ASSOCIATION OF SMALL & MEDIUM ENTERPRISES
中小企业商会

167 Jalan Bukit Merah, Tower 4, #03-13
(65) 6513 0388 www.asme.org.sg Singapore 150167

Registration of Interest
(Pending LEAD TFBM Approval)

Analytica Vietnam 2027

SECC, Ho Chi Minh, Vietnam

31 March – 2 April 2027

Closing Date: First come first served

Company Profile

Name of Company: *(Please write clearly & follow registered name on ACRA, details will be used for invoicing / cheque reimbursements; do inform ASME of any changes in your company name.)*

Business Registration No / ACRA No:	**Year of Establishment:**

Company Activities:

Tel:	**Fax:**	**Email:**

Website:

Address: (*Please inform ASME of any changes in your mailing address. All correspondences including reimbursement will be mailed to the stated address. ASME is not liable for any loss of documents/ information due to wrong or changed contacts.)*

Postal Code:	**Name**	**Designation**	**Direct Phone / Email**
Main Contact for all general enquiries	Mr/Ms		
Billing Accounts & Payment Contact	Mr/Ms		

Exhibition Space Application

Exhibition Package	**Total size (Sqm)**	**Cost/Sqm**	**Total Cost (SGD)**
A: Standard Pavilion Package (EUR 1 to 1.5 SGD)		**SGD$740.00**	
B: Compulsory Registration Fee (EUR 1 to 1.5 SGD)			**SGD $675.00**
C: Administrative Fee by ASME + 9% GST (Non-claimable)			**SGD $654.00**
		Grand total (A + B + C)	

To qualify for LEAD TFBM Support, companies must be incorporated (excludes branch of a foreign company) and based in Singapore and must have at least three of the following core business functions/ activities as below:

Please tick at least 3 options:

- ❑ Market Development and Planning
- ❑ Business and investment planning
- ❑ Manufacturing and other value-added activity
- ❑ Research and development and design functions
- ❑ Logistics and shipping management
- ❑ Banking, financial and treasury functions

Bank Account Details *(please provide us your corporate bank account information, for preparation of future reimbursement)*

Bank Account Name:

Account No.:	Bank:	Currency:
Swift Code:	Address:	

❑ I hereby confirm and certify that the above information is true and accurate at the time of this application. Upon submitting this application form, I agree to give ASME permission to use my business data for the purpose of ASME's Trade Show Participation, and any other related purposes that will assist ASME to do so in accordance with the Personal Data Protection Act 2012 and ASME's Data Protection Policy.

❑ Yes, I am interested in participating in the Trade Fair organised by ASME and agree to pay the amount as stated in the Registration of Interest Form. I acknowledge that the Registration of Interest Form endorsed here forth shall be binding upon acceptance by ASME and will be invoiced accordingly

Signed & Endorsed By

Name & Signature **Company Stamp**

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Singapore Pavilion Guidelines

Total amount is before reimbursement of LEAD TFBM's approved funds in which registration and administrative charges to ASME are not included in the claims. Reimbursement will be made after disbursement from Enterprise Singapore. Each company is eligible for LEAD TFBM support up to a **maximum of 36sqm,** final amount supported is subject to Enterprise Singapore's approval**.** Reimbursement schemes does not support additional furniture/electrical/printing/marketing package orders beyond the standard package items unless stated otherwise. Please note that Enterprise Singapore reserves the right to verify information provided by the companies. Eligibility and subsidy reimbursement of individual companies is subject to final approval by Enterprise Singapore upon submission of LEAD TFBM claims by ASME after the exhibition.

LEAD Trade Fairs Business Mission (TFBM) & Double Tax Deduction (DTD) Scheme

NOTE: This activity is still pending for LEAD TFBM approval. ASME will inform company in writing upon approval.

LEAD TFBM

LEAD TFBM is not a direct subsidy for expenses incurred by the participating companies and is intended to offset the bona fide eligible costs (space rental & standard stand packages & other costs involved) paid by ASME to 3rd party suppliers in organising the activity. It supports **up to 70% for SMEs** and **up to 50% for non-SMEs** of eligible expenses by ASME for organising the activity, final amount/percentage supported is subject to final approval by Enterprise Singapore. In order to be eligible for the funding support **not more than 50% of the companies can be related to each other** - at most only 1 other related company participating in the same event.

Participating fees collected under the Exhibition Package from participating companies shall not be misappropriated by ASME. ASME is responsible for all expenses related to the activity and will seek reimbursement for eligible expenses from Enterprise Singapore on behalf of participating companies. Enterprise Singapore will not be responsible to the participating companies in the event that ASME defaults in making payment to the participating companies.

With effect from Jan 2023, please note that there is a new criteria by Enterprise Singapore that to run the SG Pavilion, the pavilion must have at least 70% locally owned companies and only allowing 30% foreign-owned companies in the pavilion, if not we will not be able to run under the funding.

DTD

Companies can also claim DTD for eligible expenses not covered by LEAD TFBM. Expenses for travel and accommodation costs for up to 2 representatives per participating company. For more details, please refer to Enterprise Singapore websites here. DTD Scheme is an opt-in scheme administered by Enterprise Singapore.

Role of ASME

The role of ASME is to administer and facilitate LEAD TFBM. ASME shall not be liable or responsible for any costs, losses, claims, proceedings, demands, expenses and liabilities of whatsoever nature arising as a result of, or in connection with, any failure of the appointed exhibitor to observe their obligations under any contract or any laws and regulations under any jurisdiction.

The acceptance as an exhibitor is issued in the form of written confirmation giving details of the Exhibition Package. This constitutes to a Participation Form endorsed between exhibitor and ASME which is legally binding. The Participation Form will be valid for the period of time specified.

