

# DIGITAL CONTENT GRANT (DCG) 2024/2025

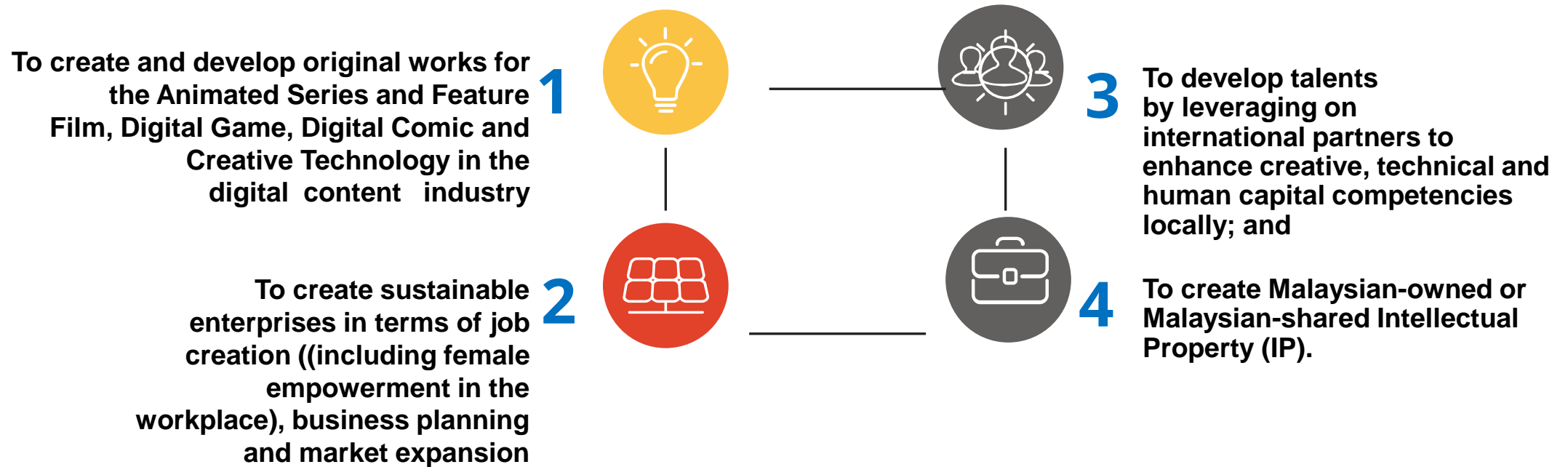
---

SEPTEMBER 2024

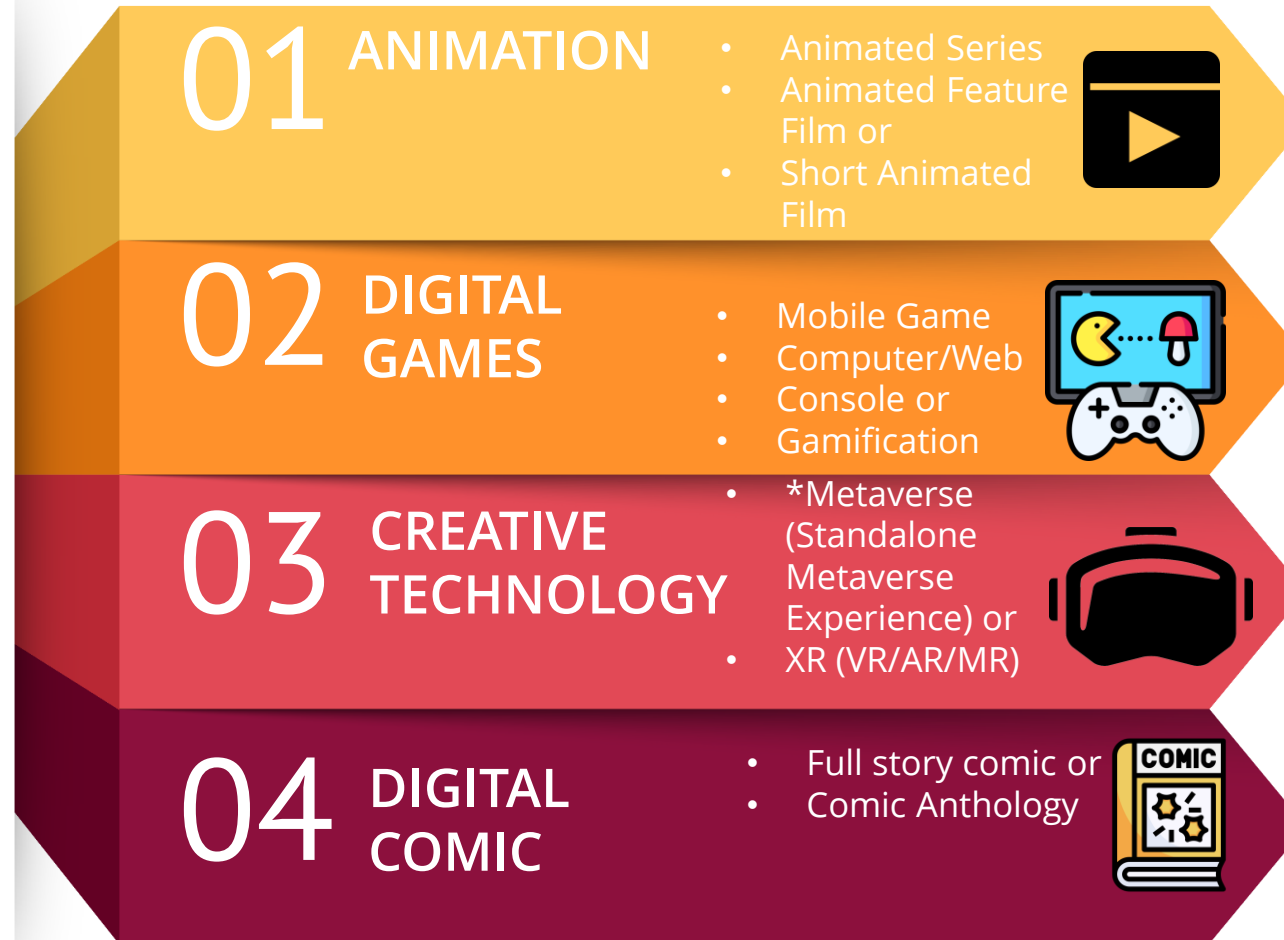
## **Confidentiality and Disclaimer**

These slides are strictly private and confidential and shall not be circulated or reproduced in any form whatsoever, without the prior written consent of MDEC. MDEC reserves its right to seek any remedy or relief for any unauthorized use of the slides and/or the information therein. The information contained in these slides is prepared solely for the limited purpose described in these slides. These slides may be incomplete without the accompanying oral commentary and may not be sufficient as a stand-alone document. MDEC does not provide business consultation, legal, financial, accounting or tax advice and the materials herein should not be relied on or construed as such. Information or data from a third party may be used or quoted in these slides. MDEC has not independently verified this information or data. Whilst all efforts have been taken to ensure the accuracy and completeness of the information contained in these slides, MDEC cannot accept responsibility for any action or decision made in reliance of the information contained herein or any liability incurred, or loss suffered as a consequence of relying on the information contained herein. MDEC reserves its right to amend or update the information contained in these slides from time to time.

# GRANT OBJECTIVES



# SCOPE OF PROJECTS



\*Extra consideration provided for solutions that promote:

- Development of cultural assets and solutions
- National assets that represent Malaysian icons

# TYPE OF GRANTS & QUANTUM

## 01 MINI

- **Ceiling Amount:** RM150,000
- **Grant Assistance:** Up to 100% of project cost or the ceiling amount, whichever is lower
- **Project Mobilisation:** 20% of the approved amount
- **Project Duration:** 6 Months

## 02 PRIME

Formerly known as  
Development Grant

- **Ceiling Amount:** RM500,000
- **Grant Assistance:** Up to 100% of project cost or the ceiling amount, whichever is lower
- **Project Mobilisation:** 20% of the approved amount
- **Project Duration:** 9 Months

## 03

## MARKETING & COMMERCIALISATION

- **Ceiling Amount:** RM300,000
- **Grant Assistance:** Up to 100% of project cost or the ceiling amount, whichever is lower
- **Project Mobilisation:** 20% of the approved amount
- **Project Duration:** 9 Months

# REQUIRED OUTPUT

Scope of Project	Mini & Prime Project		Marketing & Commercialisation
	Minimal Output	Optional	
ANIMATION	<ul style="list-style-type: none"> <li>Complete Animation (min 3 minutes); and</li> <li>Feedback from commercial organization; or</li> <li>Completed product published on commercial platform</li> </ul>	<ul style="list-style-type: none"> <li>Script;</li> <li>Character and environment design;</li> <li>Production Pitching material</li> </ul>	<ul style="list-style-type: none"> <li>Marketing and promotional activities execution;</li> <li>Letter of Intent/ Broadcaster Deal/ Distributor Deal/ Investor Deal/Publisher Deal;</li> <li>Feedback from commercial organization;</li> <li>Minimum of 2 pitching sessions to buyers/investors; and</li> <li>Media coverage.</li> </ul>
DIGITAL GAMES	<ul style="list-style-type: none"> <li>Game concept design;</li> <li>Complete vertical slice; and</li> <li>Feedback from commercial organization; or</li> <li>Completed product published on commercial platform</li> </ul>	<ul style="list-style-type: none"> <li>Production pitching material</li> </ul>	
CREATIVE TECHNOLOGY	<ul style="list-style-type: none"> <li>Prototype design;</li> <li>Prototype test or complete content; and</li> <li>Feedback from commercial organization; or</li> <li>Completed product published on commercial platform</li> </ul>	<ul style="list-style-type: none"> <li>Production pitching material</li> </ul>	
DIGITAL COMIC	<ul style="list-style-type: none"> <li>Complete Digital Comic with min 2 books/volumes; and</li> <li>Feedback from commercial organization; or</li> <li>Completed product published on commercial platform</li> </ul>	<ul style="list-style-type: none"> <li>Production pitching material</li> </ul>	

**\*Example of complete product at Appendix #1**

# ELIGIBILITY CRITERIA

Mini Grant	Prime Grant	Marketing & Commercialisation Grant
<p><b>A. Company</b></p> <ul style="list-style-type: none"> <li>- Incorporated in Malaysia under Companies Act 1965 or the Companies Act 2016 .</li> <li>- Active and minimum of fifty-one percent (51%) equity held by Malaysian(s);</li> <li>- Company revenue not more than RM 3 Mil</li> <li>- Must be awarded with <b>Malaysia Digital (MD) or MSC Malaysia Status</b></li> </ul> <p><b>B. Enterprise / Sole Proprietorship / Partnership / Limited Liability Partnership</b></p> <ul style="list-style-type: none"> <li>i. Registered in Malaysia under Registration of Business Act 1956 or the Trade Licensing Ordinance 1948 (Sabah) or the Businesses, Professional and Trading License Ordinance (Sarawak) or Limited Liability Partnerships Act 2012;</li> <li>ii. Active and min 51% Malaysian ownership; and</li> <li>iii. Type of business as per SSM – animation, games development, digital comic &amp; creative technology related services includes but is not limited to multi-sensory experiences made using computer graphics, video production, digital cinematography, virtual reality, augmented reality, video editing or any other type of business approved by MDEC.</li> </ul>	<p>1. Local and registered company:</p> <ul style="list-style-type: none"> <li>i. Incorporated in Malaysia under Companies Act 1965 or the Companies Act 2016 <b>for at least one (1) year</b> as of the date of submission;</li> <li>ii. Active and minimum of <b>fifty-one percent (51%) equity held by Malaysian(s);</b></li> <li>iii. Minimum issued share <b>capital of RM20,000.00.</b></li> <li>iv. Company revenue not <b>more than RM5 Million;</b> and</li> <li>v. Must be awarded with <b>Malaysia Digital (MD) or MSC Malaysia status.</b></li> </ul>	<p>1. Local and registered company:</p> <ul style="list-style-type: none"> <li>i. Incorporated in Malaysia under Companies Act 1965 or the Companies Act 2016 <b>for at least one (1) year</b> as of the date of submission;</li> <li>ii. Active and minimum of <b>fifty-one percent (51%) equity held by Malaysian(s);</b></li> <li>iii. Minimum issued share <b>capital of RM20,000.00;</b> and</li> <li>iv. Must be awarded with <b>Malaysia Digital (MD) or MSC Malaysia status.</b></li> </ul>

# ELIGIBILITY CRITERIA

No	Mini Grant	Prime Grant	Marketing & Commercialisation Grant
2.	<b>Not the subject of liquidation/winding up/bankruptcy order and has no going concern issue*</b> (*If there is going concern issue (as reported in their latest audited account/other relevant document), to provide a letter of undertaking by the shareholder/authorised director/owner and/or partner (whichever applicable as per the Applicant/Recipient level of authority).		
3.	Director(s), shareholder(s), owner(s) and/or partner(s) of the eligible Applicant/Recipient <b>to declare and disclose if there is any business relationship/family relationship with any of MDEC's director or employee.</b>		
4.	Director(s), shareholder(s), owner(s) and/or partner(s) of the eligible Applicant/Recipient <b>to declare if they are under any litigation or legal proceeding.</b>		
5.	Director(s), shareholder(s), owner(s) and/or partner(s) of the eligible Applicant/Recipient <b>to declare if they are blacklisted by Malaysia Anti-Corruption Commission (MACC), Bank Negara Malaysia (BNM), Securities Commissions Malaysia (SC) and MDEC.</b> In the event, the Director(s), shareholder(s), owner(s), and/or partner(s) are blacklisted, the said Applicant/Recipient shall be disqualified.		
6.	Applicant/Recipient with common shareholder(s), owner(s) and/or partner(s) <b>can only apply for one (1) grant per one (1) project</b> administered by MDEC at any one time.		
7.	Applicant/Recipient is not a current grant recipient from MDEC, the National Film Development Corporation Malaysia (FINAS), or MyCreative Venture Sdn Bhd.		

