



INNOFUND GUIDELINE FOR APPLICANTS

(27 September 2018)

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INNOFUND GUIDELINE REVISION

No.	Guideline	Amendment	Description of Amendment	Effective Date
1.	Pre Commercialisation Fund (InnoFund) Guideline for Applicants	-	Initial Publication	1 st Jan 2012
			Second Amendment	1 st May 2016
2.	InnoFund Guideline for Applicants	-	Initial Amendment	20 th April 2017
3.	InnoFund Guideline for Applicants	-	Second Amendment	8 th June 2017
4.	InnoFund Guideline for Applicants	Appendix 1	<p>Remove the following from list of document:</p> <ul style="list-style-type: none"> • Memorandum and Article of Association Company Act 1965/ Section 17 Company Act 2016; • Form 9 Company Act 1965/ Section 17 Company Act 2016; • Form 24 Company Act 1965/ Section 17 Company Act 2016; • Form 49 Company Act 1965 /Section 58 Company Act 2016; and • Form 44 Company Act 1965/ Section 46 Company Act 2016. 	21 st August 2017
5.	InnoFund Guideline for Applicants	Change of Ministry's name and acronym	Change Ministry of Science, Technology and Innovation (MOSTI) to Ministry of Energy, Science, Technology, Environment and Climate Change (MESTECC)	27 September 2018

MESTECC reserves the right to modify these guideline at any time without prior notice.

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1. INTRODUCTION

Innovation contributes to productivity, economic growth and societal wellness. It can be the recombination, fusion or integration of technologies that lead to new products, processes or services or the refinement of existing technologies with improved value enhanced efficiency or cost reduction. The final result of innovation is new products, processes or systems by which value can be created for customers, businesses and society. Realising the importance of innovation for wealth creation and social well-being, the Government initiated the Innovation Fund.

2. OBJECTIVES

2.1 Enterprise Innovation Fund (EIF)

The aim of the Enterprise Innovation Fund is to increase the participation of micro-businesses and individuals in innovative activities and encourage technological innovation of new or existing products, process or services for commercialisation.

2.2 Community Innovation Fund (CIF)

The aim of the Community Innovation Fund is to assist community groups in translating knowledge and ideas into products, processes or services that improve the socio-economic standing and quality of life of the community.

3. PRIORITY AREAS

InnoFund focuses on the following research areas:

- Life Sciences,
- Computer Sciences and Information and Communication Technology (ICT),
- Agriculture Sciences/Agricultural Engineering
- Environmental Sciences,
- Advanced Materials Science,
- Chemical Sciences,
- Physical and Mathematical Sciences,
- Engineering,
- Medical and Health Sciences, and
- Social Sciences and Humanities

4. ELIGIBLE APPLICANT

4.1 The eligible applicants are listed according to the types of grants available is as shown in Table 1:

Table 1: Eligible Applicant for InnoFund

Eligible Applicant	Enterprise InnoFund	Community InnoFund
Individual	√	
Sole Proprietorship/Partnership	√	
Micro, Small and Medium Companies	√	
Registered Associations/ NGOs		√
Registered Cooperatives		√
Community Group		√

4.1.1 **Sole proprietorship/partnership** refer to business entities registered with the following bodies:

- i). Companies Commission of Malaysia (SSM) under Registration of Businesses Act 1956 (ROBA 1956); or
- ii). Respective authorities or district offices in Sabah and Sarawak; or
- iii). Respective statutory bodies for professional service providers.

4.1.2 **Micro, Small and Medium Companies** refer to companies registered with the following bodies:

- i). Companies Commission of Malaysia (SSM) either under the Registration of Business Act (1956) or Registration of Company Act (1965) or Limited Liability Partnerships (LLP) Act 2012; or
- ii). Respective authorities or district offices in Sabah and Sarawak; or
- iii). Respective statutory bodies for professional service providers.