Payment Terms

Upon validity of this Participation Form, ASME will proceed to reserve exhibition space with the show organiser. The participating companies are required to make payment to ASME according to the payment schemes: 50% of full amount and 100% of the registration fee are payable to ASME upon receipt of the invoice. The standard credit term for the first payment is **30 days**.

Full payment shall be made at least **120 days** before the commencement of the trade fair. Late payments are subjected to penalties of up to 5% of the balance amount which will be offset against the final reimbursement. Cheques should be crossed and payable to "ASME". In the event that payment is made by remittance mode, bank charges are to be borne by applicant

Cancellation Policy

All cancellations or replacements are to be informed in writing, signed and endorsed by the authorised party and subjected to approval by ASME. If the exhibitor, although registered and accepted, at any point in time does not participate or withdraws the participation for any reason whatsoever, ASME is entitled to allocate the stand to another interested company and exhibitors are required to make payment for the administrative charges due to ASME. If the exhibitor notifies the organiser of his withdrawal, and ASME is unable to reallocate the stand, the Exhibitor will be liable for all or part of the cost stated in the Participation Form overleaf as set out below:

More than 4 months prior to exhibition: 50% participation cost + full admin fee
Less than 4 months prior to exhibition: 100% participation cost + full admin fee

This scale of charges will apply only from the date ASME receives written notice by letter, email or fax and eligibility to claim under LEAD TFBM shall be compromised. In addition to this scale, the exhibitor is fully liable for the whole stand rental, construction costs and any specific cost incurred on his/her behalf by ASME. The obligation of ASME to limit avoidable consequences is not prejudiced thereby.

In the event of unforeseen circumstances, ASME can alter the terms or cancel the participation of the Singapore Pavilion before the closing date at its sole discretion. In such circumstances, ASME will refund full amount to the participating company and all exhibitors are required to comply with the exhibition's terms and conditions stipulated by the Organiser.
Note that the show that is still pending LEAD TFBM grant approval. However, this interest form shall be taken as a formal agreement upon grant approval. In the event that LEAD TFBM grant is not approved, ASME has to withdraw the participation of Singapore Pavilion and this form will be deemed as void. ASME will then inform companies in writing and companies can still choose to participate as an individual exhibitor and still be able to utilized DTD Scheme administered by LEAD TFBM.

Signed & Endorsed By

Name & Signature **Company Stamp**

Annex 2 - Participation Agreement

The Participation Agreement to be signed between the Association and the participating companies for Trade Fairs and Business Missions supported under LEAD should include the information set out below:

a. This activity is supported under LEAD, an initiative by Enterprise Singapore. Enterprise Singapore is the government agency building enterprise capabilities and innovation capacities, transforming industries, and facilitating access to global market opportunities.
   We are also home to many global enterprises, start-ups and investors who operate in Singapore's robust pro-enterprise environment. Renowned for our dedication to quality and innovation, Singapore companies make ideal business partners. With our global network in over 35 locations spanning many developed and emerging markets, we connect businesses with relevant Singapore companies for their business expansion. For more information, visit www.enterprisesg.gov.sg

b. LEAD is intended to offset bona fide eligible expenses paid by the Association or the participating companies to 3rd party suppliers in organizing the activity. It supports up to 70% of eligible expenses incurred to organize the activity. The Association shall engage one of the auditors from Enterprise Singapore's pre-qualified panel of auditors in Enterprise Singapore's website (www.enterprisesg.gov.sg) to verify the eligibility, authenticity and accuracy of the items listed in the Claim Form submitted to Enterprise Singapore in relation to this grant. Enterprise Singapore shall have direct access to the auditor to gather details with regards to the audit findings. All fees in respect of the engagement of the auditors shall be borne by the Association (in respect of the items relating to the Association) and each participating company (in respect of the items relating to the participating company).

c. Association shall not misappropriate the participating fees collected from participating companies.

d. Association is responsible for all expenses related to the activity and Association will seek reimbursement for eligible expenses from Enterprise Singapore on behalf of participating companies.

e. Enterprise Singapore will not be responsible to the participating companies in the event that Association defaults in making payment to the participating companies.

To be eligible for LEAD TRADE FAIRS AND BUSINESS MISSIONS support, the company must meet these criteria:

- Registered and operating in Singapore
- Have at least three of the following core business functions or activities operating within Singapore
  a. Market development and planning
  b. Logistics and shipping management
  c. Research, development, and design functions
  d. Manufacturing and other value-added activity
  e. Business and investment planning
  f. Banking, financial and treasury functions

[Companies must also declare whether they are an SME or non-SME when signing the Participation Agreement with the TAC]

An SME is defined as having Group Annual Sales Turnover not exceeding S$100 million OR a Group employment size not exceeding 200 employees.

Company Information

f. **Company Name**

____

g. **Company UEN**

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h. Participating company is incorporated/registered and based in Singapore;
☐ Yes
☐ No

i. Does the participating company have at least 3 of the following core business functions operating from Singapore:

- Market development and planning
- Logistics and shipping management
- Research and development and design functions
- Manufacturing and other value-added activity
- Business and investment planning
- Banking, financial and treasury functions

☐ Yes
☐ No

Declaration by Participating Company

The participating company's declaration on the following criteria:

Group employment size not exceeding 200 employees	Group annual sales turnover not exceeding S$100 million
☐Yes ☐ No	☐Yes ☐ No
More than or equal to 30% of its ordinary shared held directly or indirectly by Singaporeans/ Singapore PR(s), determined by the ultimate individual ownership	a. Participating company is only allowed to have one other related company in the same event;
☐Yes ☐ No	☐Yes ☐ No ☐ NA (Not applicable)

Signature of TAC representative
Full Name:
Date:

Signature of Participating Company
Full Name:
Date: