



## MSC Malaysia R&D Grant Scheme (MGS)

*[Company Name, ROC Number, and address]*

KINDLY COMPLETE THE FORM AND SUBMIT TO

Technology & Research  
Multimedia Development Corporation Sdn Bhd  
MSC Malaysia Headquarters  
2360 Persiaran APEC  
63000 Cyberjaya  
Selangor Darul Ehsan

Attn to: Ms. Pak Mei Yuet  
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**1. SECTION A: BACKGROUND OF APPLICANT ("Company")**

1.1 Name of MSC Malaysia Status Company :

1.2 Company Registration Number :

1.3 Incorporation Date:

1.4 MSC Malaysia Status Approval Date:

1.5 Registered Address:

1.6 Address at MSC Malaysia:

1.7 Telephone Number:

1.8 Fax Number:

**1.9 Contact Person**

1.9.1 Name:

1.9.2 Designation:

1.9.3 Email:

1.9.4 Mobile:

1.9.5 Direct Line:

1.10 Shareholding Details

1.10.1 Authorised Capital (RM):

1.10.2 Paid Up Capital (RM):

1.10.3 Shareholding structure

Shareholders of the Company	% of Shareholding	No. Of Shares	Value of Shares (RM)	If individual, please state Nationality. If company, please state country of incorporation	If the shareholders are related, please state the relationship
<b>Total</b>					

1.10.4 If any shareholder specified in Item 1.10.3 above is a company, please provide details of its equity structure in the table below:

Shareholders of the Company	Shareholders	% of Shareholding	No. of Shares	Value of Shares	If individual, please state Nationality. If company, please state country of incorporation	If the shareholders are related, please state the relationship
<b>Total</b>						

1.11 Current Workforce

Title	Number of Staff (Local)	Number of Staff (Foreign)	Total
<b>Management</b>			
<i>[designation]</i>			
<i>[designation]</i>			
<b>Professional / Technical</b>			
<i>[designation]</i>			
<i>[designation]</i>			
<i>[designation]</i>			

Admin / Clerical / Support / Marketing			
[designation]			
[designation]			
<b>TOTAL</b>			

1.12 Solvency Status

1.12.1 The Company is not the subject of a winding up order. ( ) True ( ) False

1.12.2 The Company is not the subject of a claim by any third party for the dissolution of the Company or for the appointment of a liquidator (including a provisional liquidator), receiver, judicial manager, trustee, administrator, agent or similar officer for the Company or over any part of the assets of the Company.  
( ) True ( ) False

1.13 Declaration of Interest

Please provide details if any shareholder or director of the Company is an immediate family member (i.e. parent, sibling, spouse, child) of any director or employee of MDeC.

Name of shareholder or director of Company	Whether shareholder or director	Name of director or employee of MDeC	Relationship

## 2. SECTION B: BUSINESS TRACK RECORDS

2.1 MSC Malaysia - Qualifying Activities:

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2.2 Please provide the latest financial information (as per latest audited account) in **RM**

Category	Latest Audited Figures (RM)
Total Local Sales	
Total Export Sales	
Total Operational Expenditure	
Total Capital Expenditure	
Total Profit/ (Loss) Before Tax	
Total R&D Spending	

2.3 Innovation Track Records

2.3.1 Previous creations / works / products by the Company

Type of Creation / Works / Products (eg. hardware, software, design, animation, games etc.)	Name / Title	Year of project completion	Whether commercialised (Y/N). If Yes, please specify <u>year and revenue to date</u>

2.3.2 Intellectual Property filed / registered by Company (i.e. patents, utility innovations, industrial designs, trade / service marks)

Intellectual Property Name - Type	Country	Year of Filing	Registered or Pending Registration	Reg. No. (if registered)

### 2.3.3 Copyright

Where a statutory declaration has been affirmed to evidence the Company's ownership of copyright over any creations / works / products, please provide details as follows:

Description / Title	Date of Statutory Declaration

2.4 Kindly state if your company is currently a recipient of, or have previously received any funding from MDeC and/or any other Government Ministries or agencies. If yes, please state the following particulars:

Type of Fund	Ministry / Agency	Project Title	Year Received/ Duration	Grant Amount (RM)

### 3. SECTION C: DETAILED PROJECT PROPOSAL

3.1 Project Title :

3.2 Problem Statement

*Please outline the problem statement and clearly describe the rationale for the proposed R&D/system development work.*

3.3 Project Description

a) Describe the proposed R&D / system development project in detail and indicate the new knowledge and skills expected to be acquired.