4.2 Definition of micro, small and medium companies is as shown in Table 2:

Table 2: Definition of Micro, Small and Medium Companies by Size of Operation

	Micro Companies	Small Companies	Medium Companies
Manufacturing	<ul style="list-style-type: none"> • Sales turnover of less than RM300,000; or • Less than 5 full-time employees 	<ul style="list-style-type: none"> • Sales turnover from RM300,000 to less than RM15 mil; or • Employees from 5 to less than 75 	<ul style="list-style-type: none"> • Sales turnover from RM15 mil to not exceeding RM50 mil; or • Employees from 75 to not exceeding 200
Services and Other Sectors	<ul style="list-style-type: none"> • Sales turnover of less than RM300,000; or • Less than 5 full-time employees 	<ul style="list-style-type: none"> • Sales turnover from RM300,000 to less than RM3mil; or • Employees from 5 to less than 30 	<ul style="list-style-type: none"> • Sales turnover from RM3 mil to not exceeding RM20 mil; or • Employees from 30 to not exceeding 75

Source: SME Corporation Malaysia

5. ELIGIBILITY CRITERIA

5.1 The criteria for Enterprise Innovation Fund are as follows:

5.1.1 All categories of companies must have a minimum of **51% equity held by Malaysians**.

5.1.2 Applicant under the companies categories must have **minimum paid up capital of RM10,000.00**. However, individual and sole proprietor are exempted from this stipulation but must provide justification and supporting documents on the ability to sustain itself (example: bank statement).

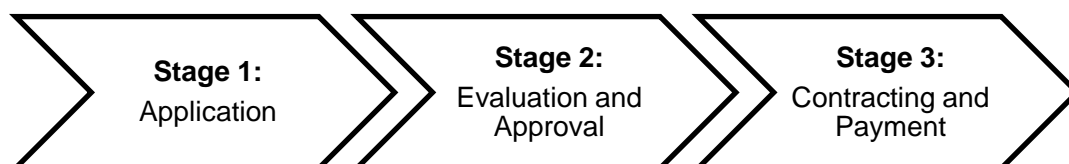
- 5.1.3 **None** of the **companies directors or project team members** must have been convicted of any fraudulent activities or the company been **declared bankrupt, under liquidation or placed under receivership.**
- 5.1.4 The project proposal must **contain elements of technological innovation** leading to commercialisation of innovative products, processes and services.
- 5.1.5 The project must be for the **development of new or existing products, processes or services with the potential for commercialisation.** Projects or products which are in the research stage or are ready for production or commercialisation are not eligible.
- 5.1.6 The project team must **provide evidence of technical competency to undertake the proposed project.** The curriculum vitae and supporting documents of the Project Leader and each project team member must also be submitted.
- 5.1.7 Only **Malaysian citizens can apply and lead the project** but can include international organisations or expatriates working in any of the organisations mentioned above as part of their project team.
- 5.1.8 Application from an **individual** must be accompanied by a **supporting letter from a referee.**
- 5.1.9 Applicant can only **lead only one project at any time.**
- 5.1.10 Project **must be conducted in Malaysia.**

- 5.2 The criteria for Community Innovation Fund are as follows:
 - 5.2.1 Applicant must be a **registered/government recognised Malaysian Community Group.**
 - 5.2.2 The proposal **must contain innovative elements** leading to the development of products, services or processes that improve societal well-being.
 - 5.2.3 Applicant **must show proof of financial capability** to support the portion of project costs not funded under CIF.

- 5.2.4 Only **Malaysian citizens can apply and lead the project** but can include international organisations or expatriates working in any of the organisations mentioned above as part of project team.
- 5.2.5 Applicant can only **lead only one project at any time**.
- 5.2.6 Project **must be conducted in Malaysia**.
- 5.3 The following cases are **not eligible** for funding under the InnoFund.
 - 5.3.1 Work, activity and initiative that are under the purview of Ministry, Department or Agency.
 - 5.3.2 Applications from the Research Wing of Government Linked Companies (GLC).
 - 5.3.3 Applications from Research Institutes, Institutes of Higher Learning and Science, Technology and Innovation Agency.
 - 5.3.4 Applications from large or trading companies.
 - 5.3.5 Project proposals substantially similar to project that was previously approved and completed.