# ELIGIBILITY CRITERIA

No	Mini Grant	Prime Grant	Marketing & Commercialisation Grant
8.	If Applicant/Recipient previously <b>has received any MDEC/government grant*</b> , the Applicant/Recipient must: i. Demonstrate the completion of the funded project(s); and ii. Declare any notice of non-compliance/breach being recorded during the period of the funded project(s). If the company currently has on-going grant with other government agencies, Applicant/Recipient to prove that the project is different (not overlap with the proposed project under MDEC's grant) and has no non-compliance/breach issues being recorded during the period of the funded project(s) (via a letter from grant awarding entity or equivalent).		
9.	Past MDEC Grant Recipients can only reapply after one (1) year from the project completion date (grant closure email date). Exceptions are granted to: i) Recipients of Prisma/Mini Grant applying for Prime Grant for the same project, or ii) Recipients of Prisma/Mini/Development/Prime/Production/Mega Grant applying for Marketing and Commercialization Grant for the same project.  Note: Example of exception can be referred at appendix 2.		
10.	Not a broadcaster, television networks, over-the-top (OTT) platforms or media company.		
11.	The Director(s),shareholder(s), owner(s) and/or partner(s) of the Company <b>shall not owe any amounts to MDEC due to claw back</b> issues from previous grants.		



For 2024/2025 referring to point no 9 of the eligibility criteria here is the example of the exceptions

	Same Project/Title/IP			Different Project/Title/IP		
DCG Past Recipients Scenario	Mini Grant	Prime Grant	Marketing & Commercialisation grant	Mini Grant	Prime Grant	Marketing & Commercialisation grant
Mini Completed in September 2022	X	√	√	√	√	√
Prisma Completed in September 2023	X	√	√	√	√	√
Development Completed in September 2023	X	X	√	√ After September 2024	√ After September 2024	√ After September 2024
Development Completed in July 2024	X	X	√	X	X	X
Mini Completed in August 2024	X	√	√	X	X	X

# SPECIFIC CONDITIONS

- The Grant recipient shall **create job opportunities** in the development of the project as may be specified by MDEC. The said jobs must be **filled by Malaysians**; and
- The Grant Recipient shall ensure that at all times during the project duration and the availability period **more than fifty percent (50%) of the team involved in the project are Malaysians.**

**Scope of Evaluation – must include but not limited to the followings:-**

1. Strength of the Applicant's capability to complete the Project;
2. Strength of the Project being in line with the objective of the Grant(s);
3. Strength of the Project from the project output, outcome perspective;
4. Strength of the Project being completed given the resources allocated;
5. Strength of the sources of funds available to fund the balance of the Project cost and Applicant's funding commitment to the Project;
6. Strength of the commercial viability of the Project;
7. Merit of Applicant's financial stability i.e. cashflow, profitability of the company etc.; and
8. Merit of the overall proposed Project.

# DOCUMENTS REQUIRED

## Slide Deck

Project Proposal Pitch Deck using MDEC template

## 1 Year Latest Audited Account

If the Applicant/Recipient has going concern issue (as reported in their latest audited account, the Applicant/Recipient is to provide a letter of undertaking by the shareholder and/or authorised director (whichever applicable as per the Applicant/Recipient's level of authority) of the Applicant/Recipient's company to undertake that in the event that their application is approved, the Applicant/Recipient shall perform its obligations under the terms and conditions to be issued by MDEC and the said shareholder and/or authorised director to provide financial support to the company to enable the company to meet its obligations and/or liabilities under the terms and condition.

## Board of Directors' Resolution

Board of Director Resolution to be signed by the majority of directors on the appointment of authorized signatory.

## Company Profile

Applicant/Recipient profile (and employee profile where applicable) detailing track record in development of creative works whether as an outsource service provider or in creation of original works.

## Integrity Pact

Integrity Declaration Form (Appendix C) of MDEC's Integrity Pact

## Award

Copy of award(s) and/or recognition(s) received in 5 years (if any).

## Proof of Project Completion

If previously has received any grant from MDEC and/or any other ministries or agencies under the Government of Malaysia, to provide proof of project completion (i.e: closure letter from the ministries/agencies).

## Outsourcing Quotation & Declaration

Outsourcing (if applicable (company/enterprise/sole proprietorship/partnership/limited liability partnership only)

- Agreement or quotation from the outsource party(ies);
- Declaration letter of outsourced portion of the project detailing out:
  - The scope of work of the outsourced portion;
  - The identity of the outsourcing party(ies);
  - The amount of outsourcing cost (must be corroborated with quotations and/ or agreements);
  - Please declare if the outsourcing company is a related company; and
  - The arrangement should at least benefit more to the Applicant/Recipient (including copyright, ownership of IP and declaration of no relationship in terms of shareholders and assets).

## Ready Product

Show proof of ready product to market and to commercialize:

- i) marketing strategy and possible outcome; and
- ii) trailer / pilot episode / game prototype; or
- iii) production bible; or
- iv) completed animation series or animation feature; or
- v) completed playable games.

**(for marketing & commercialisation grant application)**

# ELIGIBLE EXPENSES

No	Description
1	<b>Salary</b> limited to personnel involve directly with the project (excluding applicant's directors, shareholders, *C-Level, finance, HR, admin and non tech personnel Eg: intern, despatch and etc);  * Creative Director is allowable and it can be from one of the Director/Shareholder of the Company. Not applicable for Non Sdn Bhd.
2	<b>Cost of IT Hardware and IT equipment</b> associated with the development of the project;
3	Cost of <b>Software</b> associated with the development of the project;
4	<b>Cost associated to obtain IP protection</b> (e.g: patents, trademarks, copyright, other forms of IP Protection, legal and professional services);
5	<b>Marketing, Commercialization, Licensing and Distribution cost</b>
6	<b>Outsourcing Cost</b> which (i.e. cost incurred by the third party appointed/engaged by the Applicant/Recipient for the development of the Project) <b>not more than 20% from the grant amount requested</b> . To provide the justification if outsourcing outside of Malaysia;
7	Any cash transaction <b>MUST not exceed RM1,000 per invoice</b> . Cash transaction is not applicable for salary and outsourcing; and/or
8	Any other eligible expenses identified and recommended by Grant Recommendation Committee (GRC) and approved by the rightful Approval Committee.

# NON-ELIGIBLE EXPENSES

No	Description
1	Any form of taxes and duties;
2	Expenses in obtaining certification & accreditation for professional development;
3	Maintenance of plant / equipment;
4	Mobile phones, Camera, Tablets, laptops and personal computer (including additional accessories not part of hardware bundle ie additional mouse, cable; printer and other peripherals) for <b>general use</b> ;
5	Furniture and Fittings;
6	Utilities (phone bills, electricity, internet), printing, office rental, stationaries, secretarial, audit fees;
7	Travelling expenses which includes mileage, food and beverage and accommodations;
8	Incentives that support political campaigns and/or of political nature;
9	Incentives for faith-based activities;
10	Depreciation costs;
11	Debts and debt service charges, fines, financial penalties and expenses of litigation;

# NON-ELIGIBLE EXPENSES

No	Description
12	Bank charges, costs of guarantees and similar charges;
13	Conversion costs, charges and exchange losses;
14	Provision for losses or potential future liabilities;
15	Any expenses or claims, including outsourcing costs, incurred by related parties of the Applicant/Recipient for project development, testing, and certification;
16	Credits to third parties; and /or
17	Any other expenditures non-related to the project.

# Documents required for claims submission

1

Grant Recipient will present the project milestone progress to the Project Milestone Evaluation Committee using a standard project progress report template in PowerPoint slides and to provide evidence of specific milestone deliverables/KPI by each milestone.

2

Project Milestone Evaluation Committee must be satisfied with the proof of each deliverables presented and sign the assessment report to MDEC.

3

The Grant Recipient to submit all allowable claims as stated in the agreement. All relevant supporting documents for the claims should be verified by an External Auditor.

## Documents required for milestone claim

1. **Annexure 5A (Form of Utilisation Request For First Drawing – Mobilisation)**
2. **Annexure 5B (Form of Utilisation Request - For every Drawing subsequent to the First Drawing)**
3. **Annexure 5C (Audit Verification Letter by External Auditor\*)**  
\*(External auditor must be form an audit firm registered under Malaysian Institute of Accountants (MIA))

### Type of Expenses

### Required Supporting Documents (in Softcopy)

#### Project Personnel Salaries

- Payslip; or
- Payment Voucher (only applicable consultant/ freelance)
- Bank Statement as proof of payment
- Employment Letter or Contract of Service

#### IT Hardware and IT equipment & Software

- Invoice
- Receipt
- Bank Statement as proof of payment
- Copy of claim form and proof of reimbursement (if applicable – for payment made by Individual)
- Payment via credit card (invoice & receipt shows office address)

#### Outsourcing

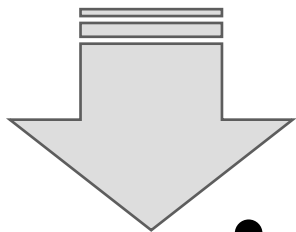
- Invoice
- Receipt
- Bank Statement as proof of payment

#### Intellectual Property (IP)

- IP Application Registration form
- Official Receipt by Government's IP Legislation Administrator
- Invoice
- Bank Statement as proof of payment