- i) Provide the measurable project outcomes of the final product.(e.g. face recognition – improve accuracy by 70%, reduce False Rejection Rate by 50%)
- ii) Describe the research methodologies (methods / techniques / tools) to achieve the project outcomes.

b) Provide pictorial system architecture of the proposed R&D / system development work.

c) Identify the unique innovation and specify where new Intellectual Property (IP) will be developed.

3.4 Project Activities

Describe the Project activities, deliverables, resource allocation and timelines. Provide a Gantt Chart that illustrates monthly project progress.

No	Activity	Duration	Manpower Resources	Month												
				1	2	3	4	5	6	7	8	9	10	11	12	

Please provide measurable deliverables every 6-months.

Deliverable Title	Delivery Format (what is to be delivered, e.g. software, firmware, hardware, paper documents)	Delivery timeframe (end 6 <sup>th</sup> month, end 12 <sup>th</sup> month)	Description of deliverables including measurements

### 3.5 Project Risks

Identify all risks and challenges that can potentially affect delivery of the Project within the stipulated timeframe. Provide a plan to mitigate the identified risks. You may use the following template.

Description of risk	Impact to Project (High/Medium/Low)	Probability of occurrence (High/Medium/Low)	Mitigation Plan

### 3.6 Project Personnel

Provide a project organization chart and outline the roles of each project team member. Show the personnel hired and to be hired in the project organization chart. State the current number of R&D personnel in the Company.

Provide the qualification and related experience of the personnel hired / to be hired. Please use the following template.

Designation	Qualification	Role in Project	Required Skills and Experience	No. of positions opened / required	No of positions currently		If filled, please state: <ul style="list-style-type: none"> <li>• Name</li> <li>• Nationality</li> <li>• Please provide CV per format provided</li> </ul>
					Filled	Vacant	

### 3.7 Project Costing

State all the financial assumptions that were used in arriving at the project costing (i.e. depreciation rate, exchange rate, etc.) as this is an important element which will be assessed.

#### 3.7.1 Summary of Project Cost

	Estimated Cost (RM)				
	Q1	Q2	Q3	Q4	Total
Total Operational Expenditure					
Total Capital Expenditure					
Other Costs					
<b>TOTAL PROJECT COST</b>					

### 3.7.2 Part 1 – Operational Expenditure

Item	Estimated Cost (RM)				
	Q1	Q2	Q3	Q4	Total
Total (Salary)					
Total (EPF / SOCSO)					
Total (IP & Office Rental Cost)					
<b>Total Operational Expenditure</b>					

#### *Salaries*

*State breakdown of estimates of salary, EPF / SOCSO expenses.*

No.	Expenditure Breakdown				Estimated Salary Cost (RM)				
	Employee Name and Designation	Current Full Time Annual Salary (RM)	Period engaged on project	Percentage of time spent on project (%)	Q1	Q2	Q3	Q4	Total
1.									
2.									
	Total								

No.	Item	Percent of annual salary (%)	Estimated Cost (RM)				
			Q1	Q2	Q3	Q4	Total
1.	Employment Provident Fund (EPF) payments						
2.	SOCSO Payments						
	Total (EPF / SOCSO)						

### Intellectual Property and Office Rental Cost

State the estimated cost of registering Intellectual Property (i.e. country filed, lawyer fees, IP filing fees, etc) as well as the price per sq ft, size of the office space to be utilised for R&D / system development work and the cybercity where this office is located.

Item	Calculations Assumptions	Estimated Cost (RM)				
		Q1	Q2	Q3	Q4	Total
Office Rental	Price per sq ft, size of office for R&D, location					
Intellectual Property	Type of IP, filing location, details of IP Cost					
Total (Intellectual Property & Office Rental Cost)						

### 3.7.3 Part 2 – Capital Expenditure

Provide justification (i.e. price per unit, quantity, technical specifications) for all required hardware, software and networking items and submit these cost estimates in the following format.

No.	Hardware, Software and Network Facilities	Price per unit	Quantity	Technical specifications	Estimated Cost (RM)				
					Q1	Q2	Q3	Q4	Total
1	<Provide details>								
2									
3									
4									
	Total (Hardware, Software & Network Facilities)								

3.8. Other Costs

3.8.1 Please specify whether any part of the R&D activity for the Project will be outsourced. If so, please provide details including scope and fees. Provide supporting documents (i.e. service agreement which details out the scope of work, charges, etc or quotation)..

Description	Estimated Cost (RM)				
	Q1	Q2	Q3	Q4	Total
Total Outsourced Fees & Charges					

## 4. SECTION D : PROJECT COMMERCIALISATION

### 4.1 Market Potential

*Identify and describe the target market(s) for the proposed product in terms of value / units / geography and provide independent and current data on growth projections for at least 3 years.*

### 4.2 Competition and Strategic Positioning

Identify and describe the key competitors with respect to the identified target market(s) and explain how you intend to position your company relative to your key competitors.

### 4.3 Product Positioning

Explain and tabulate the product(s)' positioning vis-a-vis the competitor offerings in terms of technology, performance, pricing, distribution channels and other relevant parameters.

### 4.4 Sales Target

4.4.1 Provide sales targets and market share goals for the next 3 years in relation to the identified target markets and declared positioning strategy.

Description	Calculation Assumptions (price per license, no of licenses, no of users, usage rates, etc)	Revenue per year (RM) (please specify year)		
		Year 1	Year 2	Year 3

4.4.2 Describe how sales of the proposed product may increase exports or replace imports, where applicable.

4.4.3 Provide names of and / or letters of support from customers or potential customers.

4.4.4 Provide profit and loss projections for 3 years.

Description	Calculations Assumptions	Year 1(RM)	Year 2(RM)	Year 3(RM)
TURNOVER				
Xxx				
LESS: COST OF SALES				
Xxx				
Gross Profit				
LESS: OPERATING EXPENSES				
Total Expenses				
NET PROFIT				

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4.5 Marketing, Manufacturing and Licensing Arrangements

Provide evidence of any marketing, manufacturing and / or licensing arrangements entered into currently, if any.

4.6 Legal and Trade Barriers

State all the legal and trade barriers that can impact commercialization.

4.7 Marketing Capabilities

Provide a **marketing organization chart** and outline the roles of each marketing team member. Show the personnel hired and to be hired in the marketing organization chart.

Provide the following details of all key marketing personnel hired / to be hired (provide CVs for all key marketing personnel hired as per CV format attached).

No	Position	Name (if identified; state "TBH" if not identified)	Nationality (if identified; state "TBH" if not identified)	Roles in the project	Past related achievements (if identified; state "TBH" if not identified)	Required Skills & Experience (for "TBH")

## SECTION E : VALUE PROPOSITIONS / OTHERS

5.1 Please list down the value proposition that will contribute to the MSC Malaysia.

- 1.
- 2.
- 3.

5.2 Awards and recognition achieved by your company for the last 5 years (if any).

- 1.
- 2.
- 3.