6. APPLICATION PROCESS

- 6.1 There are three (3) stages of the InnoFund application as shown below:



- 6.2 **Stage 1: Application** process are as follows:

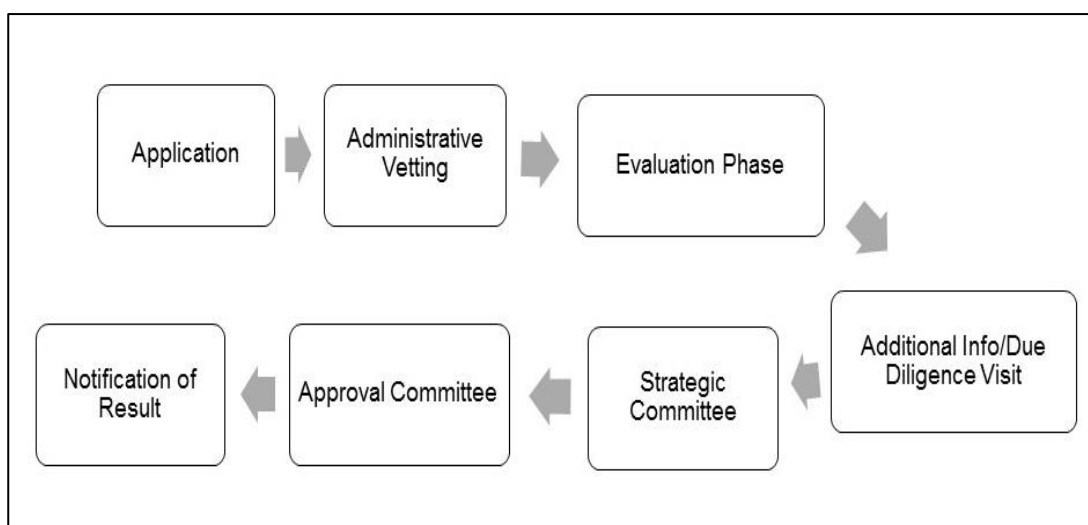
- 6.2.1 The application starts with **submission of the full paper proposal**.
- 6.2.2 Full proposal must be submitted through the online system at <https://edana.MESTECC.gov.my>. Applicants and collaborators must provide documents as listed in **Appendix 1**.

- 6.2.3 All applications must be reviewed and approved by the head of the applicant's organisation. They should also declare that the proposed research has not been funded or submitted for funding to any other source. Failure to do so would cause the application to be rejected.
- 6.2.4 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.

6.3 **Stage 2: Evaluation** process are as follows:

- 6.3.1 The complete paper will be **reviewed** by the Fund Expert Committee (**FEC**) for elements of their commercial potential and technical aspect.
- 6.3.2 **Applicants** will be invited to **present (pitch)** their full paper proposal to the FEC. 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.
- 6.3.3 Once the due diligence has been carried out, **results** will be **assessed** by the Strategic Committee before presenting to the **Approval Committee**.
- 6.3.4 All applicants shall be notified officially via eDANA system or email. The successful applicants shall accept or decline the offer via eDANA system or email. Decisions made by the Approval Committee is **FINAL** and **any appeal on the results will not be entertained**.
- 6.3.5 The overall application and evaluation process including notification of the results will take **60 days** after all responses and information have been received from the applicant. The application process work flow is shown in Figure 1.

Figure 1: Application process work flow



6.4 **Stage 3: Contracting and Payment Process** are as follows:

- 6.4.1 Fund recipients are required to submit letter of acceptance upon receiving the offer letter from MESTECC. Heads of the fund recipient companies or institutions are required to sign the Project Agreement and submit bank information (companies are required to open a designated bank account solely for the purpose of the project) to MESTECC.
- 6.4.2 The signed agreement will then be signed by MESTECC's top management and the agreement will be sent back to the fund recipient for stamping.
- 6.4.3 The activities of 6.4.1 and 6.4.2 are expected to be completed within **30 days**. Once the Secretariat has received the stamped agreement, the first payment to the fund recipient will be processed.
- 6.4.4 Memorandum of Understanding / Letter of Intent between collaborating institutions must accompany the application. However, should the grant be approved, an agreement between the collaborating parties stating the respective scope of work, ownership of IP and all equipment purchased during the tenure of the project must be submitted to the Secretariat within 30 days from the date of the offer letter, failing which MESTECC has the right to revoke the approval.

