SME Cloud Computing Adoption Program
REIMBURSEMENT FORM

(a) Company's Details

Organisation Name	:	
ROB/ROC No	:	
Date of incorporation	:	
Business Sector	:	
Correspondence Address	:	
Company Website (if any)	:	
Company Contact No	:	
No of Staff	:	

(b) Particulars of Contact Person

Name of Contact Person	:	
Designation	:	
Email Address	:	
Contact Number	:	

(c) Subscription Details

Solution Provider	:	
Package Name	:	

Date of Purchase:		Duration of subscription:		No. Of Users:	

Provider's Contact Information

Name of Person-in-Charge	:	
Email	:	
Contact Number	:	

(d) Incentive Disbursement Info

The applicant is required to provide the following information for the purpose of incentive disbursement via e-payment transfer:-

Requested Amount	:	
Bank Account Name	:	
Bank Account Number	:	
Bank Name	:	
Bank Swift code	:	

* APPLICANT TO PROVIDE THE SAME BANK ACCOUNT NAME AS PER ORGANIZATION NAME STATED EARLIER

(e) Declaration

I declare that all the information provided in this form is accurate, true and complete. If any information herein is found false, MDeC reserves the right to reject the reimbursement or if the reimbursement has been made, to demand the return of the said reimbursement forthwith.

[Declaration must be made by authorised personnel to act on behalf of the company]

Signature	
Name	
Designation	
Date	
Company Stamp	

(f) Reimbursement Checklist

Reimbursement Form Supporting Document Checklist:

Please check and confirm that the following are complete and included in the submission

FOR BUSINESS

1. Form D and form E for Business Application ☐
2. Six (6) months Statement of Account ☐
3. Filled up all sections in the Reimbursement Form ☐
4. Signed Declaration at Section (g) herein below ☐

FOR COMPANY

1. Certified true copies of Form 9 or Form 13 (for change of company's name) ☐
2. Latest audited Financial Report ☐
3. Filled up all sections in the Reimbursement Form ☐
4. Signed Declaration at Section (g) herein below ☐

FOR ALL APPLICANTS

1. Original Payment Receipt(s) / Payment Voucher, issued by qualified ISV for subscription of SaaS Solutions ☐

Kindly complete the form and submit to:

The Manager
MSC MALAYSIA CLOUD COMPUTING INITIATIVE 2013
Multimedia Development Corporation Sdn Bhd
MSC Malaysia Headquarters
2360 Persiaran APEC, 63000 Cyberjaya
Selangor Darul Ehsan
Tel: 03-8315 3000 Fax: 03-83187612

Attention : Radziah Hamid
Email : zie@mdec.com.my
Phone : +603 8315 3121

(g) Declaration

We,_____ ,<Company/Business name> _____ <Business/ Company Registration No> hereby declare and state the following:

1. Intention to Apply

We intend to apply to MDeC under the SME Cloud Computing Adoption Programme ("Programme").

2. Acknowledgment

(1) We acknowledge that the submission of this application and/or the fulfilment of the Eligibility Criteria specified in paragraph 3 below do not create an obligation or guarantee on the part of MDeC to approve the application herein. If this application is approved, any decision conveyed by MDeC to us on reimbursement amount shall be final and not open to any negotiation, appeal or recourse. If the application is rejected, MDeC's decision shall be final and is not open to appeal or any other recourse by us.

(2) We hereby acknowledge that while MDeC will use reasonable effort to safeguard the confidentiality of the information submitted in this application, MDeC shall be entitled to:

(a) Disclose the information submitted herein to such persons involved in the evaluation process of this application including without limitation MDeC's employees, consultants, agents, advisors and/or such other persons as may be appointed by MDeC; and

(b) Use any information submitted herein for the purposes of consolidation, analysis, and / or preparing statistics, provided that no identifiable details is disclosed and if we do not agree that any part of the information provided herein can be used for such purpose, we should expressly identify such data and highlight the same to MDeC in advance in this application form.

3. Eligibility Criteria

We meet the following Eligibility Criteria to be eligible to apply for the reimbursement:-

(a) If a business:

i. Registered in Malaysia;
ii. A SME as defined by Small and Medium Enterprise Corporation Malaysia (SME Corp. Malaysia), with full time employees of not less than 5**;**
iii. The proprietor is an un-discharged bankrupt; and
iv. Subscription to the SaaS Solutions is provided by qualified MSC Malaysia Status Companies and subscribed during the Programme Duration between 1 January 2013 to 31 December 2013

(b) If a company:

i. Incorporated in Malaysia;
ii. A SME as defined by Small and Medium Enterprise Corporation Malaysia (SME Corp. Malaysia)), with full time employees of not less than 5;
iii. Is not wound up or is subject to any winding-up order or proceeding; and
v. Subscription to the Qualified SaaS Solutions is provided by an MSC Malaysia Status Companies and was subscribed by us during the Programme Duration, i.e. between 1 January 2013 to 31 December 2013

4. True and Accurate

We hereby declare that all information, financial and other statements, reports and other documents and data furnished, or to be furnished to MDeC, in connection with the Programme and this application does not contain any untrue statements and were honestly provided and made upon due and careful inquiry and we have not omitted to state any fact(s), the omission of which makes such statements misleading.

5. Personal Data Protection Statement

We agree that, with regard to the personal data relating to individual(s), which are provided to MDeC in this application form, we have obtained the following from such individual(s):

(a) his/her consent for MDeC to process his/her personal data provided in this application form, and any other additional personal data which may be further provided to MDeC in connection with this application form;

(b) his/her consent for MDeC to process his/her personal data for the purpose of the application herein, for the purpose of administering the relationship between MDeC and us and for the purpose of providing us with information about MDeC's activities, products and programmes;

(c) his/her confirmation that his/her personal data provided are complete and accurate;

(d) his/her acknowledgment that he/she is entitled to obtain access to and to request correction of the personal data provided to MDeC and that he/she can request MDeC to cease processing his/her personal data. For this purpose, he/she should contact MDeC, either by sending a signed email to clic@mdec.com.my or by sending a letter to MDeC at MSC Malaysia Client Contact Centre (CliC), Multimedia Development Corporation, MSC Malaysia Headquarters, Persiaran APEC, 63000 Cyberjaya, Selangor Darul Ehsan, Malaysia; and

(e) his/her consent that MDeC may disclose his/her personal data to:

i. any MDeC's vendor(s), contractor(s) and/or outsourcing company(ies) engaged by MDeC, for purposes in connection with this application form; and/or

ii. Government authorities, agencies and and/or any other regulatory body, to the extent that the Government or other authorities, agencies and/or any other regulatory body need to know, or as permitted by applicable laws and regulations.

Signature	
Name	
Designation	
Date	
Company Stamp	

(h) Official Use Only

Recommendation	:	( ) Proceed ( ) KIV ( ) Reject
Reviewed By	:	

Reviewed Items:

	SME Cloud Computing Adoption Program Reimbursement Form complete and legible
	Audited Financial Report / Certified Statement of Account
	Original Payment Receipt(s) from qualified ISV, for subscription of SaaS Solutions
	Signed declaration (Section E and G)

Reimbursement Status	:	( ) Approved ( ) Declined
Total Reimbursement Approved	:	
Approved By	:	