

**SINGAPORE INDUSTRIAL AUTOMATION ASSOCIATION
TRADE FAIR APPLICATION FORM (SINGAPORE PAVILION)**



Singapore Pavilion at :	VIAF 2024
Date :	Nov 06-08, 2024
Venue :	Bac Ninh, Vietnam

Singapore Industrial Automation Association
9 Jurong Town Hall Road #02-23 TA Hub S609431
www.siaa.org

Contact : secretariat@siaa.org or +65 6749 1822 for more information

FINANCIAL ASSISTANCE AND PAYMENT			
Eligible Exhibiting companies will enjoy up to 70% subsidy under the LEAD IFM scheme from Enterprise Singapore.			
Under LEAD IFM, Singapore Pavilion participants are eligible for up to 70% subsidy of total eligible cost as follows :			
<input type="checkbox"/> Up to 70% subsidy of space rental and Singapore pavilion stand construction. <input type="checkbox"/> Up to 70% subsidy of group expenses. (eg. Audit fee, bank charges, common hospitality area, on-site consultancy fee, pavilion advertisement, etc) <input type="checkbox"/> Participation fees must be paid at least 4 weeks before the exhibition by the participating company only. <input type="checkbox"/> Space/Booth is limited, SIAA reserves the right to allocate the space on First come, First served basis.			
PARTICIPANT DETAILS			
Company Name :		UEN No :	
Tel :		Fax :	
1st Contact Person and Designation :		Mobile :	Email :
2nd Contact Person and Designation :		Mobile :	Email :
Address : _____ S (_____)			
CORE FUNCTION ELIGIBILITY			
To qualify for LEAD IFM grants, Participating companies must be based in Singapore and locally registered with at least 3 of the following core business functions and is incorporated and based in Singapore : (Please Tick at least 3)			
<input type="checkbox"/> Market development and planning		<input type="checkbox"/> Logistics and shipping management	
<input type="checkbox"/> Business and investment planning		<input type="checkbox"/> Research & development and design functions	
<input type="checkbox"/> Banking, financial and treasury functions		<input type="checkbox"/> Manufacturing and other value-added activities	
OBJECTIVE OF PARTICIPATING IN THE TRADE SHOW			
PARTICIPATION AND ADMINISTRATION FEE PACKAGE (Limited Space: Subject to First Confirm, First Get)			
Exhibition Space with Booth Costing : \$S\$640 Per Sqm		Minimum 9 sqm	
Singapore Pavilion Exhibition Package (Basic Furnished Booth)	<input type="checkbox"/> 9 Sqm <input type="checkbox"/> 12 Sqm <input type="checkbox"/> 18 Sqm	<input type="checkbox"/> 27 Sm <input type="checkbox"/> 36 Sqm <input type="checkbox"/> Others: _____ Sqm	(Please tick)
COMPANY ELIGIBILITY : Attach company profile from ACRA (valid for six months) showing at least 30% shareholdings by Singaporean or PR.		Administration Fee (NOT eligible for claim under the LEAD IFM scheme)	S\$250 for SIAA member S\$550 for Non-SIAA member
PREVIOUS PARTICIPATION IN THIS TRADE EXHIBITION TITLE (PREVIOUS EDITIONS)			
Indicate the number of times your company is participating in this exhibition:		<input type="checkbox"/> 1st time <input type="checkbox"/> 2nd time <input type="checkbox"/> 3rd time <input type="checkbox"/> 4th time or more	(Please tick)
DECLARATION			
I have read, understood and agree with the terms and conditions : (Please also read the next page) (Please fill and sign)			
Name :		Designation :	
Authorised Signature :		Company Stamp :	
Date :			
Note : Application of LEAD IFM is in progress. This registration form is valid upon successful LEAD IFM grant allocation. (Result To Be Advised)			
SIAA OFFICIAL USE ONLY		SIAA Secretariat Name and Signature :	
Company eligibility confirmed by SIAA Secretariat :		Date :	<i>Imprint SIAA Stamp</i>

SINGAPORE INDUSTRIAL AUTOMATION ASSOCIATION

LEAD IFM (SINGAPORE PAVILION)

OVERVIEW, ELIGIBILITY, REGULATIONS, T&Cs, DECLARATION



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LEAD IFM SUPPORT OVERVIEW – Administered via Enterprise Singapore (ESG)

LEAD IFM supports eligible Singapore incorporated/registered and based in Singapore companies with at least 3 core business functions.