7. QUANTUM AND DURATION OF FUNDING

The quantum and duration of funding approved will be based on merits of each application, not exceeding the limit as stated in Table 3:

Table 3: Quantum and Duration of Funding

Type of Fund	Duration	Entity	Maximum Quantum (RM)
Enterprise Innovation Fund	18 months	Individual	50,000
		Sole proprietorship/ Partnership	150,000
		Companies	500,000
Community Innovation Fund	18 months	As listed	500,000

8. SCOPE OF FUNDING

8.1 The scope of funding for InnoFund are as stated in Table 4:

Table 4: Scope of Funding for InnoFund

Scope of Funding	Enterprise InnoFund	Community InnoFund
Specialised Equipment	√	√
Pre-Clinical/ Field Trials (if applicable)	√	√
IP Preparation and Registration in Malaysia only (excluding maintenance)	√	√
Market Testing	√	
Regulatory and Standard Compliance	√	√
Expenditure for Services not exceeding 40% of project cost (consultancy/ testing)	√	√
Raw materials	√	√

- 8.2 The funding will not cover the following items:
- 8.2.1 Any expenditure outside the stated funding components.
 - 8.2.2 Purchase or rental of non-critical assets such as building, vehicles and furniture.
 - 8.2.3 Construction of new infrastructure. However, infrastructure renovation is permitted if critical to the project and verified by authorised bodies.
 - 8.2.4 Utilities.
 - 8.2.5 Travelling costs.
 - 8.2.6 Salary or allowances of any personnel employed by the applicant.
 - 8.2.7 Collateral or loan for any purpose.
- 8.3 Procedures for purchasing of equipment and services:
- 8.3.1 Fund recipients must **submit quotations** or substantial proof of any purchase or acquisition of services such as Consultancy.
 - 8.3.2 Purchase of items or acquisition of services which **costs more than RM100,000.00 should be accompanied by 3 or more quotations** or substantial proof.
 - 8.3.3 All financial transaction must be done through proper documentation (invoice, purchase order (PO), delivery order (DO), receipts etc).
 - 8.3.4 Purchase or acquisition of services from within the **recipient's company/institution, subsidiaries or associated companies is not permitted.**
 - 8.3.5 The allocation given for projects involving IT facilities (except ICT related projects) should not be used to purchase more than 1 desktop or laptop.
 - 8.3.6 Purchase order/quotation submitted must be based on current market prices. **Mark-up from the original price is not allowed.**
 - 8.3.7 The supplier of research materials, equipment and services for the project **must not have any conflict of interest** with the recipient.

9. EVALUATION CRITERIA

9.1 **Innovativeness of the project proposals (only applicable to Enterprise InnoFund)**

Project proposals must indicate whether it is recombination, fusion, integration, replication or refinement of existing technologies with improved value, enhanced efficiency or cost reduction. Applicant must conduct a Prior Art Search to verify on the patentability aspect.

9.2 **Societal benefits (only applicable to Community InnoFund)**

The project proposals must clearly describe the socio-economic benefits to the community. The proposals must also describe the community chosen and their involvement in the project.

9.3 **Credibility of project proposal**

The project proposal must be clear, accurate and consistent with the objectives of the InnoFund. It must have achievable milestones, appropriate methodologies and shall be completed within the agreed time frame.

9.4 **Appropriateness of methodology**

The applicant must provide sufficient information or evidence on the appropriateness of the chosen methodology (new or established methods/techniques). The methodology should outline the sequence of proposed actions and identify these actions as numbered stages, steps and phases. Each phase or step should be explained clearly. Other considerations include the feasibility of the project to be accomplished within the specified time frame and resources available.

