

OIL PALM MECHANISATION FUND APPLICATION FORM					
<p><i>One (1) hardcopy and softcopy of this form together with the project proposal must be submitted to the:</i></p> <p>Oil Palm Mechanisation Fund Secretariat Malaysian Palm Oil Board (MPOB) No 6, Persiaran Institusi, Bandar Baru Bangi, 43000 Kajang, Selangor, Malaysia Email: mechanisationfund@mpob.gov.my</p>			<p><i>For secretariat use:</i></p> <p>Received date: _____</p> <p>Reference no.: _____</p>		
<i>(Incomplete form will not be reviewed)</i>					
A FUND CATEGORY					
Please select one (1) category.					
<input type="checkbox"/> R&D <input type="checkbox"/> COMMERCIALISATION					
B DETAILS OF APPLICANT					
Name of Project Leader:			Name of organisation:		
Designation:			Mailing Address:		
Email address: (1) (2)					
Office Telephone No:			Mobile No:		
Fax. No:					
Proposed Project Team Members:					
	Name	Organisation	Designation	Email	Signature
1.					
2.					
3.					
4.					
5.					

C PROJECT	
Title: _____ _____ _____	Total Amount Requested*: RM _____ <i>* refer item 6.0 and 7.0 in the guidelines</i>
Project Duration (Maximum 24 months): Duration : _____ (months) From (month/year) : _____ To (month/year) : _____	
Project Proposal <i>(Kindly follow the format below. Please print or e-mail separately and send together with this form)</i> a) Executive Summary of Project Proposal (maximum 500 words) b) Research background including summary of previous work related to the prototype development. c) Objective(s) d) Description of the proven or established Proof of Concept (POC) e) Description of prototype including its originality, innovativeness, special features and indicate strategies to be used that will make the product competitive. f) Description of the state of the art including information on similar product available in the market and existing market size. g) Describe how the developed prototype can contribute for better productivity h) Gantt chart of activities i) Milestones and dates j) Expected results/benefits k) Provide the activities or plan to bring the developed prototype to commercialisation. l) Proposed expenditure: - List and quantity of items - Estimated cost for each items Note: <i>Only Capital Expenditure (CAPEX) for prototype development or production of prototypes and its related works.</i>	
D ORGANISATION INFORMATION	
Company Name:	Company No: <i>(if any)</i>
Address: _____ _____	
Brief description of Organisation: _____ _____	

	<p>Organisation's role in the project:</p> <p>Note:</p> <p>(1) Please provide information on ALL organisations involved in this project (collaboration project) in separate sheets.</p> <p>(2) Please attach:</p> <p>a) A support letter signed by Company's top management/ University's head of department / dean for every company or university.</p> <p>b) Evidences on capability of fabricating, manufacturing or building the prototype or has a legal binding arrangement to fabricate or manufacture or build the prototype.</p> <p>c) A support letter or a legal binding arrangement to conduct field test in oil palm plantation.</p> <p>d) A documentary evidence that the applicant is able to finance the obligations relating to the prototype development.</p>
E	DECLARATION BY APPLICANT
	<p>Please tick (✓)</p> <p>I hereby declare that:</p> <p><input type="checkbox"/> 1. All information stated herein are accurate. The committee have the right to reject or cancel the offer without prior notice if there is any inaccurate information provided.</p> <p><input type="checkbox"/> 2. This application is submitted for the Oil Palm Mechanisation Fund</p> <p><input type="checkbox"/> 3. This application is also submitted to other reasearch grants (Specify grant's name and total amount requested)</p> <p>_____</p> <p>Applicant's Signature: _____ Date: _____</p>

Note:

- i. Applications submitted will be treated in full confidence.
- ii. Applicants must provide all supporting documents.
- iii. In the project proposal document, applicant needs to provide proof of concept as the evidence that verifies the concept/theories/ideas that can be applied successfully in the real-world operation.
- iv. The Mechanisation Fund is a matching grant and will be disbursed based on the progress works and milestones (reimbursable basis).

F FOR SECRETARIAT USE		Reference no.: _____	
			Notes
1	Submission complete	Yes / No Date:	
2	Recommendation by TC	Proceed / Not proceed Date:	
3	Funding amount recommended by TC	RM	
4	Approval by TC	Approved / Not Approved Date:	
5	Final funding amount approved by SC	RM	
6	Agreement signed	Yes / No Date:	
7	Offer letter	Send out (date): Reply form received (date):	
8	Date of commencement		
9	Date of completion		

APPLICATION PROCESS:

- (i) The application starts with submission of the application form and full paper proposal to the Secretariat. Form and proposal format can be download at www.mpob.gov.my
- (ii) The proposal submitted will then be vetted by the Secretariat to ascertain whether the application and documents submitted fulfil the basic requirement. Incomplete or non-eligible proposal will be returned to the applicant.
- (iii) Applicants will be invited to present (pitch) their proposal to the Mechanisation Fund Technical Committee (TC). Proposals will be reviewed for elements of their commercial potential and technical aspect. Project milestones and costing breakdown will be deliberately discussed. The applicant may be required to amend or revise the full paper to improve the proposal. In some instances, a due diligence may be required to be conducted after the evaluation process for verification purposes.
- (iv) Outcomes from TC will be presented to the Mechanisation Fund Steering Committee (SC) for approval.
- (v) All applicants shall be notified *via* email or letter. Successful applicants may accept or decline the offer by returning the reply form.