#### Marketing and Commercialisation

- Quotation
- Invoice
- Receipt
- Bank Statement as proof of payment



**MDEC reserves the right to request additional information from the Recipient at any time.**



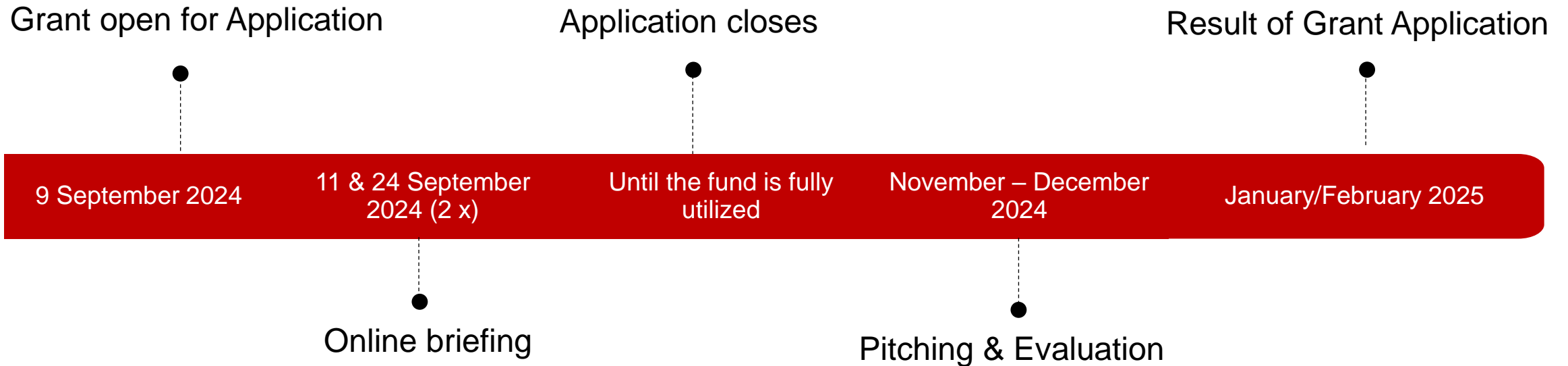


# Documents required for claims submission

## IMPORTANT NOTES:

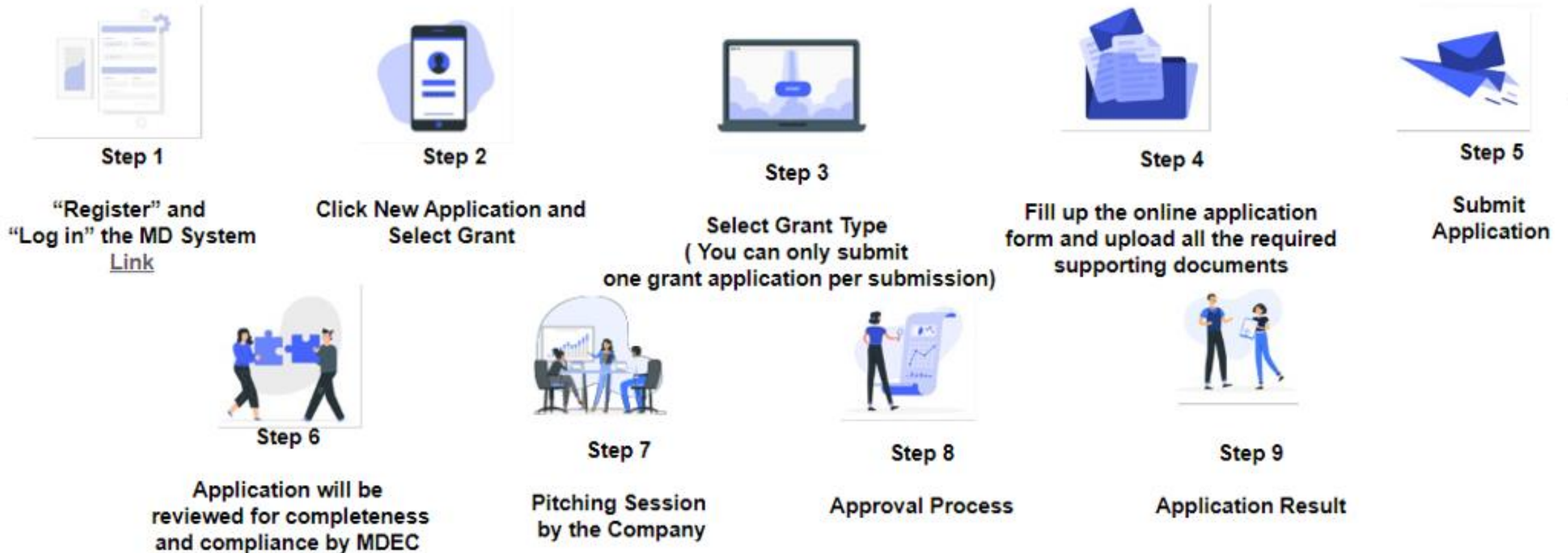
- 1 The expenses MUST be made by the Grant Recipient. All relevant claim supporting documents to be verified by an External Auditor.
- 2 The expenses MUST be incurred during the Project Duration or up to 30 days from the Project Completion Date, whichever is earlier.
- 3 Please be reminded that under Section 18 of the Malaysian Anti-Corruption Commission (MACC) Act 2009, a person commits an offense if they provide any documents such as receipts / invoices that are false or erroneous or defective in any material particular with the intention to deceive MDEC being the public body as defined under the said Act. Any person who commits an offence under this section shall be liable to an imprisonment for a term not exceeding 20 years and a fine of not less than 5 times the sum or value of the false or erroneous or defective material particular, where such false or erroneous or defective material particular is capable of being valued, or of a pecuniary nature, or RM10,000.00, whichever is the higher.

# PROPOSED TIMELINE



Notes : No resubmission is allowed once application is rejected. Kindly ensure that all eligibility criteria is met prior applying the grant application.

# Application Journey



MDEC will process in stages until the fund are fully utilised. The processing of application will take 30 working days from the date of complete application until presentation to the Grant Recommendation Committee (GRC). The application will then be tabled to the Ministry of Communication for deliberation and final approval. The company will be informed by MDEC once decision has been made.

**MALAYSIA DIGITAL CATALYST GRANT (MDCG)**

# **HARNESSING INNOVATION FOR THE FUTURE**

Empowering Malaysia into a progressive, digital led economy  
and shaping a digital future in the tech ecosystem.

**APPLICATION CLOSED**

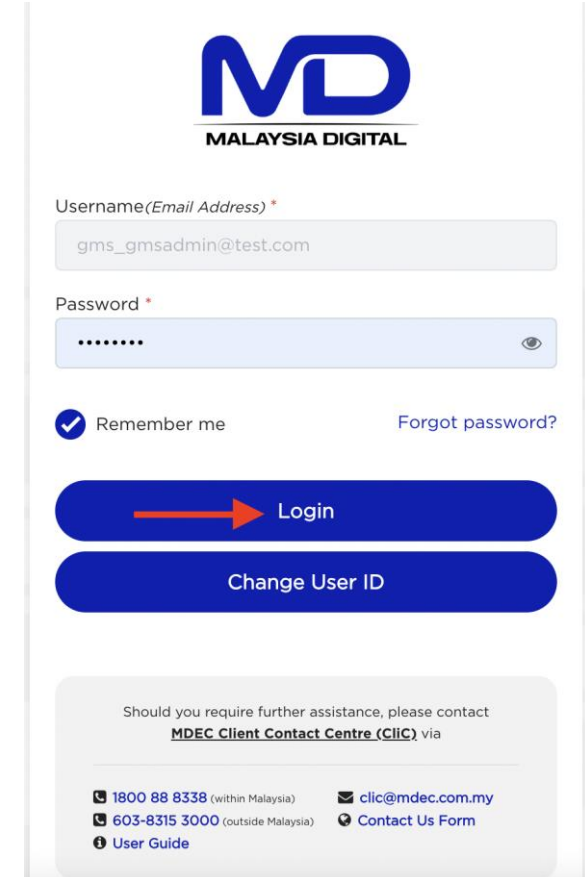
Apply now at <https://malaysiadigital.mdec.my/Apply>

Any inquiries, kindly email to [\*\*clc@mdec.com.my\*\*](mailto:clc@mdec.com.my)

# Login

## 1. Login

- Open to GMS login page link: <https://malaysiadigital.mdec.my>
- Enter users name as email address and passwords to log in. Refer Figure 1
- Click Remember me to auto save your username & password for the next login



**MD**  
MALAYSIA DIGITAL

Username (Email Address) \*

gms\_gmsadmin@test.com

Password \*

.....

☒ Remember me [Forgot password?](#)

**Login**

**Change User ID**

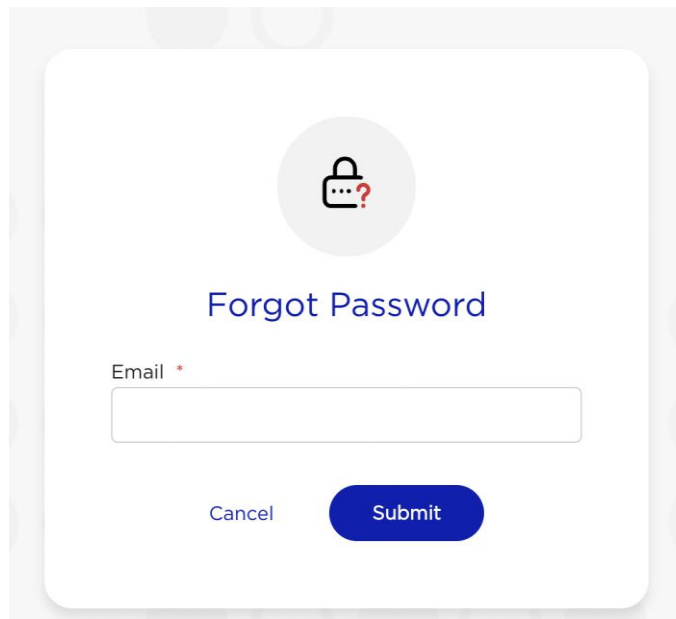
Should you require further assistance, please contact  
**MDEC Client Contact Centre (CLIC)** via

☎ 1800 88 8338 (within Malaysia) ✉ clic@mdec.com.my  
☎ 603-8315 3000 (outside Malaysia) 🗨 [Contact Us Form](#)  
📖 [User Guide](#)

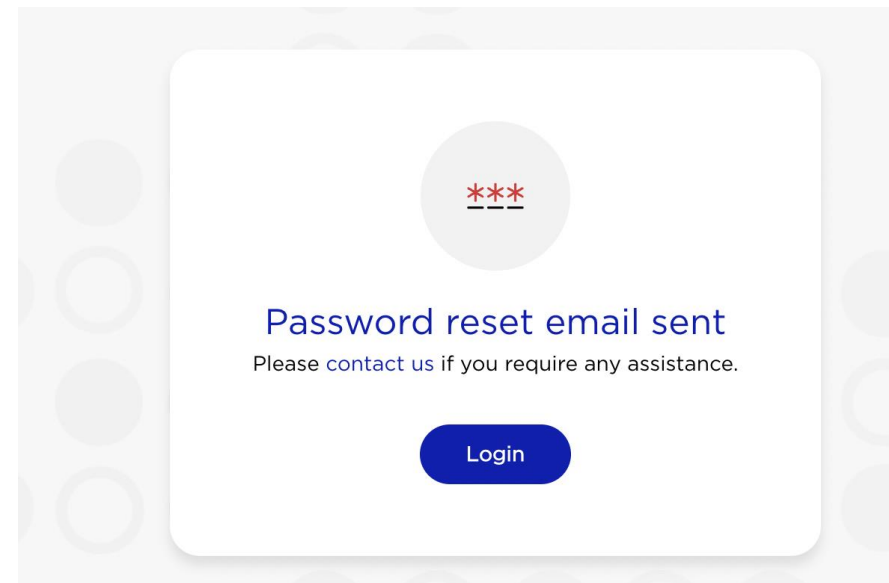
*Figure 1. Login screen*

## 1. Forget password

- Enter a resisted email to reset a new password
- Enter users name as email address and passwords to log in. Refer Figure 2
- Open your registered email to reset a new password.



The image shows a 'Forgot Password' form. At the top, there is a circular icon containing a padlock and a question mark. Below the icon, the text 'Forgot Password' is displayed in blue. Underneath, there is a label 'Email' followed by a red asterisk, indicating a required field. Below the label is a white text input box. At the bottom of the form, there are two buttons: a blue 'Cancel' button and a blue 'Submit' button.

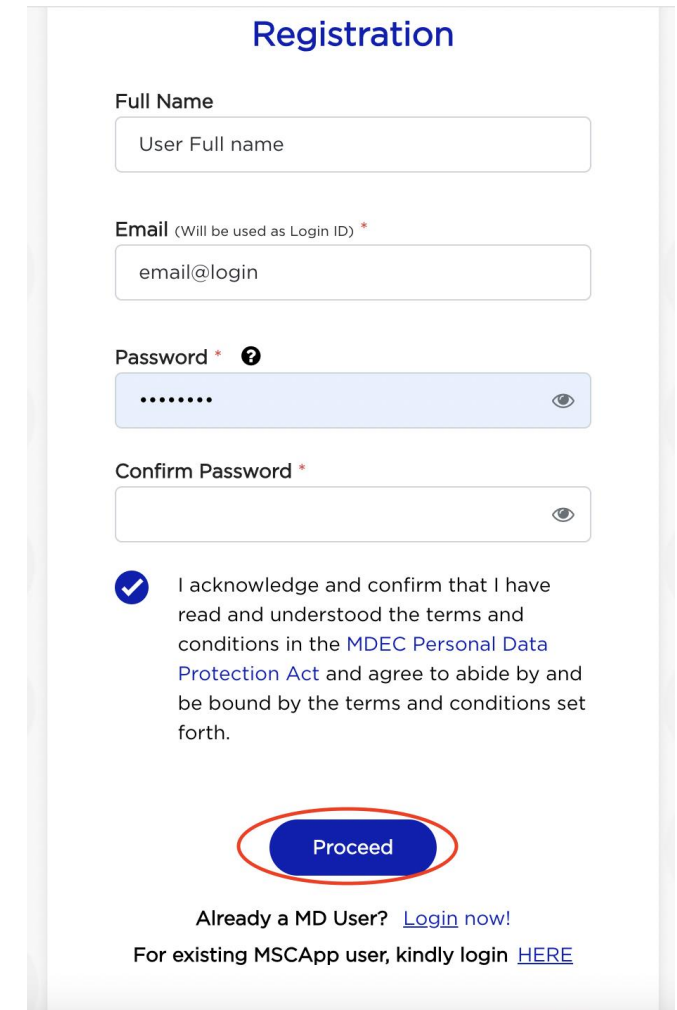


The image shows a confirmation screen after a password reset email has been sent. At the top, there is a circular icon containing three red asterisks. Below the icon, the text 'Password reset email sent' is displayed in blue. Underneath, there is a line of text: 'Please [contact us](#) if you require any assistance.' At the bottom of the form, there is a blue 'Login' button.