9.5 **Appropriateness of milestones**

The proposed milestones must be appropriate and consistent with the project objectives and activities.

9.6 **Competency of the Project Team**

- Project teams should consist of qualified and technically competent members with respect to technical and commercialisation aspects;
- Roles and responsibility of collaborators involved in the project should be clearly defined;
- Involvement of consultants in the project should be justified and with details submitted; and
- Each member of the team should provide their CV clearly stating their previous research and highlighting significant successes.

- 9.7 **Commercialisation Prospect (applicable only for Enterprise InnoFund)**
The applicant should be able to indicate clearly the type of output expected and demonstrate potential for commercialisation of new or innovative technologies.
- 9.8 **Sustainability**
The project proposal must provide evidence that the project can be sustained beyond the funding duration
- 9.9 **Financial Capability**
Applicants should show proof of financial capability to finance any portion of project cost not funded by InnoFund.
- 9.10 **Risk**
The applicant must state the possible risks (technology risk, financial risk and time risk) that may affect the implementation or completion of the project.

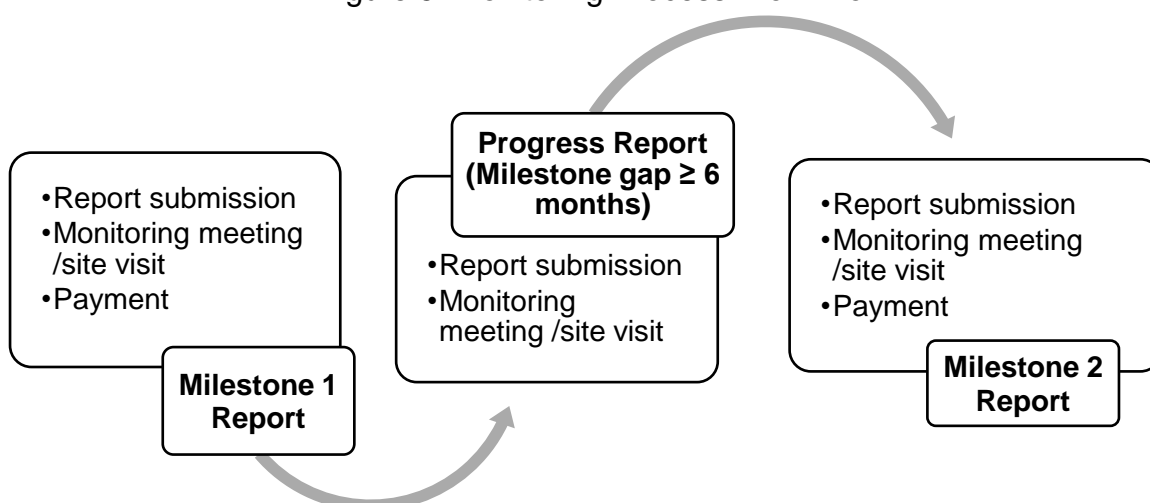
10. PAYMENT

- 10.1 The payment mode of approved application will be based on **reimbursable basis**.
- 10.2 The initial payment will be paid after signing of agreement. Subsequent payment will be based on Schedule B of project agreement.
- 10.3 The initial payment should strictly be used to cover activities in order to achieve the first milestone.
- 10.4 The due diligence will be carried out after the achievement of the first milestone to evaluate the viability of the project.
- 10.5 The Government has the absolute discretion for the review of the grant approval or the aggregate amount to be paid to the project.
- 10.6 As the project progresses, MESTECC has the absolute discretion to review the grant or aggregate to be paid to the recipient.

11. PROJECT MONITORING

- 11.1 The fund recipient is required to **submit periodic reports** (including milestones and financial reports) and documents as specified in the InnoFund Agreement. **In between milestones for which the duration is 6 months or more**, the fund recipient shall also **submit a progress report**. If the project shows non-compliance to the agreement and non-adherence to timelines, MESTECC reserves the right to suspend or withdraw the funding.
- 11.2 The monitoring activities shall include **site visits** and meetings to assess progress of the project.
- 11.3 **Payment** will be made based on satisfactory performance of appropriate milestones in accordance with the terms and conditions as set out in the project agreement. The monitoring process work flow is shown in Figure 5.