LEAD IFM does not support foreign based companies (inclusive principals/agents/branch offices etc).

Failure to comply with Singapore pavilion design regulations will result in non-eligibility for the grant.

The administration fee component is NOT claimable under LEAD IFM.

The LEAD IFM scheme supports a maximum of 36sqm per company per exhibition.

The association is responsible to send for audit and file the grant claims with ESG on the company's behalf.

LEAD IFM operates on a group reimbursement basis for the Singapore pavilion, not as an individual company.

Reimbursement amount will be based on the final claim submitted on the above eligible expenses incurred by the association.

LEAD IFM Reimbursement is company and exhibition title-centric.

From April 2018, a company will be entitled to an increase (up to 70%) reimbursement when the same eligible company participates in the same exhibition title for the first three (3) times.

The three (3) counts begin from April 2019.

From the fourth (4th) exhibition onwards, the reimbursement is up to 50% for the same exhibition title.

SINGAPORE PAVILION MANDATORIES – Exhibiting companies are responsible to comply.

Failure to comply will result in non-eligibility for the LEAD IFM grant.

☞ **Payment to SIAA must be issued by the same eligible company applying and exhibiting in the exhibition.**

☞ All participants must exhibit within the approved pavilion location.

☞ **Company fascia name must replicate ACRA entry exactly.**

☞ No blockage of fascia board, "SINGAPORE" vertical pylon and overhead pelmet.

☞ **At least one (1) Singapore staff must be present at the booth throughout the exhibition**, and is required to fill in the online survey on the last day of the exhibition.

☞ On day one of show, two (2) name cards will be collected containing full Singapore company name, address and valid contact details.

☞ All exhibition/pavilion directories listings must reflect the eligible Singapore entity's name. Foreign company name is not accepted.

☞ Trade Associations and Chambers of Commerce (TAC) is responsible for all expenses related to the exhibition and will seek reimbursement for eligible expenses from Enterprise Singapore on behalf of participating companies.

☞ Enterprise Singapore will not be responsible to the participating company in the event that TAC defaults in making payment to the participating company.

☞ Participating Company is only allowed to have one other related company in the same SG pavilion within the same exhibition.

☞ **The LEAD IFM grant support only eligible Singapore incorporated/based companies with a minimum of 30% shareholdings by Singaporean or PR.**

FAQ: REIMBURSEMENT MATTERS

The grant amount each company will be reimbursed after the exhibition depends on the following factors :

☞ The approved and final reimbursed grant amount received.

☞ Common costs incurred eg. audit fees, bank charges, on-site consultant fee, publicity, etc.

☞ Space and construction costs, pavilion size and number of participating companies.

☞ Occupied space, SG pavilion construction, design, graphic, furniture, lighting and electrical costs.

☞ Number of times participating company has participated in the same exhibition title.

☞ Foreign taxes

☞ Other mandatory and/or miscellaneous fees.

DOUBLE TAX DEDUCTION (DTD)

Companies may apply for Double tax Deduction (DTD) for qualifying expenses not covered by LEAD IFM.

Double tax deduction applicable for eligible expenses that is net of any government grants/subsidies/tax deduction, including those pending approval by the relevant government agency.

For more information, please visit: <https://www.enterprisesg.gov.sg/financial-assistance/tax-incentives/tax-incentives/double-tax-deduction-for-internationalisation>

TRADE EXHIBITION TERMS & CONDITIONS

☞ Upon confirmation of participation in the Singapore pavilion, the participating company is irrevocably bound by the terms and conditions of the trade fair participation by the Organiser's participation agreement.

☞ Participation fee paid to SIAA must be cleared by SIAA's bank to be considered fully paid.

☞ All participation and administration fees paid are non-refundable.

☞ The participating company agrees to indemnify and hold SIAA, its staff, on-site consultants, and council harmless from any and all claims, losses, cause of action, damage, liabilities, lawsuits, opportunity losses, arising from stand application or participation in the above stated Singapore Pavilion.

Please sign/stamp and return both pages with valid ACRA company profile

I have read, understood and agree with the terms & conditions : (Please fill and Stamp)	
Name :	Designation :
Authorised Signature :	Company Stamp :