*Figure 2. Reset password with resisted email.*

## 2. Register new Account

- To register a new account, Click **Register New Account** via MDEC website > Key in register information. Refer *Figure 3*.



The image shows a web registration form titled "Registration". It contains the following fields and elements:

- Full Name**: A text input field with the placeholder "User Full name".
- Email**: A text input field with the placeholder "email@login". A small note above the field says "(Will be used as Login ID) \*".
- Password**: A password input field with a masked view (dots) and a toggle icon (eye) on the right. It is marked with a red asterisk and a help icon.
- Confirm Password**: A second password input field, also with a masked view and a toggle icon. It is marked with a red asterisk.
- Terms and Conditions**: A checkbox with a blue checkmark icon, followed by the text: "I acknowledge and confirm that I have read and understood the terms and conditions in the [MDEC Personal Data Protection Act](#) and agree to abide by and be bound by the terms and conditions set forth."
- Proceed Button**: A blue button with the text "Proceed", which is circled in red.
- Footer Links**: Below the button, there are two links: "Already a MD User? [Login now!](#)" and "For existing MSCApp user, kindly login [HERE](#)".

Figure 3. Register new account information.

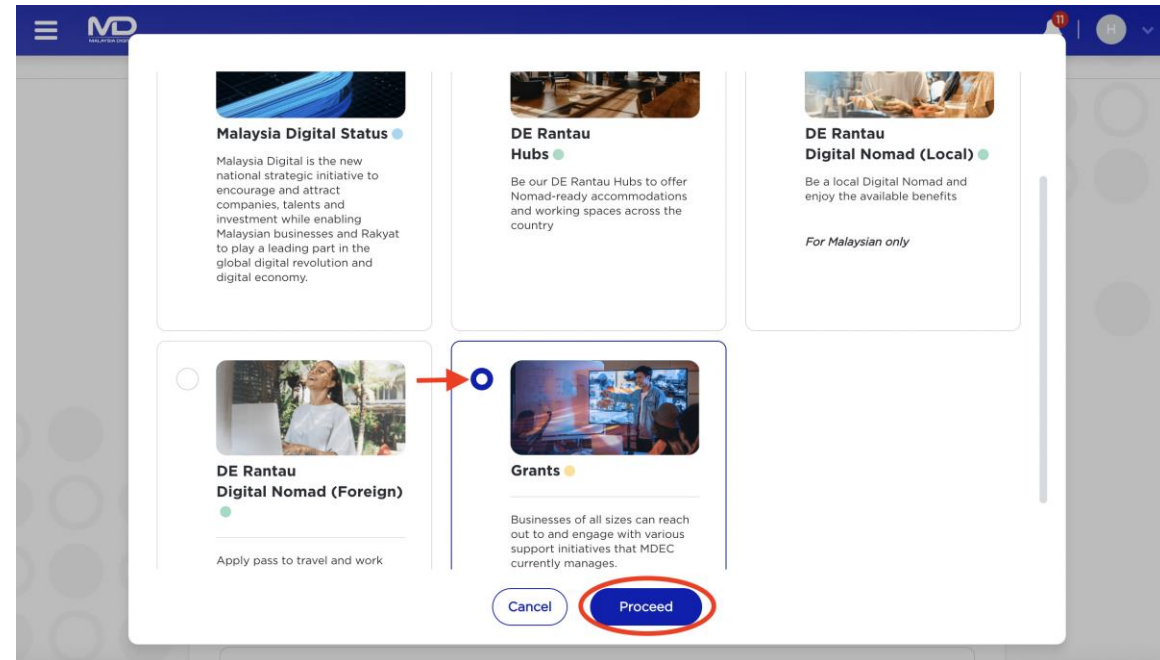


# Apply Grant by Company

## 1. Apply a new Grant Type

This function allows Applicant/ company to apply a new grant type.

- For the first time: Click **Register** new account > **Login**> Select **MDEC Grant Program**> **Published Grant Type Listing**> Select a **Grant Type** to apply >
- Applicants must register an account for the first-time application.
- After registering & logging in successfully, Click Grants > Click button. Refer *Figure 4*.



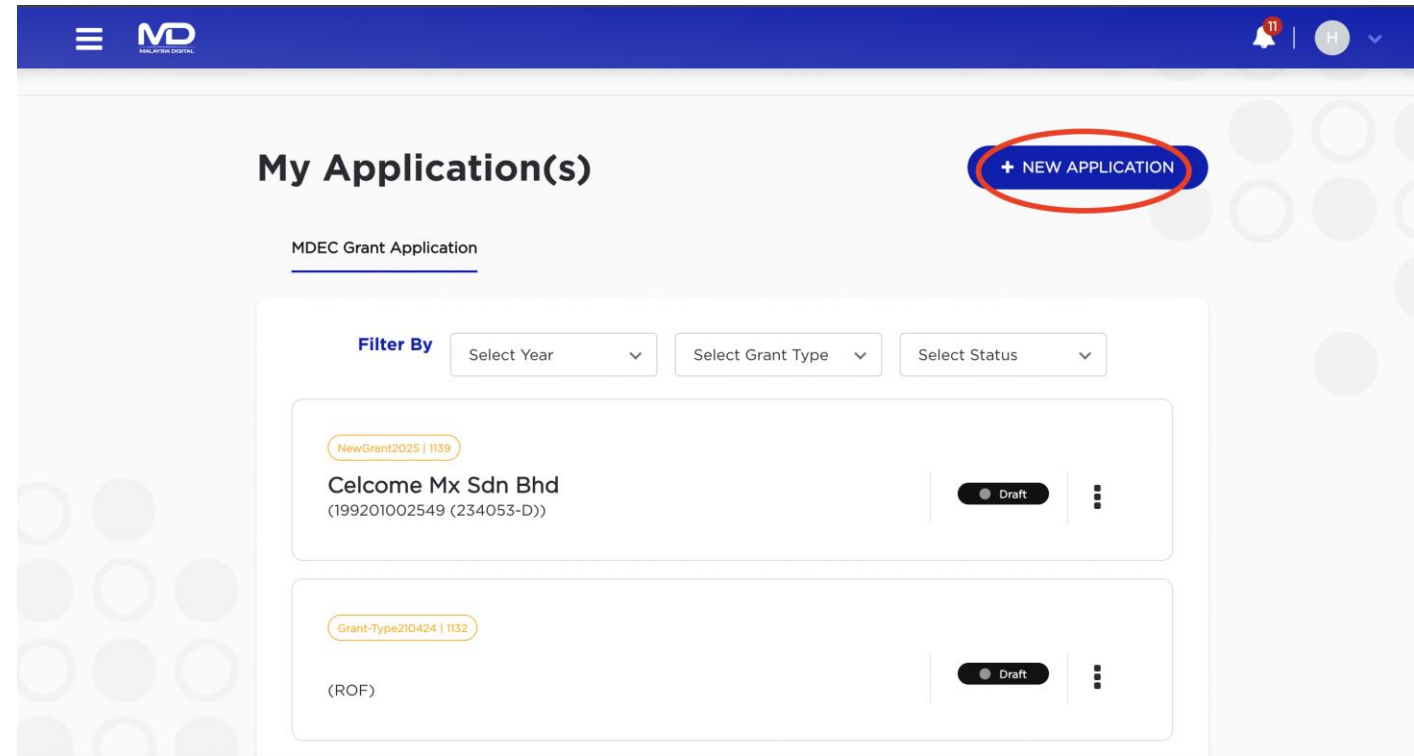
*Figure 4. Landing page for the first-time login without any grant application*



# Apply Grant by Company

## 1. Apply a new Grant Type (Cont)

For the following login, if applicants have already had an application (Submitted/ Draft): View **My Application** listing > **New Applications** > Select **MDEC Grant Program** > **Published Grant Type** Listing > Select a **Grant Type** to apply. Refer *Figure 5*.



*Figure 5. Landing page for the login having a grant application.*

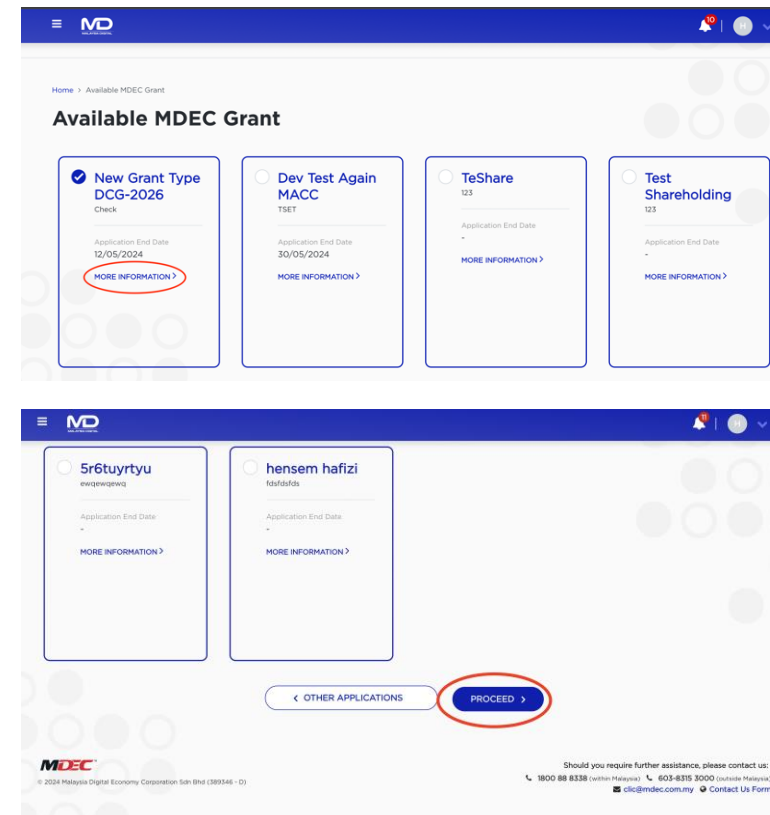
# Apply Grant by Company

## 2. Select a Grant Type to apply

There are several grant types available to apply for, ensure to select the suitable grant matching your business profile. Select a Grant Type > **Proceed**.

- Further information of the grant can be found at the More Information. Refer *Figure 6*.

- Click on the  icon, to navigate to the main landing page.



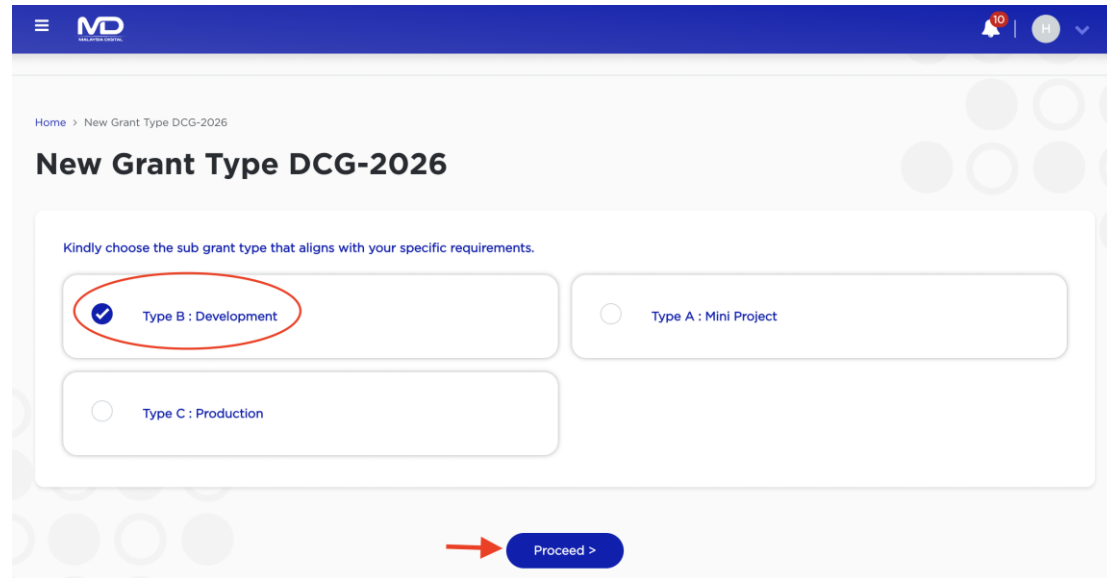
*Figure 6. Listing of available grant type-n ready to apply.*

# Apply Grant by Company

Only for DCG

## 3. Select a Sub-grant type.

Under certain grant types, there may be sub-grant types, ensure to select the correct a sub- grant type for your application. Select a Sub grant type > **Proceed**. Refer *Figure 7*.