Figure 5: Monitoring Process Work Flow



- 11.4 Project shall not begin until the project agreement has been signed by both parties and document stamped. Cost incurred for all activities prior to signing of the agreement is not claimable and not considered as part of project costs.
- 11.5 **End of Project Report (EPR) and audited financial report** shall be **submitted within three (3) months** after project completion. All output of the project must acknowledge MESTECC's contribution as a fund provider. The End of Project Report shall have the following information:
- 11.5.1 Deliverables and direct outputs of the project;
 - 11.5.2 Achievement of the original project objectives;
 - 11.5.3 Commercialisation/ technology transfer plan;

11.5.4 Benefits of the project;

11.5.5 Sectoral /national impacts of the project; and

11.5.6 List of equipment/facilities purchased.

11.6 MESTECC reserves the right to request for periodic information on the progress or to invite for seminar presentation and exhibition or to conduct site visits even after the project has been completed.

11.7 All variation is subjected to MESTECC's approval. The fund recipient needs to **submit an application to MESTECC for approval 3 months before the variations are made.**

12. OWNERSHIP AND USE OF R&D EQUIPMENT

All R&D equipment purchased under the grant must be recorded and tagged with the project number for monitoring and verification purposes. The equipment belongs to the fund recipient and the maintenance of the equipment is under the responsibility of the fund recipient once the project has been completed. However, such equipment are not for the sole use of the fund recipient, and must be made available to other research organisations as and when the need arises.

13. INTELLECTUAL PROPERTY RIGHTS

13.1 The end products developed under the InnoFund are **encouraged to be patented and registered for IP Rights**. The fund recipient has to notify the Secretariat in writing upon the successful registration of the IP.

13.2 The IP rights of the project shall be **wholly owned by the recipient** as specified in the InnoFund Agreement.

13.3 Any provisional activities using the output of the project should acknowledge MESTECC as the fund provider.

14. INCENTIVE FOR INTELLECTUAL PROPERTIES

14.1 The applicant may apply for the following incentives after the project completion, provided the **allocation for the incentive is stated during grant application:**

- 14.1.1 Incentive for **disclosure** of the Project Intellectual Property: **RM500.00**;
- 14.1.2 Incentive for **filing** of patent of the Project Intellectual Property: **RM5,000.00**; and
- 14.1.3 Incentive for **granting** of patent Project Intellectual Property: **RM10,000.00**.

Payment of this incentive shall be on a one-off basis.

- 14.2 The organisation shall set aside and pay:
 - 14.2.1 The incentive for disclosure of the Project Intellectual Property upon disclosure of the Project Intellectual Property;
 - 14.2.2 The incentive for filing of patent of the Project Intellectual Property upon receipt of the proof of patent filing of the Project Intellectual Property; and
 - 14.2.3 The incentive for granting of patent Project Intellectual Property upon receipt of the proof of patent granted of the Project Intellectual Property.
 - 14.2.4 The grant recipient must disclose to MESTECC in writing, of the existence of the Project Intellectual Property not later than 60 days from the Project Completion Date.

15. TERMINATION

- 15.1 MESTECC reserves the right to withdraw the grant in the event of the following:
 - 15.1.1 Any false information provided by the recipient.
 - 15.1.2 Changes in scope of the project without the prior written consent of MESTECC;
 - 15.1.3 Change of project leader without the prior written consent of MESTECC;
 - 15.1.4 Any misuse of grants;
 - 15.1.5 Achievement / progress are not as specified in the Agreement of the Fund; and
 - 15.1.6 Any breach of the agreement.

