

JERSEY EXPORT DEVELOPMENT INITIATIVE CLAIMS FORM

PLEASE WRITE IN CAPITALS AND COMPLETE ALL SECTIONS OF THE FORM

Business Name:
Purchase Order No: Value of total claim:

Business Growth (as per the original Application Form and terms and conditions defined in the Offer Letter).

Outline the business growth achieved as a result of the activities completed.
Please submit evidence to support this information. E.g. Signed contracts of employment with new staff, orders placed with clients, sales made to clients etc

Breakdown of Costs (as per the original Application Form and terms and conditions defined in the Offer Letter).

Claim Details	Individual Cost £	Ref no. to receipt
<i>E.g. Travel costs associated with marketing visit to XYZ Limited</i>	<i>Cost of flight to London (£)</i>	<i>i.e. 1</i>
	<i>Cost of car hire (£)</i>	<i>i.e. 2 etc.</i>

N.B. Payment can only be made upon receipt of the necessary supporting documentation to the claim. Failure to submit the necessary documentation will result in a delay in payment and potentially a reduction in the claim.

CONFIDENTIALITY/PRIVACY STATEMENT

The information you provide will be processed for economic purposes. To ensure confidentiality and privacy, all processing will be carried out under the requirements of the Data Protection (Jersey) Law 1987. This information may occasionally be disclosed and used outside of the Economic Development Department where it is considered to be in the business's best interest to do so. Should you require us to seek your individual consent to these disclosures please advise us in writing.

TO BE COMPLETED BY THE CLAIMANT

I certify that the information provided on this claims form is true to the best of my knowledge and belief, and I provide the information knowing that I shall be liable to prosecution if I have stated anything I know to be false. I understand that giving false information or withholding relevant information may lead to the recovery of any amounts paid by the Department.

Signature: Date:

Name: Position within organisation:

Please complete this claims form, together with all relevant supporting documentation and forward to:

Jersey Enterprise, Economic Development, Jubilee Wharf, St Helier, Jersey JE1 1BB

N.B. If the Department can be of any further assistance with your business, then please feel free to contact us on tel: 448140, fax: 448176, email: enterprise@gov.je or visit our website at www.jerseyenterprise.com