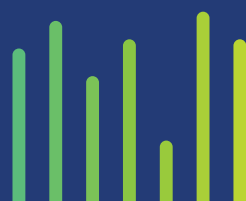


## MTC EXPORT ASSISTANCE PROGRAMME (EAP) 2021

The issue of container and vessel capacity shortage due to the COVID-19 pandemic has hit the global trade and has become a serious problem for importers and exporters as well as the logistics industry in Malaysia. The container and space shortage on board shipping lines have increased container freight rates for both export and import shipments by between 300% to 500%.

The Export Assistance Programme (EAP) 2021 established by the Malaysian Timber Council (MTC) is to provide assistance to Malaysian timber exporters, particularly SMEs to defray part of only the ocean freight charges.

# GUIDELINES



## 1. COMPANY ELIGIBILITY

- The company must be incorporated in Malaysia.
- The company must be based in Peninsular Malaysia and must be a Malaysian-owned company (with at least 51% of the shareholding).
- Eligible for small and medium enterprises (SMEs) only.
- Companies with common shareholder are only eligible to apply for one (1) company only.
- Company must be in operation for at least two (2) years prior to application.
- A member of any one (1) of the six (6) timber associations:
  - ▶ Malaysian Wood Industries Association (MWIA);
  - ▶ The Timber Exporters' Association of Malaysia (TEAM);
  - ▶ The Malaysian Panel-Products Manufacturers' Association (MPMA);
  - ▶ Malaysian Wood Moulding & Joinery Council (MWMJC);
  - ▶ Malaysian Furniture Council (MFC); and
  - ▶ Association of Malaysian Bumiputra Timber & Furniture Entrepreneurs (PEKA).

## 2. ELIGIBLE EXPORT PRODUCTS

- Timber products include sawntimber, veneer, panel products, mouldings, builders' joinery and carpentry (BJC), wooden pallets, pellets and furniture which are produced in Malaysia and deemed suitable by MTC.
- The products must be manufactured using timber raw materials from legal sources.
- Export of timber products from Peninsular Malaysia to Sabah, Sarawak and ASEAN countries is not eligible under the programme.
- Port of origin should be a port located in Peninsular Malaysia.

## 3. INCENTIVES

Eligibility per company:

NO.	ITEM	PER COMPANY
1	Export Terms	• CNF or CIF basis only. FOB basis is not eligible
2	Container Load	• FCL only
3	Reimbursement	• 25% of total freight cost up to RM2,500 per container • Maximum of 2 containers per shipment per month
4	Company Eligibility	• Maximum RM10,000 per company
5	Shipment Period	• 15 March – 14 June 2021 (or until the budget allocated is fully utilised, whichever earlier)

## 4. REGISTRATION / APPLICATION

- Application for the Export Assistance Programme (EAP) 2021 will be available to industry members from 15 March 2021.
- Documents to be submitted (certified true copy stamped on front page only):
  - ▶ i. Latest Form of Section 78 and Section 58 as per Companies Act 2016 or Form 24 and 49 as per the Companies Act 1965.
  - ▶ ii. Latest annual return.
  - ▶ iii. Latest audited accounts.
- Companies that have submitted items (i) to (iii) for IAP/ATA 2021, do not need to resubmit these documents.
- MTC will issue a Conditional Approval Letter to successful Applicants.

## 5. REIMBURSEMENT

- All applications for the Export Assistance Programme (EAP) 2021 reimbursement must be submitted directly to MTC within thirty (30) days from the export date as per custom receipt/declaration. Late submission will not be entertained.
- Applications must be submitted together with a company cover letter and checklist of the following documents (certified true copies stamped on front page only):
  - ▶ i. Bill of Lading
  - ▶ ii. Ocean Freight Invoice(s)
  - ▶ iii. Custom Declaration Form (Form K2)
  - ▶ iv. Cargo Insurance (if any)
- The assistance provided is on a first-come, first-served basis, until the budget allocation is fully utilised in the stipulated period.
- Approval for reimbursement application is subject to MTC's sole discretion.

## 6. NON-COMPLIANCE (Penalty)

- In the event of non-compliance to the guidelines, the company must undertake to refund in full the disbursement's amount to MTC.



# MTC EXPORT ASSISTANCE PROGRAMME (EAP) 2021

# APPLICATION FORM

## A. Company Information

1. Company:

2. Address:

Postcode:  City:

State:

3. Factory address (If different from item no. 2):

Postcode:  City:

State:

4. Company Status (Please Tick) :  SME  Non-SME

5. Tel no.:  -

6. Fax no.:  -

7. Contact person:

Salutation: Mr/Ms (please circle) Others. Please specify: \_\_\_\_\_

8. H/P no.:  -

9. E-mail:

10. Member of one of the following associations (Membership No.: \_\_\_\_\_)

- |                                |                               |                               |
|--------------------------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> MWIA  | <input type="checkbox"/> TEAM | <input type="checkbox"/> MPMA |
| <input type="checkbox"/> MWMJC | <input type="checkbox"/> MFC  | <input type="checkbox"/> PEKA |

**B. Products Exported**

1. Products Exported

 Sawntimber

 Veneer

 Panel Products

 Mouldings

 BJC

 Furniture

 Wooden Pallets

 Pellets

 Others. Please specify: \_\_\_\_\_

2. Port of Origin:

3. Port of Destination:

4. Export Terms:  CNF  CIF

**C. Company's Declaration**

I declare and confirm that the details furnished herein are true and accurate. I shall undertake to refund in full the disbursed amount to MTC in the event of non-compliance.

 Company is based in Peninsular Malaysia and have at least 51% of Malaysian shareholding.

 Company is in operation for at least two (2) years.

Applicant's Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date (dd/mm/yy):

 /  / 

Company's Stamp

**D. Verification by Timber Associations**

We hereby confirm that \_\_\_\_\_ (applicant) is an active member of our association, and is an SME incorporated in Peninsular Malaysia.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date (dd/mm/yy):

 /  / 

Association's Stamp



**E. For Internal Use (MTC)**

Receiver's Signature \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date (dd/mm/yy):

  /   /    

IDD's Stamp

**F. Document Checklist**

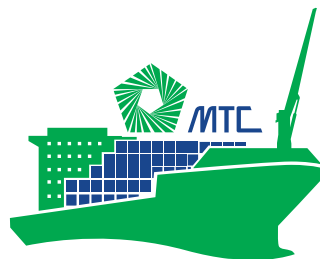
NO.	DOCUMENT	CERTIFIED AS TRUE COPIES (Please tick)	REMARKS
A	COMPLETED APPLICATION FORM		
B	THIS CHECKLIST		
C	DOCUMENTS REQUIRED		
	1. Latest Form of Section 78 and Section 58 as per Companies Act 2016 or Form 24 and 49 as per the Companies Act 1965 (certified true copy stamped on front page only)		
	2. Latest Annual Returns (certified true copy stamped on front page only)		
	3. Latest Audited Accounts (certified true copy stamped on front page only)		

For further enquiries and information, please contact:

1. Ms. Adeline Goh (ext. 601, email: [adeline@mtc.com.my](mailto:adeline@mtc.com.my))
2. Ms. Noor Ateeqah (ext 606, email: [noorateeqah@mtc.com.my](mailto:noorateeqah@mtc.com.my))



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 Tel: 03-92811999 Fax: 03-92828999  
 Website: [www.mtc.com.my](http://www.mtc.com.my)



**MTC EXPORT ASSISTANCE PROGRAMME (EAP) 2021**