- 15.2 Upon termination by MESTECC, recipients are required to pay back the amount that has been disbursed.
- 15.3 MESTECC reserves the right, at any time, to review, suspend or withdraw approval of any grant or payment if such measures are deemed necessary; and
- 15.4 MESTECC reserves the right to make a claim against the recipient for any losses incurred as a result of any default by the recipient as specified in the agreement.

16. EXPENDITURE STATEMENTS AND UNEXPENDED GRANT

- 16.1 MESTECC reserves the right to request the grant recipient to submit a statement of expenditure at any time during the course of a grant, or to provide supplementary information in support of an interim or final expenditure statement.
- 16.2 The fund recipient must return the unexpended grant (disbursement mode) to MESTECC **within three (3) months after the completion of the project. For terminated projects, fund recipient shall return the amount disbursed to MESTECC within one (1) month from date of termination notice.**

17. MALAYSIAN CODE OF RESPONSIBLE CONDUCT IN RESEARCH

Everyone involved in the project shall comply with the principles and practices as stated in the Malaysian Code of Responsible Conduct in Research.

18. ETHICAL APPROVAL, INSTITUTIONAL BIOSAFETY COMMITTEE (IBC) APPROVAL/NOTIFICATION AND COMPLIANCE TO OTHER RELATED REGULATIONS

- 18.1 Project Leader must obtain and furnish a copy **of approval from** relevant authorities when necessary.
- 18.2 For a project which requires **tests on human beings or animals**, the Project Leader must obtain and furnish a copy of **ethical clearance**.

- 18.3 For a project involving **living modified organisms (LMOs)**, the Project Leader must obtain and furnish a copy **of clearance by the appropriate/relevant Institutional Biosafety Committee** and also a submission of notification or submission of application for approval to the National Biosafety Board.
- 18.2 Information on the use of biological resources and associated traditional knowledge must also be furnished by filling in the form as in **Appendix 5**.

Appendix 1

List of Documents

Companies		Type Copy	Mode submission	Applicant	Collaborator (if applicable)
1	Signed InnoFund Form with declaration Witnessed by Commissioner of Oath (1 copy)	Hardcopy	Send to MESTECC	√	
2	Latest SSM Search (Corporate Information from MyDATA portal)	Softcopy	Upload in edana	√	√
3	EPF statement for company	Softcopy	Upload in edana	√	√
4	Work permit for foreign team members / appointment letter	Softcopy	Upload in edana	√	√
5	Latest audited Financial Report (annual turnover, profit and loss statement, balance sheet, cash flow, etc)	Softcopy	Upload in edana	√	√
6	Contract Agreement/ Letter of Acceptance between Entity and Collaborator	Softcopy	Upload in edana	√	
7	Contract Agreement/ Letter of Acceptance between Entity and Consultants	Softcopy	Upload in edana	√	
8	Detailed Curriculum Vitae of project team	Softcopy	Upload in edana	√	√
9	Insolvency Search (of company and all members in project team)	Softcopy	Upload in edana	√	√
10	Ethical approval / IBC Approval or notification (if applicable)	Softcopy	Upload in edana	√	
11	One quotation for each equipment listed to be purchased	Softcopy	Upload in edana	√	

Sole Proprietor/Partnership		Type Copy	Mode submission	Applicant	Collaborator (if applicable)
1	Signed InnoFund Form with declaration Witnessed by Commissioner of Oath (1 copy)	Hardcopy	Send to MESTECC	√	
2	Form D registration of Business act 1956	Softcopy	Upload in edana	√	√
3	Detailed Curriculum Vitae of project team	Softcopy	Upload in edana	√	√

4	Contract Agreement/ Letter Of Acceptance between Entity and Collaborator	Softcopy	Upload in edana	√	
5	Contract Agreement/ Letter Of Acceptance between Entity and Consultants	Softcopy	Upload in edana	√	
6	Insolvency Search (all members in project team)	Softcopy	Upload in edana	√	√
7	Ethical approval / IBC Approval or notification (if applicable)	Softcopy	Upload in edana	√	
8	One quotation for each equipment listed to be purchased	Softcopy	Upload in edana	√	

