shall return the amount disbursed to MESTECC within one (1) month from date of termination notice.**

## 17. MALAYSIAN CODE OF RESPONSIBLE CONDUCT IN RESEARCH

Everyone involved in the project shall comply with the principles and practices as stated in the Malaysian Code of Responsible Conduct in Research.

## 18. ETHICAL APPROVAL, INSTITUTIONAL BIOSAFETY COMMITTEE (IBC) APPROVAL/NOTIFICATION AND COMPLIANCE TO OTHER RELATED REGULATIONS

- 18.1 Project Leader must obtain and furnish a copy **of approval from** relevant authorities when necessary.
- 18.2 For a project which requires **tests on human beings or animals**, the Project Leader must obtain and furnish a copy of **ethical clearance**.
- 18.3 For a project involving **living modified organisms (LMOs)**, the Project Leader must obtain and furnish a copy of **clearance by the appropriate/**

**relevant Institutional Biosafety Committee** and also a submission of notification or submission of application for approval to the National Biosafety Board.

- 18.2 Information on the use of biological resources and associated traditional knowledge must also be furnished by filling in the form as in **Appendix 4**.

## Appendix 1

### MESTECC R&D Fund's Priority Areas

Priority Area	Examples of Thematic Areas	Gaps
Water, Food & Energy (WFE) Nexus	Food Supply, Security and Traceability	<ul style="list-style-type: none"> <li>• Develop and enhance local food production, healthy alternatives, food traceability through smart, new and cross cutting technology - utilising robotics, sensors, real-time data systems.</li> <li>• Create and advance knowledge/technologies that foster more efficient, safe, and secure use of resources within the food-energy-water nexus.</li> <li>• Develop/Innovate tools to achieve the Sustainable Development Goals' target and to manage local resources.</li> </ul>
Green Growth for Sustainable Development	<p>Construction Material Usage and Waste Management</p> <p>New Technology Commercialisation in Agriculture</p> <p>Waste Management</p>	<ul style="list-style-type: none"> <li>• Moving towards a circular economy solutions which aims to eradicate waste generation - developing a low carbon, resource efficient, sustainable and competitive economy. Reduction of the use of virgin materials, number of items going to the landfills, environmental risk, gas emission and pollution.</li> <li>• Supports the development of green industries and technologies which utilises fewer resources and generates fewer emissions during production of food, transport, construction, housing, energy, lighting, etc.</li> </ul>
Medical and Healthcare	<p>Increase of Obesity Rate (related to hypertension and diabetes)</p> <p>Increase of Senior Citizen</p>	<ul style="list-style-type: none"> <li>• Develop affordable assistive technologies and early detection devices.</li> <li>• Improve healthcare technologies application by developing future therapies, frontiers of physical intervention and optimising treatment.</li> <li>• Restoring function and/or enabling independence for older people, the disabled and those with long-term conditions through the application of engineering, ICT and physical sciences.</li> <li>• Effective technologies for individuals to manage their own healthcare.</li> </ul>

**Appendix 2**

**List of Documents**

<b>Companies</b>		<b>Type of Documents</b>	<b>Mode of submission</b>	<b>Applicant</b>	<b>Collaborator (if applicable)</b>
1	Signed MESTECC R&D Fund Form with declaration Witnessed by Commissioner of Oath	Hardcopy	Send to MESTECC	√	
2	Latest SSM Search (Corporate Information)	Softcopy	Upload in edana	√	√
3	EPF statement for company and local project team members	Softcopy	Upload in edana	√	√
4	Work permit for foreign team members / appointment letter	Softcopy	Upload in edana	√	√
5	Latest audited Financial Report (annual turnover, profit and loss statement, balance sheet, cash flow, etc)	Softcopy	Upload in edana	√	√
6	Contract Agreement/ Letter of Acceptance between Entity and Collaborator	Softcopy	Upload in edana	√	
7	Contract Agreement/ Letter of Acceptance between Entity and Consultants	Softcopy	Upload in edana	√	
8	Detailed Curriculum Vitae of project team	Softcopy	Upload in edana	√	√
9	IP/ Technology Acquisition Agreement (if applicable)	Softcopy	Upload in edana	√	
10	Insolvency Search (of company and all members in project team)	Softcopy	Upload in edana	√	√
11	Ethical approval (if applicable)	Softcopy	Upload in edana	√	
12	One quotation for each equipment listed to be purchased	Softcopy	Upload in edana	√	
13	Document on land approval or equivalent (if applicable)	Softcopy	Upload in edana	√	

**Appendix 3**

**MESTECC R&D Fund business model**

<p><b><u>Key Partners</u></b></p> <p>Who are our key partners? Who are our key supplier? What are we getting from them? Giving them?</p>	<p><b><u>Key Activities</u></b></p> <p>What key activities do we require? Manufacturing? Software? Supply Chain?</p>	<p><b><u>Value Propositions</u></b></p> <p>Which of our customer's problem are we helping to solve? Which customer needs are we satisfying? What are the key features of our product that match customer problem/need?</p>	<p><b><u>Customer Relationships</u></b></p> <p>How will we get, keep and grow customers?</p>	<p><b><u>Customer Segments</u></b></p> <p>Who are our most important customers? What are their archetypes? What job do they want us to get done for them?</p>
<p><b><u>Key Resources</u></b></p> <p>What key resources we require? Financial, Physical, IP, HR?</p>		<p><b><u>Channels</u></b></p> <p>Through which channels do our customer segments want to be reached?</p>		
<p><b><u>Cost Structure</u></b></p> <p>What are the most important cost inherent in our business model?</p>			<p><b><u>Revenue Streams</u></b></p> <p>How do we make money? What's the revenue model? Pricing tactics?</p>	

**Appendix 4**

**INFORMATION ON USE OF BIOLOGICAL RESOURCES AND ASSOCIATED TRADITIONAL KNOWLEDGE (IF RELATED)**

1. Were biological resources or traditional knowledge associated with biological resources or information relating thereto utilised in the invention applied for.

Yes  No

2. If yes, provide details:

- i. Country :
- ii. State :
- iii. Permit date :
- iv. Benefit sharing agreement date:

A certified copy of the permit accompanies this form.

3. Date of notification of this application for a patent to the National Competent Authority under the Access to Biological Resources and Benefit Sharing Act 2016.

A certified true copy of the receipt of the notification accompanies this form.