## 6. SECTION F: SUBMISSION FORM CHECKLIST

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

- Five certified true copies of Form 9, Form 24, Form 44, Form 49 and M&A of the Company;
- Five certified true copies of Company's latest audited account / management accounts for **the last three (3) years**;
- Five hardcopies and one softcopy of this application form;
- A copy of Tenancy Agreement/ Title Deed for the MSC-status address of the Company;
- CVs of all project personnel referred to in Item 3.6 (Section C) of this application form, as per the template attached herein below;
- CVs of all key marketing personnel referred to in Item 4.7 (Section D) of this application form, as per the template attached herein below;
- Filled up all sections in this application form;
- Non-refundable cheque for RM 5,000 payable to Multimedia Development Corporation Sdn Bhd. as processing fee;
- The Company have responded to and completed MDeC's AQIR and SCORE+;
- Signed Declaration at Item 7 (Section G) herein below.

## 7. SECTION G : DECLARATION

We, .....<company name>.....<company no.> hereby declare and state the following:

### 7.1. Intention to Apply

The Company intends to apply to MDeC for funding under the MSC Malaysia Research & Development Grant Scheme (MGS) to assist the Company in carrying out research and development activities for the proposed project identified in this application ("the Project").

### 7.2. Acknowledgment

- (1) The Company acknowledges that the submission of this application and/or the fulfillment of the Eligibility Criteria specified in paragraph 7.3 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 the recipient on the scope and amount of the funding offered (the "Grant") and the conditions upon which the Grant is subjected to, shall be final and not open to any negotiation, appeal or recourse. If the application is rejected, the decision conveyed by MDeC to the Company shall be final and is not open to appeal or any other recourse by the Company.
- (2) The Company hereby acknowledges 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;
  - (b) Use any information submitted herein for the purposes of consolidation, analysis, and / or preparing statistics, provided that no identifiable details of the Company is disclosed and if the Company does not agree that any part of the information provided herein can be used for such purpose, it should expressly identify such data and highlight the same to MDeC in advance in this application form.

### 7.3. Eligibility Criteria

The Company fulfils the following Eligibility Criteria as at the date of this application and hereby warrants that we shall continue to meet the same at all times during the duration of the Grant, if granted:

- (1) The Company:
  - (a) Is a company incorporated in Malaysia; and
  - (b) Is not the subject of a winding up order; and
  - (c) Has a paid up capital of at least RM100,000; and
- (2) More than 50% of the legal and beneficial ownership of the Company is vested in Malaysian(s); and
- (3) More than 50% of the employees of the Company are Malaysians; and
- (4) The Company is not a recipient of, or has previously received, any funding for the purpose of R&D phase of product life-cycle from MDeC and/or any other Government Ministries or agencies; and
- (5) The Company is an MSC Malaysia Status Company and complies with all conditions thereunder, including:
  - (a) Meet the location requirements as specified in the MSC Malaysia Status Conditions of Grant;

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and

(b) Have completed and responded to surveys conducted by MDeC including the AQIR and SCORE+; and

(6) Work on the Project (which is the subject of the Grant application) has not started as at the date of this application.

#### 7.4. Specific Conditions

In the event this application is approved, the Company acknowledges and hereby agrees to be bound by such conditions as may be specified in the Funding Agreement to be signed with MDeC which shall include but not limited to the following conditions:

(1) No part of the Project can be outsourced unless such outsourced portion(s)

- (a) Pertains to non-core R&D activities only;
- (b) Has been expressly declared in this application form; and
- (c) Has been approved by MDeC.

(2) The Project must result in:

- (a) The filing of at least three (3) Intellectual Property applications (namely, patent, utility innovation, trade / service mark, industrial design. Please be advised to conduct prior art search to confirm the registrability / patentability and note that divisional patent is NOT acceptable); or
- (b) The assertion of ownership of copyright over at least 3 pieces of works / products as evidenced by affirmation of 3 statutory declarations;

Or combination thereof.

(3) The Project must be undertaken in Designated Premises in MSC Malaysia Cybercity / Cybercentre.