Registered Cooperative		Type Copy	Mode submission	Applicant	Collaborator (if applicable)
1	Signed InnoFund Form with declaration Witnessed by Commissioner of Oath (1 copy)	Hardcopy	Send to MESTECC	√	
2.	Certificate of Registration (Cooperative Act 1993) (Certified copy by commissioner of oath)	Softcopy	Upload in edana	√	√
3	Verification letter from the main cooperative if the application comes from its branch	Softcopy	Upload in edana	√	√
4	Minutes of Recent annual General Meeting (AGM)	Softcopy	Upload in edana	√	√
5	Detailed Curriculum Vitae of project team	Softcopy	Upload in edana	√	√
6	Contract Agreement/ Letter Of Acceptance between Entity and Collaborator	Softcopy	Upload in edana	√	
7	Contract Agreement/ Letter Of Acceptance between Entity and Consultants	Softcopy	Upload in edana	√	
8	Insolvency Search (all members in project team)	Softcopy	Upload in edana	√	√
9	Ethical approval / IBC Approval or notification (if applicable)	Softcopy	Upload in edana	√	
10	One quotation for each equipment listed to be purchased	Softcopy	Upload in edana	√	

Registered Association		Type Copy	Mode submission	Applicant	Collaborator (if applicable)
1	Signed InnoFund Form with declaration Witnessed by Commissioner of Oath (1 copy)	Hardcopy	Send to MESTECC	√	
2.	Form 3 Society Act 1966 (Certified copy by The Registry of Societies Malaysia (ROS) / Commissioner of oath)	Softcopy	Upload in edana	√	√
3	Verification letter from the main association if the application comes from its branch	Softcopy	Upload in edana	√	√
4	Minutes of Recent annual General Meeting (AGM)	Softcopy	Upload in edana	√	√
5	Detailed Curriculum Vitae of project team	Softcopy	Upload in edana	√	√
6	Contract Agreement/ Letter Of Acceptance between Entity and Collaborator	Softcopy	Upload in edana	√	
7	Contract Agreement/ Letter Of Acceptance between Entity and Consultants	Softcopy	Upload in edana	√	
8	Insolvency Search (all members in project team)	Softcopy	Upload in edana	√	√
9	Ethical approval / IBC Approval or notification (if applicable)	Softcopy	Upload in edana	√	
10	One quotation for each equipment listed to be purchased	Softcopy	Upload in edana	√	

Individual		Type Copy	Mode submission	Applicant	Collaborator (if applicable)
1	Signed InnoFund Form with declaration Witnessed by Commissioner of Oath (1 copy)	Hardcopy	Send to MESTECC	√	
2.	Identity card (Certified copy by commissioner of oath or government servant grade 41 and above)	Softcopy	Upload in edana	√	√
3	Supporting letter from referee	Softcopy	Upload in edana	√	√
4	Detailed Curriculum Vitae of project team	Softcopy	Upload in edana	√	√
5	Contract Agreement/ Letter Of Acceptance between Entity and Collaborator	Softcopy	Upload in edana	√	
6	Contract Agreement/ Letter Of Acceptance between Entity and Consultants	Softcopy	Upload in edana	√	

7	Insolvency Search (all members in project team)	Softcopy	Upload in edana	√	√
9	Ethical approval / IBC Approval or notification (if applicable)	Softcopy	Upload in edana	√	
10	One quotation for each equipment listed to be purchased	Softcopy	Upload in edana	√	

Appendix 2

**INFORMATION ON USE OF BIOLOGICAL RESOURCES AND ASSOCIATED
TRADITIONAL KNOWLEDGE**

1. Were biological resources or traditional knowledge associated with biological resources or information relating thereto utilised in the invention applied for.

Yes No

2. If yes, provide details:

- i. Country :
- ii. State :
- iii. Permit date :
- iv. Benefit sharing agreement date:

A certified copy of the permit accompanies this form.

3. Date of notification of this application for a patent to the National Competent Authority under the Access to Biological Resources and Benefit Sharing Act 2016.

A certified true copy of the receipt of the notification accompanies this form.