

Participation in International Fairs SME Refund Scheme Claim Form

This form is to be filled at the time of submitting your claim for refund **within ten days after** participating in the International Fair. The form should be **completed electronically** by the representative of the company who participated in the fair. **All fields are mandatory and should be duly completed.** The submission of claim will not be considered complete otherwise. Only complete Claim form submitted together with supporting documents will be processed.

1) Company information

Company name _____
 Name of representative _____
 Email Address _____ Phone _____ Mobile _____

2) General Outcome

Name of fair participated _____
 General Outcome of participating in the said fair

 Number of business contacts established _____
 Potential value of contract derived from fair _____
 Will you participate in the next edition of the fair? Yes No

3) Expenses incurred

Refundable items	Description	Indicative cost in Foreign Currency (if applicable)	Exact cost in MUR
Participation fee (Cost of rental of stand)			
Cost of Airfare from Mauritius to the host country/city			
Cost of accommodation			
Total			

Exchange rate used (& date converted)

By submitting this Claim form, you AFFIRM that information of this claim is accurate and complete, and the expenses incurred have been truthfully represented. You also entertain to submit relevant proof of expenses to the Board of Investment/ SMEDA.

Documents enclosed together with Claim form:

- | | | | |
|--|--------------------------|--|--------------------------|
| Contract and invoice received from Organiser | <input type="checkbox"/> | Original detailed receipt of accommodation expenses (receipt should show room rates per night) | <input type="checkbox"/> |
| Original receipt of payment to organiser | <input type="checkbox"/> | Travel itinerary and boarding passes | <input type="checkbox"/> |
| Original receipt of payment of Air fare | <input type="checkbox"/> | | |

Note: Proof of payment should besubmitted for all expenses incurred.