#### 7.5. Utilisation of Grant

In the event this application is approved, the Grant will be made available on a reimbursement basis in accordance with such milestones as may be specified in the Funding Agreement and the Company shall only utilize the Grant for APPROVED CLAIMABLE COSTS only. "Approved Claimable Costs" is defined to mean such cost items and amount that are eligible to be claimed under the Grant as specified in the Funding Agreement and incurred by the recipient in relation to the Project. Unless specified otherwise in the Funding Agreement, Approved Claimable Costs will be limited to the following categories:

(1) Salary

- Timesheet signed off by employee concerned and project manager with evidence that the employee concerned is involved in the Project

(2) EPF / SOCSO

- Certified true copies of pay slips and EPF / SOCSO statements

(3) Costs incurred in filing for IP registration

- Certified true copies of receipts

(4) Rental of Office

- The Office must be within Designated Premises of MSC Malaysia Cybercity / Cybercentre
- Evidence / declaration that the project is being undertaken at the Office
- Certified true copies of Tenancy agreement and receipts

(5) Costs associated with approved acquisition of computer and other hardware, system and application software as well as network facilities

## 7.6. Liability to Repay the Grant

In the event this application is approved, the Company shall, in the event the Funding Agreement is terminated, be liable to repay the full amount of the Grant disbursed together with interest, as imposed, to MDeC in accordance with the provisions of the Funding Agreement.

## 7.7. Status of Project

The work on the Project has not commenced.

## 7.8. True and Accurate

The Company hereby declares that all information, financial and other statements, reports and other documents and data furnished, or to be furnished to MDeC, in connection with the Project 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.

## 7.9. Personal Data Protection Statement

The Company agrees that, with regard to the personal data relating to individual(s), which are provided to MDeC in this application form, the Company has 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 the Company and for the purpose of providing the Company 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](mailto: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.

Submitted by and on behalf of .....<company name>.....<company no.>:

Signature :

Date :

Name / NRIC:

Designation :

Email :

Phone :

Signature of witness :

Date:

Name / NRIC:

Designation :

Email :

Phone :



## ATTACHMENT

To guide the Company in its application herein, the following are some of the key considerations to be taken into account when assessing the application:

### ASSESSMENT CRITERIA

#### Category 1 : Technical Merits

- Does the Project have R&D or systems development work of significance in that technology field and would the company acquire new knowledge and skills?
- Is the proposed product a unique innovation or a modification of similar product in the market?
- Are the project activities, milestones, resource allocations and timelines realistic and achievable?
- Have the key project risks been adequately identified and is there a credible risk management plan?
- Does the project team have the required breadth and depth as well as the requisite experience and background / track record to deliver the project?
- Is there active involvement of Malaysian knowledge workers in the core project elements?
- Are the proposed equipment, facilities and other support relevant to the project?

#### Category 2 : Commercial Merits

- Has the company defined its target market accurately and are there credible projections of future market growth?
- Does the company have a clear understanding of the competitive landscape within their target markets and have they drawn up a credible positioning strategy for their product vis-a-vis competitors?
- Can the positioning strategy be supported by the proposed product pricing, features, performance and delivery?
- Has clear sales targets and market share goals been established in terms of geography and timelines? To what extent can the project outputs potentially increase exports and replace imports?
- Are there marketing, manufacturing and licensing arrangements?
- Have legal and trade barriers been addressed?
- Is there adequate marketing expertise available on the project team? Is future growth supported by marketing/sales expansion?

#### Category 3 : Financial Merits

- Is there integrity in cost estimates?
- Is there reasonableness in the financial assumptions?
- Is there evidence of financial management capabilities and resources?
- How healthy is the Company's financial standing?

## Curriculum Vitae Template

Please use the following format when submitting the curriculum vitae of all project personnel and marketing personnel:

<b>A. Personal Data</b>
Salutation :
Name :
Date of Birth :
Nationality :
<b>B. Educational Qualification</b>
Degree/Diploma :
Field :
Year of Award :
Name and Place of Institution :
<b>C. Employment History</b> (starting with current employer)
Name of Employer :
Period of Employment (specify month & year) :
Title of Position Held :
Work Experience (describe the project/marketing experience and <b>achievements</b> relevant to the proposed R&D project) :
(Repeat for each position held)