The screenshot shows a web interface for selecting a sub-grant type. The header is blue with the MD logo and a notification bell. The main heading is 'New Grant Type DCG-2026'. Below it, a instruction says 'Kindly choose the sub grant type that aligns with your specific requirements.' There are three radio button options: 'Type B : Development' (selected and circled in red), 'Type A : Mini Project', and 'Type C : Production'. At the bottom right, there is a blue 'Proceed >' button with an orange arrow pointing to it.

*Figure 7. Select a sub-grant type to apply.*

# Apply Grant by Company

## 5. Select a project category.

Under certain grant types, there may be Project categories, ensure to select the correct sub-grant type for your application. Select a project category > Proceed. Refer *Figure 8*.

- Click on the confirm button > **Procced** to application. Refer *Figure 8*.

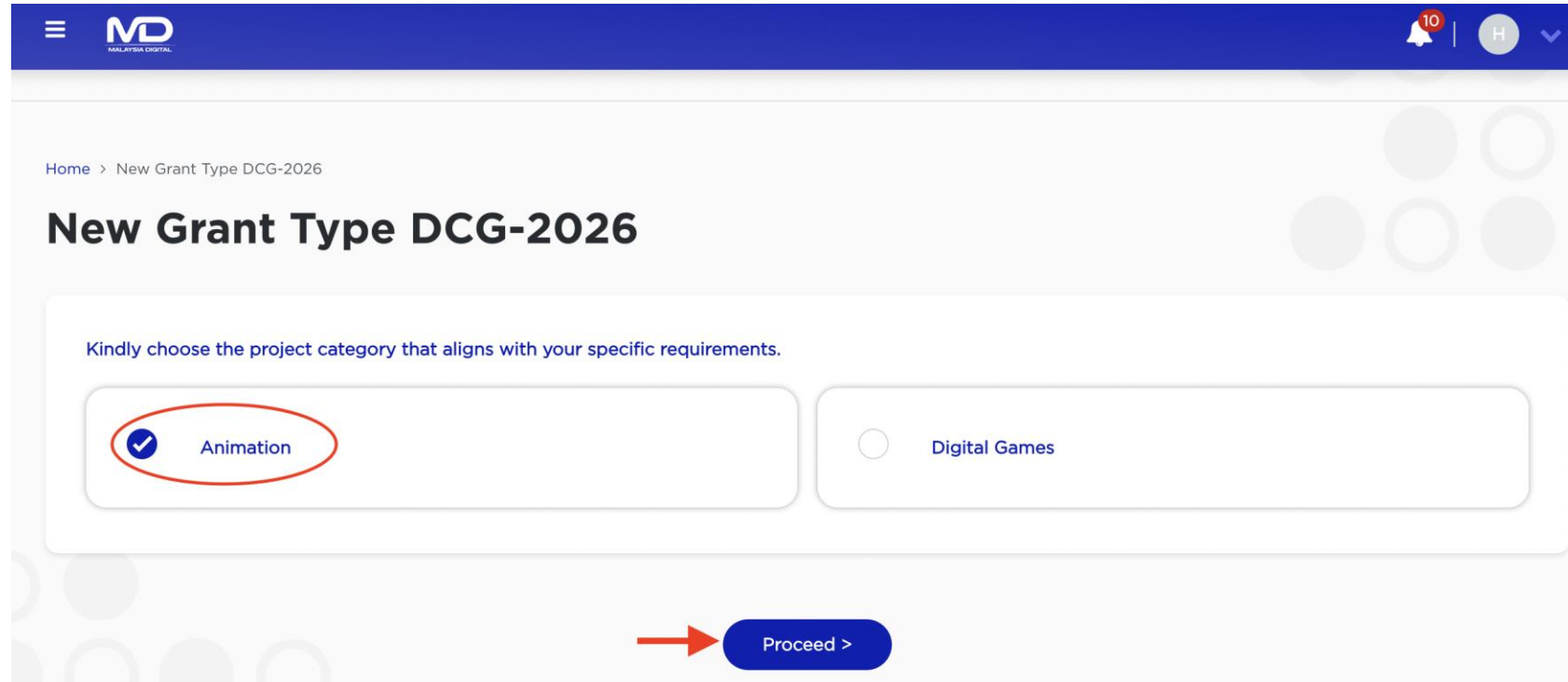


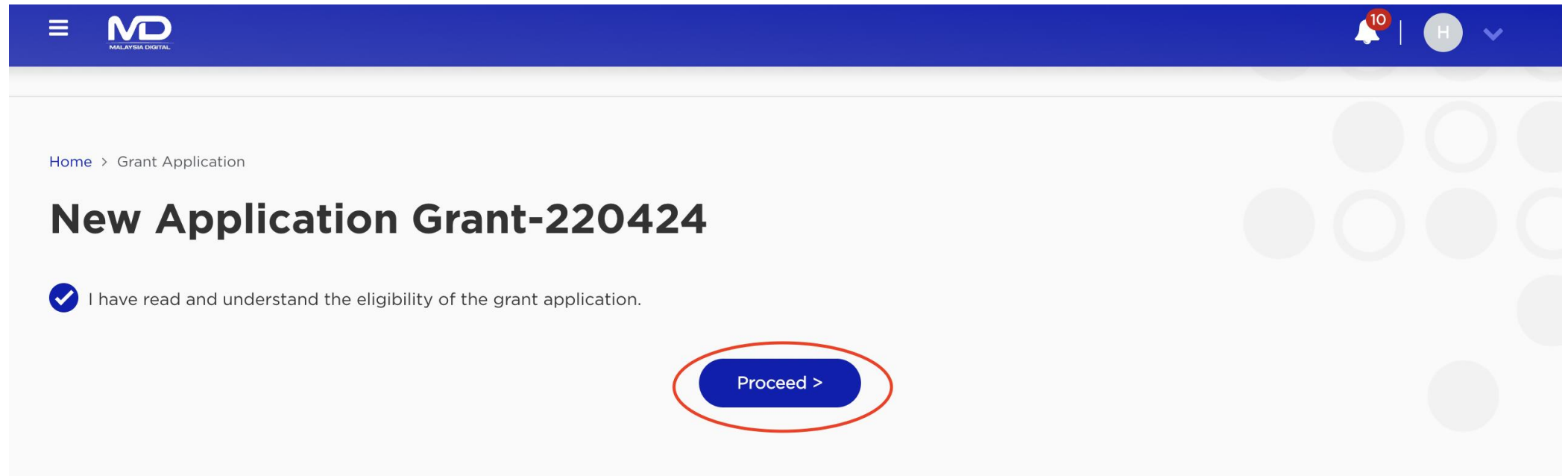
Figure 8. Select a project category under grant type

# Apply Grant by Company

## 6. Confirm on term & condition.

Ensure to read fully the eligible of the grant type before proceeding with submission.

- Click on the confirm button > **Proceed** to application. Refer *Figure 9*.



*Figure 9. Confirm to apply the grant type.*

# Apply Grant by Company

## 7. Key in Application form: Company Background

ROC is a unique ID to recognize your application, ensure to input correctly. If you have applied for a grant for the company within the same year, a duplicate error will appear on the screen. The applicant will need to wait until the next year to apply. Refer *Figure 10*.

The figure displays two screenshots of the 'Company Background' form on the MD Malaysia Digital platform. The left screenshot shows the form with the 'Company Registration Number' field highlighted in red, indicating it is a required field. The right screenshot shows the form with the 'Company Registration Number' field containing the value '123123', and a red error message below it: 'Duplicate ROC. Please change a new ROC.'

**Company Background**

**Basic Information**

Company Name \* Celcome Mx Sdn Bhd

Company Registration Number \* 199201002549 (234053-D)

Paid-Up Capital \* 6,210,184.22

Authorised Capital \* 100,000.00

Incorporation Date \* 07/01/2016

Incorporated more than 1 year \* ☒ Yes ☐ No

Nature of Business as per SSM \* Celcome

Category of the Company \* Medium

Website \* Web

MSC/MD Status Company \* Yes

Approval Date \* 06/03/2024

**Company Background**

**Basic Information**

Company Name \* Celcome Mx Sdn Bhd

Company Registration Number \* 123123

Paid-Up Capital \* 6,210,184.22

Authorised Capital \* 100,000.00

Incorporation Date \* 07/01/2016

Incorporated more than 1 year \* ☒ Yes ☐ No

Nature of Business as per SSM \* Celcome

Category of the Company \* Medium

Website \* Web

MSC/MD Status Company \* Yes

Approval Date \* 06/03/2024

**Submission checklist**

- ☒ Company Background
- ☒ Employee Track Record
- ☒ Business Track Record
- ☒ Project Details
- ☒ Project Costing
- ☒ Sales & Commercialisation

**More Info**

- [Eligible Criteria](#)
- [Web-App](#)

**You are registering for Grant NewGrant2025**

*Figure 10. Enter unique ROC for the application;  
Error message when enter duplicate ROC*

# Apply Grant by Company

## 7. Key in Application form: Company Background

Ensure you input correct Director and Shareholding Structure which MDEC will use to validate your application. Click

+ ADD MORE to input new record. Refer *Figure 11*.

The screenshot displays the MDEC application form interface. The top navigation bar is blue with the MD logo and a notification bell. The main content area is divided into two primary sections: 'Shareholding Structure' and 'Director Structure', both highlighted with red boxes. The 'Shareholding Structure' section contains a table with columns: 'Add shareholder as', 'Name of Shareholders', 'NRIC/Passport No.', 'Nationality', 'Gender', 'Amount', and 'Action'. It lists three entries: a Company shareholder with an amount of 0.00, an Individual shareholder (CEO-001) with an amount of 394.42, and another Company shareholder with an amount of 0.00. A '+ ADD MORE' link is at the bottom right. The 'Director Structure' section contains a table with columns: 'Name of Director', 'NRIC/Passport No.', 'Nationality', 'Gender', 'Designation', 'Date of Appointment', and 'Action'. It lists one entry: Director-A with NRIC BA22034, Malaysian, Female, CEO, appointed on 28/04/2024. A '+ ADD MORE' link is at the bottom right. On the right side of the form, there is a yellow box stating 'You are registering for Grant NewGrant2025' with links to 'More Info', 'Eligible Criteria', and 'Web-App'. Below this is a 'Submission checklist' with items: 'Company Background' (checked), 'Employee Track Record' (checked), 'Business Track Record' (checked), 'Project Details' (checked), 'Project Costing' (checked), and 'Sales & Commercialisation' (checked).

Add shareholder as	Name of Shareholders	NRIC/Passport No.	Nationality	Gender	Amount	Action
Company	-	-	-	-	0.00	[Edit] [Delete]
Individual	CEO-001	CEO04024	Malaysia	Male	394.42	[Edit] [Delete]
Company	-	-	-	-	0.00	[Edit] [Delete]

+ ADD MORE

Name of Director	NRIC/Passport No.	Nationality	Gender	Designation	Date of Appointment	Action
Director-A	BA22034	Malaysia	Female	CEO	28/04/2024	[Edit] [Delete]

+ ADD MORE

Figure 11. Shareholding & Director Structure sub-sections

# Apply Grant by Company

## 7. Key in Application form: Business Track Record

Detail information is required for these sections,  
Refer *Figure 12*.

- ✓ Financial Performance
- ✓ 3 Years Projection on Financial Performance
- ✓ Export Revenue Breakdown
- ✓ Innovation Track Record - Previous Creations/Products by the Company
- ✓ Innovation Track Record - Intellectual Property (IP) Filed/Registered by Company
- ✓ Funding Record: information on all funding that has been applied.
- ✓ Company Award, Recognition and Certification

**Business Track Record**

**Financial Performance**

Check performance

Item	As to Date Management Account	Latest Audited Account
Total Local Sales *	0.00	0.00
Total Export Sales *	0.00	0.00
Total Operational Expenditure *	0.00	0.00
Total Capital Expenditure *	0.00	0.00

You are registering for Grant NewGrant2025

**More Info**

- > [Eligible Criteria](#)
- > [Web-App](#)

**Submission checklist**

- ✓ Company Background
- ✓ Employee Track Record
- ✓ **Business Track Record**
- ✓ Project Details
- ✓ Project Costing

Figure 12. Add Business track record.



# Apply Grant by Company

## 7. Key in Application form: Project Details

Due to data of the Project Detail section, Project Cost and Commercialization data are synced to prepopulated to each other, these data must be keyed in up-front. Refer *Figure 13*.

