



EXPORT PARTNERSHIP PROGRAM PROJECT ACQUITTAL FORM

Company Name

Company ABN

Contact person

Contact email

Contact phone number

Declaration

I certify that all claims presented here are for costs actually incurred by my company in undertaking the eligible activity as outlined under the company's grant agreement, and that these costs are eligible expenses in the relevant category as defined in the Export Partnership Program Guidelines.

I understand that making fraudulent claims is illegal and may affect my current funding agreement, and that the Minister for Investment and Trade may seek to recover any payment made based on information that is subsequently found to be false or misleading. The Minister may also exercise other rights and remedies available under the company's grant agreement or at law.

PROJECTS FOR REIMBURSEMENT (PLEASE TICK BOXES TO INDICATE RELEVANT PROJECTS)

- Coaching / Mentoring / Export plan / Market Assistance (complete part 1)
- International Trade Shows, Trade Missions and Business Programs (complete part 2)
- Travel and accommodation for attendance at International Trade Shows and Trade Missions (complete part 3)
- Third Party Market Research (complete part 4)
- Marketing Materials (complete part 5)
- Website Modifications (complete part 6)
- Incoming Buyers (complete part 7)

I understand that I am required to keep all receipts and invoices relevant to the expenses listed as I may be subject to audits. I agree to provide any evidence relating to the above expenses and reports as requested by the Minister for Investment and Trade within 30 days of notification. This is in addition to any other obligations set out in the company's grant agreement.

Name (authorised delegate)

Signature

Date

Total Claim \$

Please include evidence of all project expenses (i.e. paid invoices, receipts) with your completed Project Acquittal Form. Note that this program may be audited and false claims are a legal offence.



Part 1 – Coaching / Mentoring / Export Plan / Market Assistance

Includes costs for export-focused mentoring and coaching, to prepare an export plan or to gather market intelligence. Programs subsidised by the State or Australian Government are not eligible for reimbursement.

Activity Report for Coaching and Mentoring

Activity name

Activity start date

Activity finish date

Project Expenditure

Item	Total costs	Claim Amount
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

If there are more items, please detail and attach separately.

Report

Your report should briefly include who you engaged, how you selected them, their CV or a short biography, as well as formalised programs undertaken (if applicable) and the outcomes (financial or otherwise). If the coach or mentor has provided you with a written report, please attach.

Checkpoint:

Export plan is attached



Part 2 – International Trade Shows, Trade Missions and Business Programs

Includes cost of hiring exhibition space at an international trade show, entry and project management fees, freight of free samples, and costs associated with participating in trade shows, trade missions and business programs including selected shows held in Australia (excluding travel and accommodation). The following costs are not eligible: product insurances and intellectual property registration fees (such as patents and trademarks).

Activity Report for International Trade Shows, Trade Missions and Business Programs

Activity name

Activity start date

Activity finish date

Project Expenditure

Item	Total costs	Claim Amount
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

If there are more items, please detail and attach separately.

Report

Your report should briefly include why you attended the selected trade show or mission, the selection process (if applicable), the outcomes (financial and other) and your next steps.

Checkpoint:

Copy of the report itinerary of the show, mission or business program is attached



Part 3 – Travel and Accommodation

Costs of economy air fares, basic accommodation (standard room only) and on-ground transfers for one person to attend an international trade show, business programs or accompany a trade mission to a relevant market or as detailed in your export plan. Travel insurance is not eligible.

Activity Report for International Travel and Accommodation

Activity name

Activity start date

Activity finish date

Project Expenditure

Item	Total costs	Claim Amount
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

If there are more items, please detail and attach separately.

Report

Your report should briefly include the full itinerary, details of the companies you met with, outcomes and your next steps.

Checkpoint:

Copy of the itinerary is attached.



Part 4 – Third Party Market Research

Costs of working with a third party (such as Austrade or accredited supplier) to conduct market research into opportunities and barriers in targeted overseas markets. (Travel or accommodation expenses for the third party travelling from Australia to the market are not eligible).

Activity Report for Third Party Market Research

Activity name

Activity start date

Activity finish date

Project Expenditure

Item	Total costs	Claim Amount
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

If there are more items, please detail and attach separately.

Report

Your report should briefly include how the third party was engaged, the work undertaken, outcomes and your next steps.

Checkpoint:

Copy of market research report is attached and/or evidence of supplier expertise / credentials such as a CV.



Part 5 – Marketing Materials

Costs of producing brochures, DVDs, business cards and presentations to market goods/services overseas and for use in overseas markets.

Activity Report for Marketing Materials

Activity name

Activity start date

Activity finish date

Project Expenditure

Item	Total costs	Claim Amount
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

If there are more items, please detail and attach separately.

Report

Your report should briefly include how and where these materials were distributed or used overseas.

Checkpoint:

Copy of new marketing materials is attached



Part 6 – Website Modifications

Expenses for an independent contractor to audit your firm's website and identify and carry out changes necessary to prepare for internationalisation of your website, such as language translations, product and expertise details etc. Programs subsidised by the State or Australian Government are not eligible for reimbursement.

Activity Report for Website Audit

Activity start date

Activity finish date

Project Expenditure

Item	Total costs	Claim Amount
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

If there are more items, please detail and attach separately.

Checkpoint:

Copy of audit report is attached and/or evidence of supplier expertise / credentials.

Report

Your report should briefly include the company you engaged and the modifications suggested.



Part 7 – Incoming Buyers

Costs of hosting incoming buyers, such as domestic travel and accommodation (for buyers only) and hiring local facilities or participating in inbound trade missions organised by the South Australian Government or other export entities.

Activity Report for Incoming Buyers

Activity name

Activity start date

Activity finish date

Project Expenditure

Item	Total costs	Claim Amount
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

If there are more items, please detail and attach separately.

Report

Your report should briefly include who travelled to South Australia, how the buyers were identified, what the outcomes were and your next steps.

Checkpoint:

Copy of itinerary is attached.