- Project duration must be inputted before the Project Costing. It must not exceed the maximum duration of the grant type. Check information Click the hyperlink Eligible Criteria. Refer *Figure 13*.



To view fully Project detail information, input the Project Duration, Click **Save as Draft** that helps you to complete the Project Costing and the Sale & Commercialization firstly.

*Figure 13. Add Project detail- Project Duration*

Refer slide 89 for details

# Apply Grant by Company

## 7. Key in Application form: Project Costing

Ensure to input cost of item predefined in the Project Cost which can be less or more of these sections based on your grant type.

### *Project Personnel Salaries Detail*

- Click **+ ADD MORE** to add new item, click **SAVE & CLOSE** button to confirm.
- *Salary per milestone = Number of month (0-3) \* Monthly Salary \* percentage of pending time. Refer [Figure 14](#).*

Refer slide 90 and 91 for details

The screenshot displays the 'Project Personnel Salaries Details' form. The form is divided into several sections. The top section contains fields for 'Designation', 'Employee Name (if any)', 'Gender', 'Date of Employment', 'Nationality', 'Employment Status', 'Qualification', 'Roles & Responsibility on the Project', and 'Required skills and experience to carry out the proposed project'. Below these fields is a section titled 'Estimated cost (RM)' which includes an information icon and a note: 'The estimated cost per milestone is calculated by multiplying monthly basic salary, percentage of time spent on project and no. of months engaged per milestone.' This section contains two input fields: 'Monthly basic salary (RM)' with the value '1,000.00' and 'Percentage of time spent on project (%)' with the value '50 %'. At the bottom, there is a table with one row labeled '1 - 3rd Month'. The table has two columns: 'No. of months engaged per milestone' with the value '1' and 'Estimated Cost (RM)' with the value '500.00'.



Figure 14. Add Personnel Salary Cost.

# Apply Grant by Company

## 7. Key in Application form: Project Costing

As you add more records, a summary will be shown. To adjust the records, Click the **EDIT** icon or **DELETE** icon, refer [Figure 15](#). Other sub-sections use the same edit and delete icon in the Project Costing.

The screenshot displays the 'Project Costing' section of an application form. It features a table titled 'Project Personnel Salaries Details' with the following columns: Designation, Current/ To be hired, Employee Name (if any), Nationality, Gender, Employment, and Action. A single record is shown with the values: Hr, Existing, Empu, Malaysian, Female, and Contract. The 'Action' column contains two icons: a pencil (edit) and a trash can (delete), which are highlighted by a red rectangle. Below the table is a '+ ADD MORE' button. To the right of the table, there is a yellow box with 'More Info' links for 'Eligible Criteria' and 'Web-App'. Below that is a 'Submission checklist' with four items: 'Company Background' (checked), 'Employee Track Record' (checked), 'Business Track Record' (checked), and 'Project Details' (unchecked).

Designation	Current/ To be hired	Employee Name (if any)	Nationality	Gender	Employment	Action
Hr	Existing	Empu	Malaysian	Femal e	Contract	 

+ ADD MORE

Sub total (Month 1 - 3) (RM) \*

18,000.00

Total (RM) \*

18,000.00

You are registering for Grant NewGrant2025

**More Info**

- [Eligible Criteria](#)
- [Web-App](#)

**Submission checklist**

- ☒ Company Background
- ☒ Employee Track Record
- ☒ Business Track Record
- ☐ Project Details

*Figure 15. Edit/ Delete Project personnel Salary records.*

Refer slide 90 and 91 for details

# Apply Grant by Company

## 7. Key in Application form: Project Costing

*IT Hardware and IT equipment.*

- Click **+ ADD MORE** to add new item,

click **SAVE & CLOSE** button to confirm.

- *Estimated cost = Price per unit \* Quantity. Refer Figure 16.*

The screenshot shows a web application form titled "Cost of IT Hardware and IT equipment associated with the development of the project". The form has several sections:

- Type**: A dropdown menu.
- Tech Specification**: A text input field.
- Detail**: A large text area for detailed description.
- Justification**: A text input field.
- Estimated cost (RM)**: A section containing a blue information box stating: "The estimated cost per milestone is calculated by multiplying the quantity per milestone by the price per unit."
- Price per Unit (RM)**: A text input field with the value "10.00" highlighted by a red box.
- 1 - 3rd Month**: A section containing a **Quantity** input field with the value "40" highlighted by a red box, and an **Estimated Cost (RM)** field showing "400.00".

Figure 16. Add Cost of IT hardware & equipment

Refer slide 90 and 91 for details

# Apply Grant by Company

## 7. Key in Application form: Project Costing

### Cost of Software

Click **+ ADD MORE** to add new item,  
click **SAVE & CLOSE** button to confirm.

- $\text{Estimated cost} = \text{Price per unit} * \text{Quantity}$ . Refer *Figure 17*.

Characters left: 2000

**Estimated cost (RM)**

*The estimated cost per milestone is calculated by multiplying the quantity per milestone by the price per unit.*

Price per Unit (RM) \* 200.00

**1 - 3rd Month**

Quantity \* 10 Estimated Cost (RM) \* 2,000.00

**Total per Item**

Quantity \* 10 Estimated Cost (RM) \* 2,000.00

CANCEL SAVE & CLOSE

Figure 17. Add cost of software

# Apply Grant by Company

## 7. Key in Application form: Project Costing

### *Outsourcing Cost*

- Click **+ ADD MORE** to add new item,  
click **SAVE & CLOSE** button to confirm.
- The Scope of work, Division of Grant allocated, and Profit share Ratio must be shared 100% for each item.
- Intellectual Property Ownership Arrangement: **YES**- for the selected option; **NO**- for the remaining unselected. Refer *Figure 18*.

The screenshot shows a web application interface for 'MD MALAYSIA DIGITAL'. A modal form titled 'Outsourcing Cost' is displayed. At the top, it says 'Characters left: 2000'. Below this, there's a section 'Scope of Work/Services Provided' with a 'Total = 100%' indicator. It contains two input fields: 'Scope of Work/Services Provided (Applicant)' with a value of 40% and 'Scope of Work/Services Provided (Outsource Partner)' with a value of 60%. Below this is the 'Division of Grant Allocated' section with two input fields: 'Division of Grant Allocated (Applicant)' with a value of 20% and 'Division of Grant Allocated (Outsource Partner)' with a value of 80%. The 'Profit-sharing Ratio' section has two input fields: 'Profit-sharing Ratio (Applicant)' with a value of 10% and 'Profit-sharing Ratio (Outsource Partner)' with a value of 90%. The 'Intellectual Property Ownership Arrangement' section has two radio buttons: 'Applicant' (selected) and 'Outsource Partner'. To the right of these radio buttons are the words 'YES' and 'NO'. The 'Estimated cost (RM)' section has two input fields: '1st - 3rd Month (RM)' with a value of 0.00 and 'Total (RM)' with a value of 0.00. At the bottom of the form are 'CANCEL' and 'SAVE & CLOSE' buttons.

*Figure 18. Add Outsourcing cost.  
Outsourcing cost should not exceed 20%  
of the grant request.*

# Apply Grant by Company

## 7. Key in Application form: Project Costing

*Intellectual Property (IP) Filing/Registration Cost*

Click **+ ADD MORE** to add new item,

click **SAVE & CLOSE** button to confirm.

Refer *Figure 19*.

The screenshot displays a web application interface for Malaysia Digital (MD). A modal window titled "Intellectual Property (IP) Filing/Registration Cost" is open, allowing users to add new items to their application. The modal contains the following fields:

- Type of IP \***: A text input field.
- Category \***: A text input field.
- Filing Location \***: A dropdown menu with "Malaysia" selected.
- Calculation Assumptions \***: A text input field.
- Brief Description of the IP \***: A text input field.
- Justification (if any) \***: A text input field with a character limit of 2000.
- Estimated cost (RM)**: A section with two input fields: "1st - 3rd Month (RM)" and "Total (RM)", both currently showing "0.00".

At the bottom of the modal, there are two buttons: "CANCEL" and "SAVE & CLOSE". The "SAVE & CLOSE" button is highlighted with a red circle. Below the modal, a table titled "Training Cost (if any) (Knowledge workers only)" is partially visible, showing columns for Item, Training Name, Justification, Month 1 - 3 (RM), Total (RM), and Action.

*Figure 19. Add Intellectual Property (IP) Filing/Registration Cost*

# Apply Grant by Company

## 7. Key in Application form: Project Costing

*Warehousing/factory/workspace expenses (outside Malaysia only)*

Click **+ ADD MORE** to add new item,  
click **SAVE & CLOSE** button to confirm.  
Refer *Figure 20*.

- *Estimated cost = Monthly rental\* Number of months per millstone.*

Characters left: 2000

**Estimated cost (RM)**

*The estimated cost per milestone is calculated by multiplying the quantity per milestone by the price per unit.*

Monthly Rental (RM) \* 3,000.00

**1 - 3rd Month**

No. of months engaged per milestone \* 2 Estimated Cost (RM) \* 6,000.00

**Total per Item**

Period of Engagement on Project \* 2 Estimated Cost (RM) \* 6,000.00

CANCEL SAVE & CLOSE

*Figure 20. Add Warehousing/factory/workspace expenses (outside Malaysia only)*



# Apply Grant by Company

## 7. Key in Application form: Project Costing

### *Marketing Cost*

Click **+ ADD MORE** to add new item,  
click **SAVE & CLOSE** button to confirm.  
Refer *Figure 21*.

The screenshot shows a web application interface for adding marketing costs. The form is titled "Marketing Cost (if applicable)". It contains the following fields and elements:

- Item:** A dropdown menu with the text "- Please select -".
- Country:** A dropdown menu with "Malaysia" selected.
- Description:** A text input field with a character count of "Characters left: 2000".
- Justification:** A text input field with a character count of "Characters left: 2000".
- Estimated cost (RM):** Two input fields. The first is labeled "1st - 3rd Month (RM)" and the second is labeled "Total (RM)". Both fields show the value "0.00".
- Buttons:** At the bottom right, there are two buttons: "CANCEL" and "SAVE & CLOSE". The "SAVE & CLOSE" button is highlighted with a red circle.

*Figure 21. Add Marketing Cost. Marketing Cost should not exceed 20% of the grant request.*

# Apply Grant by Company

## 7. Key in Application form: Project Costing

### Total Project Cost Summary

- Providing a summary of the project cost for all items. Applicant requires to add the Grant requested amount for each item which cannot exceed 100% of item total cost. Refer *Figure 22*.

**Total Project Cost Summary**

- 6 (RM)	Month 7 - 9 (RM)	Month 10 (RM)	Total cost	Grant requested	% Grant requested by items
0	24,000.00	8,000.00	64,000.00	10,000.00	15.62
0.00	7,200.00	162,000.00	391,200.00	391,200.00	100.00
0.00	1,320,000.00	0.00	2,040,000.00	0.00	0.00
5	6,000.45	0.00	512,046.35	0.00	0.00
	30,005.35	3,000.53	37,009.76	0.00	0.00
	53.45	54.35	4,696.50	0.00	0.00
	50,043.53	50,004.35	104,947.66	0.00	0.00

**Submission checklist**

- Company Background
- Employee Track Record
- Business Track Record
- Project Details
- Project Costing**
- Sales & Commercialisation

*Figure 22. Add Grant requested amount for each item.*

# Apply Grant by Company

## 7. Key in Application form: Project Costing

### Total Project Cost Summary

Maximum of total grant requested amount cannot exceed the total project cost. Refer *Figure 23*.

Project Personnel Salaries Details cannot exceed 100% of the item cost

You are registering for Grant Grant-Type210424

**Total Project Cost Summary**

- 6 (RM)	Month 7 - 9 (RM)	Month 10 (RM)	Total cost	Grant requested	% Grant requested by items
0.00	24,000.00	8,000.00	64,000.00	98,000.00	153.12
0.00	7,200.00	162,000.00	391,200.00	391,200.00	100.00
0.00	1,320,000.00	0.00	2,040,000.00	0.00	0.00
5	6,000.45	0.00	512,046.35	0.00	0.00
	30,005.35	3,000.53	37,009.76	0.00	0.00
	53.45	54.35	4,696.50	0.00	0.00
	50,043.53	50,004.35	104,947.66	0.00	0.00

**Submission checklist**

- ✓ Company Background
- ✓ Employee Track Record
- ✓ Business Track Record
- ✓ Project Details
- ✓ Project Costing
- ✓ Sales & Commercialisation

*Figure 23. Grant requested amount exceed project cost per item.*

# Apply Grant by Company

## 7. Key in Application form: Project Costing

### Total Project Cost Summary

Certain items are limited to the requested amounts, please ensure to adjust the request amount as the Grant type guideline tracking on the grant [Eligible Criteria hyperlink](#) or the error message. Refer [Figure 24](#).

Cost of IT Hardware and IT equipment associated with the development of the project cannot exceed 30% of the granted request amount

You are registering for Grant Grant-Type210424

**Summary Grant Request**

Month 1 - 3 (RM)	Month 4 - 6 (RM)	Month 7 - 9 (RM)	Month 10 (RM)	Total	% Grant requested
2.50	2.50	3.75	1.25	10.00	0.02
12,000.00	210,000.00	7,200.00	162,000.00	391,200.00	100.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00

**Submission checklist**

- Company Background
- Employee Track Record
- Business Track Record
- Project Details
- Project Costing**
- Sales & Commercialisation

Figure 24. Grant requested amount exceed threshold of the item.

# Apply Grant by Company

## 7. Key in Application form: Project Costing

*Other Funding*

Click **+ ADD MORE** to add new item,  
click **SAVE & CLOSE** button to confirm.  
Refer *Figure 25*.

Source	Type	Percentage	Amount (RM)	Description	Justification	Action
Source 1	Type01	100	327,909.78	Check	Check	<a href="#">+</a> ADD MORE

Total amount (RM) : 327,909.78

Impact of Funding on Project

Will this project go ahead without the grant? \*

Submission checklist

- ☒ Company Background
- ☒ Employee Track Record
- ☒ Business Track Record
- ☒ Project Details
- ☒ Project Costing

*Figure 25. Other funding sources must be 100%*

# Apply Grant by Company

## 7. Key in Application form: Project Costing

### *Other Funding (Cont)*

The percentage must reach exactly 100% of the other funding amount. Any under or exceed amount will be returned with an error message. Refer *Figure 26*.

The screenshot displays a web application interface for 'Other Funding Information'. A red error banner at the top states 'Total percentage is over 100%'. The form contains the following fields:

- Source \***: Input field containing 'Source 2'.
- Type \***: Input field containing 'Type2'.
- Percentage \***: Input field containing '10 %'.
- Amount (RM) \***: Input field containing '32,790.98'.
- Description \***: Text area containing 'Check max'.
- Justification \***: Text area containing 'Check max'.

Below the text areas, it indicates 'Characters left: 1991' for both. At the bottom of the form are two buttons: 'CANCEL' and 'SAVE & CLOSE'. The background shows a sidebar with 'Other Funding' and 'Total' sections, and a footer with 'Impact of Funding on Project' and 'Sales & Commercialisation'.

*Figure 26. Error message if the other funding exceeds 100%*

# Apply Grant by Company

## 7. Key in Application form: Project Costing

### *Other Funding (Cont)*

If the total grant requested amount = the total project cost amount, other **funding amount = 0**. No need to add other funding information (Funding section will be grayed out). Refer *Figure 27*.

The screenshot displays the 'Project Costing' section of the MD Malaysia Digital application form. The 'Other Funding' sub-section is grayed out, indicating that no other funding information needs to be entered. The 'Total Project Cost' is 346,089.88, and the 'Other Funding amount' is 0.00. The 'Submission checklist' on the right shows that 'Project Costing' is the current step.

Source	Type	Percentage	Amount (RM)	Description	Justification	Action
Other cost related to OPEX		0.14%	500.43			
Capital Expenditure		0.00%	5.00			
Other Cost		0.00%	6.34			
<b>Total Project Cost</b>		<b>100.00%</b>	<b>346,089.88</b>			

**Other Funding amount = 0**

**Other Funding Information**

Source	Type	Percentage	Amount (RM)	Description	Justification	Action
No records						
<a href="#">+ ADD MORE</a>						

Total amount (RM) \*

**Submission checklist**

- Company Background
- Employee Track Record
- Business Track Record
- Project Details
- Project Costing**
- Sales & Commercialisation

Figure 27. Other funding sub-section when other funding amount = 0



# Apply Grant by Company

## 7. Key in Application form: Sale & Commercialization

Ensure to fill all required values, the system auto-calculates ROI value. Refer *Figure 28*.

- ROI = Revenue / (cost of sales + operating expenses + other expenses)

The screenshot displays the 'Potential Return of Investment ("ROI") of the proposed product' section of the application form. It features a table with columns for Description, Year 1, Year 2, Year 3, and Total. The table includes rows for Export Sales (RM), Local Sales (RM), Total Sales/Revenue (RM), Export (%), Less: Cost of Sales (RM), and Gross Profit (RM). To the right of the table is a 'Submission checklist' with items: Company Background, Employee Track Record, Business Track Record, Project Details, Project Costing, and Sales & Commercialisation. The 'Sales & Commercialisation' item is highlighted with a red box. Above the checklist, a yellow box indicates the user is registering for 'Grant Grant-Type210424' and provides links for 'More Info', 'Eligible Criteria', and 'web'.

Description	Year 1	Year 2	Year 3	Total
Export Sales (RM) *	300.45	5,004.35	5,000.43	10,305.23
Local Sales (RM) *	5,000.34	500.03	5,000.34	10,500.71
Total Sales/Revenue (RM) *	5,300.79	5,504.38	10,000.77	20,805.94
Export (%) *	5.67	90.92	50.00	49.53
Less: Cost of Sales (RM) *	500.03	500.03	3,000.54	4,000.60
Gross Profit (RM) *	4,800.76	5,004.35	7,000.23	16,805.34

You are registering for  
**Grant Grant-Type210424**

**More Info**  
> [Eligible Criteria](#)  
> [web](#)

**Submission checklist**

- ✓ Company Background
- ✓ Employee Track Record
- ✓ Business Track Record
- ✓ Project Details
- ✓ Project Costing
- ✓ **Sales & Commercialisation**

Figure 28. Add Sale & Commercialization



# Apply Grant by Company

## 7. Key in Application form: Others

Ensure to complete all required information with regards to ESG marked as compulsory sections, refer *Figure 30*.

The screenshot shows the 'Others' section of the Malaysia Digital Grant application form. The header bar is blue with the MD logo and a notification bell icon. The main content area is white. On the left, there are two sections: 'Value Proposition' and 'Long-term Goals for Export'. The 'Value Proposition' section has a text area with a character count of 2000. The 'Long-term Goals for Export' section has a text area. On the right, there is a yellow box with 'More Info' links for 'Eligible Criteria' and 'web'. Below that is a 'Submission checklist' with five items: 'Company Background', 'Employee Track Record', 'Business Track Record', 'Project Details', and 'Project Costing', all marked with green checkmarks.

**Others**

**Value Proposition**

Please propose strategies, plan and activities that are impactful, significant and sustainable to the growth of the following:- Malaysian economy, ecosystem development, economic spillover to value chain etc \*

Characters left: 2000

**Long-term Goals for Export**

What are your long-term goals for exporting your digital products or services, and how do you plan to achieve them eg. what is the addressable market share for your company and how do you plan to increase your reach in the targeted markets, metrics that you will track, milestones that you are hoping to achieve beyond 12 months, etc \*

**More Info**

- Eligible Criteria
- web

**Submission checklist**

- Company Background
- Employee Track Record
- Business Track Record
- Project Details
- Project Costing

*Figure 30. Add other required information for the application.*

# Apply Grant by Company

## 7. Key in Application form: Supporting Document

Applicants can download the available standard templates provided by MDEC.

- Applicant must upload required document marked a red star (\*), refer *Figure 31*.

**Supporting Document**

**Mandatory Documents**

(xlsx; xls; / Max 20MB per file / one file per document only)

No.	Documents	Action
1	Board Resolution *	Upload
2	Financial Statements *	Upload
3	Pitching Deck *	Download Template Upload
4	MSC/MD Approval Letter *	Upload

**Submission checklist**

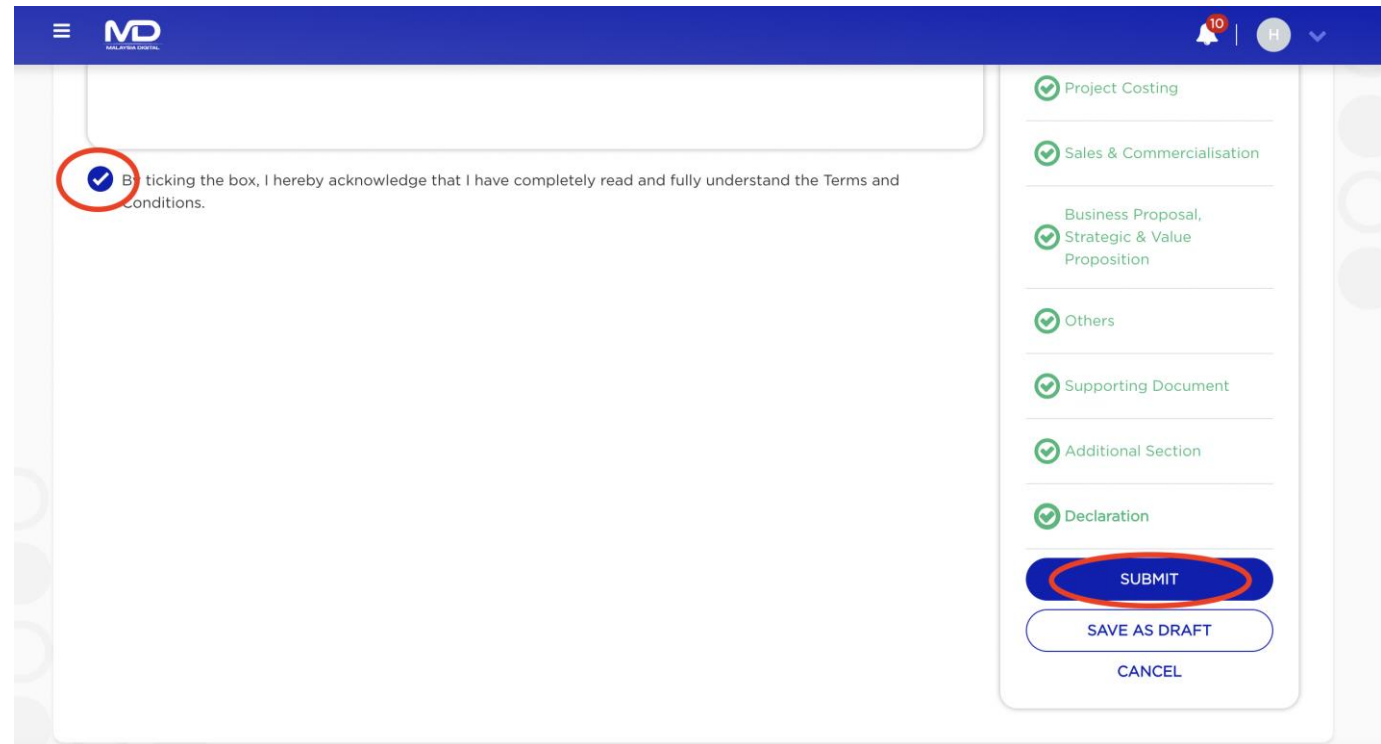
- Company Background
- Employee Track Record
- Business Track Record
- Project Details
- Project Costing

*Figure 31. Download available templates & upload required supported document for the application.*

# Apply Grant by Company

## 7. Key in Application form: Declaration

- Ensure to read the declaration to inform the term & condition before submitting the application, refer *Figure 32*.



The screenshot displays the MD Malaysia Digital application form interface. The top navigation bar is blue with the MD logo and a notification bell icon showing 10 alerts. The main content area is white. On the left, there is a large text box for the declaration, with a blue checkmark icon circled in red. The text reads: "By ticking the box, I hereby acknowledge that I have completely read and fully understand the Terms and Conditions." On the right, there is a vertical list of application components, each with a green checkmark icon: Project Costing, Sales & Commercialisation, Business Proposal, Strategic & Value Proposition, Others, Supporting Document, Additional Section, and Declaration. At the bottom of this list, there are three buttons: a blue "SUBMIT" button circled in red, a white "SAVE AS DRAFT" button, and a white "CANCEL" button.

Figure 32. Confirm the Declaration before submitting.

# Apply Grant by Company

## 8. Save Application form

Three ways of saving your application:

SAVE AS DRAFT

you can save as draft anytime the application. Refer *Figure 33*.

SAVE & NEXT

you must complete each section before navigating to the next section. Refer *Figure 33*.

SAVE & PROCEED

you can navigate to any section after completed keying in all information for the current section. Refer *Figure 33*.

The figure consists of two screenshots of the MDEC application form. The top screenshot shows the 'Declaration of Interest with MDEC' section, which includes a table with columns for Name of Shareholder/Director, Job Position, Name of Director/Employee of MDEC, Relationship, and Action. Below the table is a '+ ADD MORE' button. To the right of the form, there is a sidebar with a list of sections: Sales & Commercialisation, Business Proposal, Strategic & Value Proposition, Others, Supporting Document, Additional Section, and Declaration. At the bottom of the sidebar, there are three buttons: 'SAVE & NEXT', 'SAVE AS DRAFT' (highlighted with a red circle), and 'CANCEL'. The bottom screenshot shows a different section of the form with a table for financial data. A modal dialog box is displayed in the center, asking the user to 'Please ensure you save your progress before you continue.' with 'CANCEL' and 'SAVE & PROCEED' buttons. The sidebar on the right shows a 'Submission checklist' with items like Company Background, Employee Track Record, Business Track Record, Project Details, Project Costing, and Sales & Commercialisation.

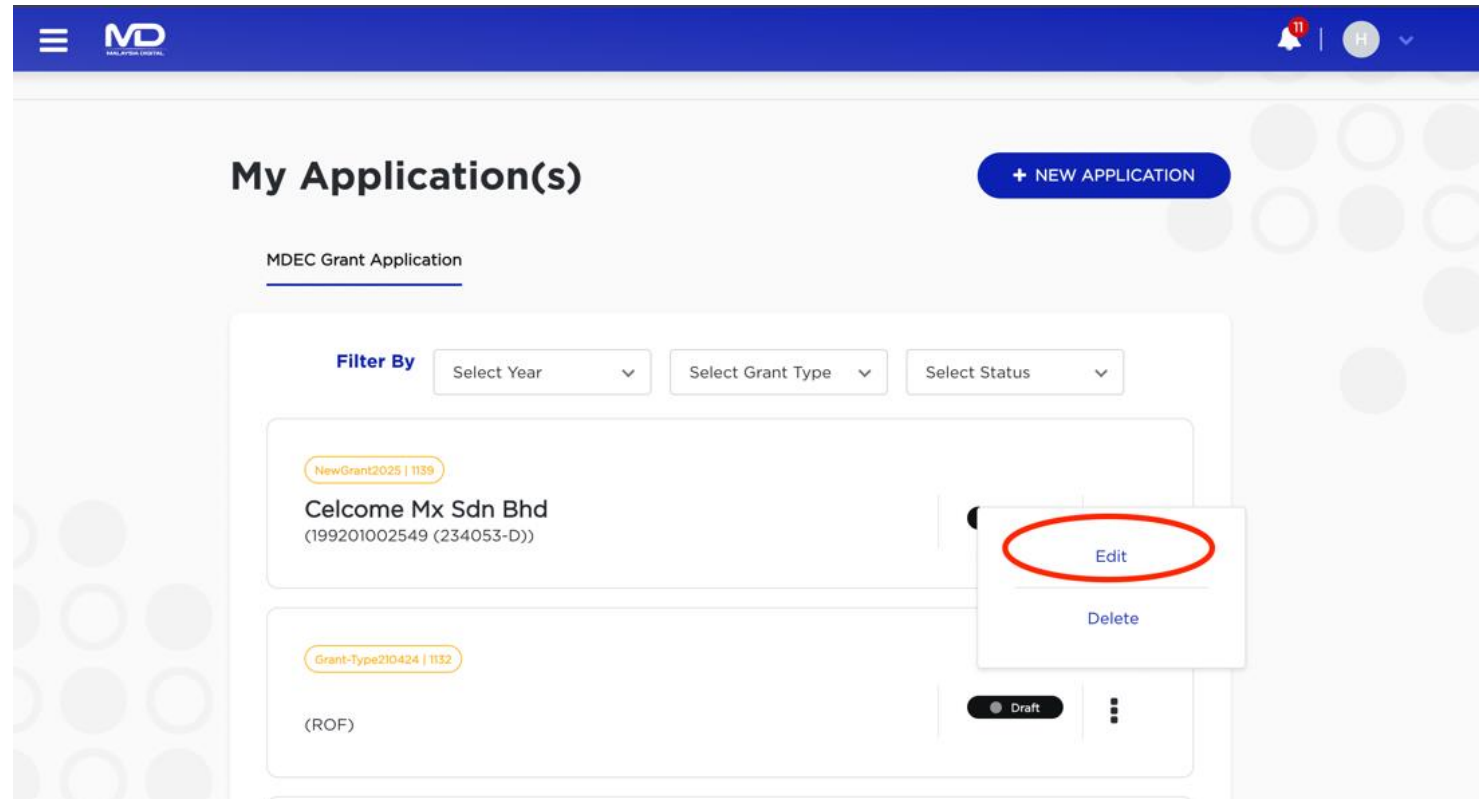
Figure 33. Three types of saving application form.

# Apply Grant by Company

## 8. Edit Application form

To **Edit** the application, select draft/returned application ➤ select **EDIT**.

- Edit the application: Draft application can edit any time.
- For returned applications from MDEC, make sure you check all comments to edit the application as requested. Refer [Figure 34](#).
- Re-submit the application: Resubmit application has same process as the first-time submission.



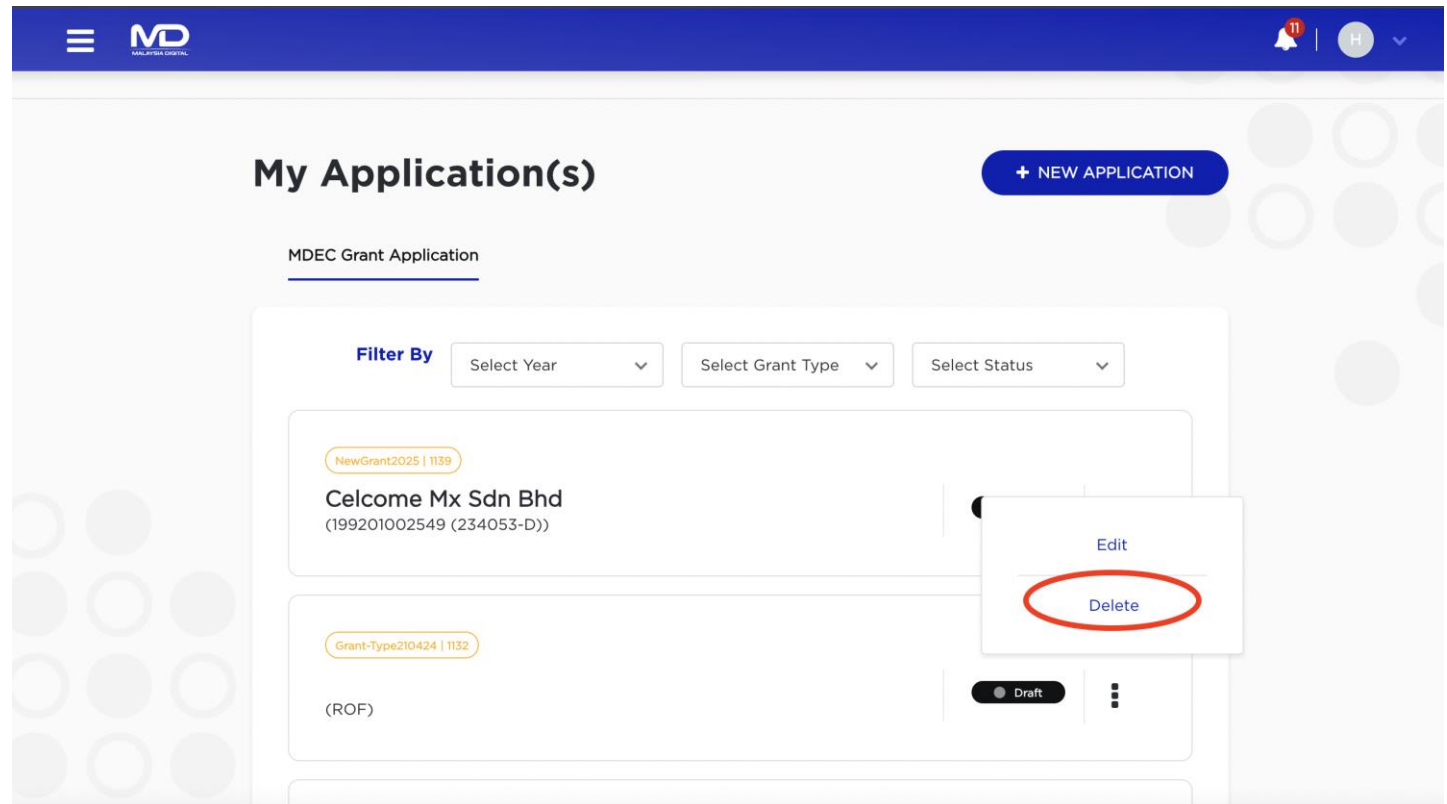
*Figure 34. Edit the application- available for draft or returned application.*

# Apply Grant by Company

## 8. Delete Application form

To **Delete** the application, select draft/ returned application > select , select **DELETE**.

- Only able to delete the applications have not been submitted successfully (draft). Refer *Figure 35*.




*Figure 35. Delete draft application.*

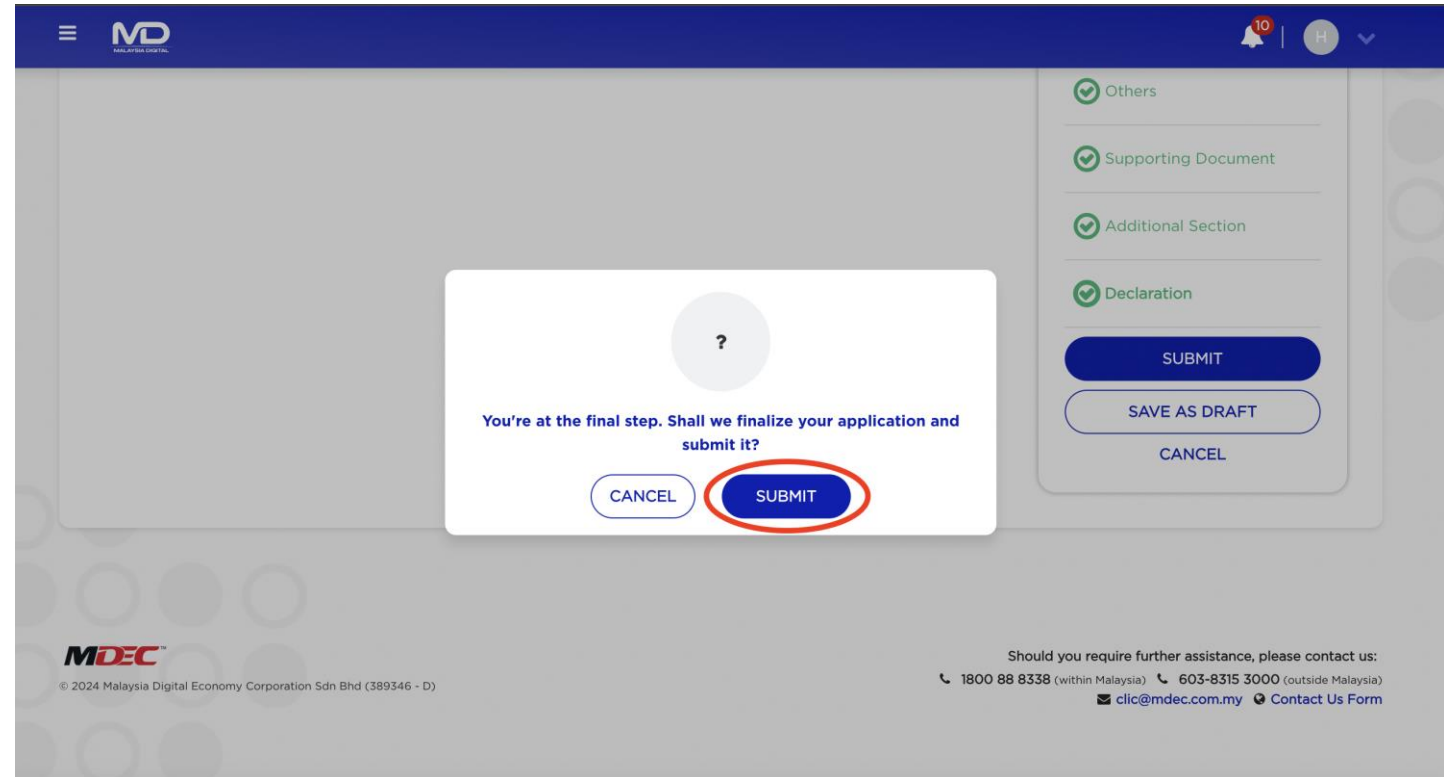
# Apply Grant by Company

## 8. Submit Application form

To **Submit**, click  button > inform **Submit**.

- Ensure to input correct information, once the application has been submitted, no further changes allow. If you find any error, please contact the MDEC GMD- Assessor for help.
- Ensure to complete all sections required as compulsory.

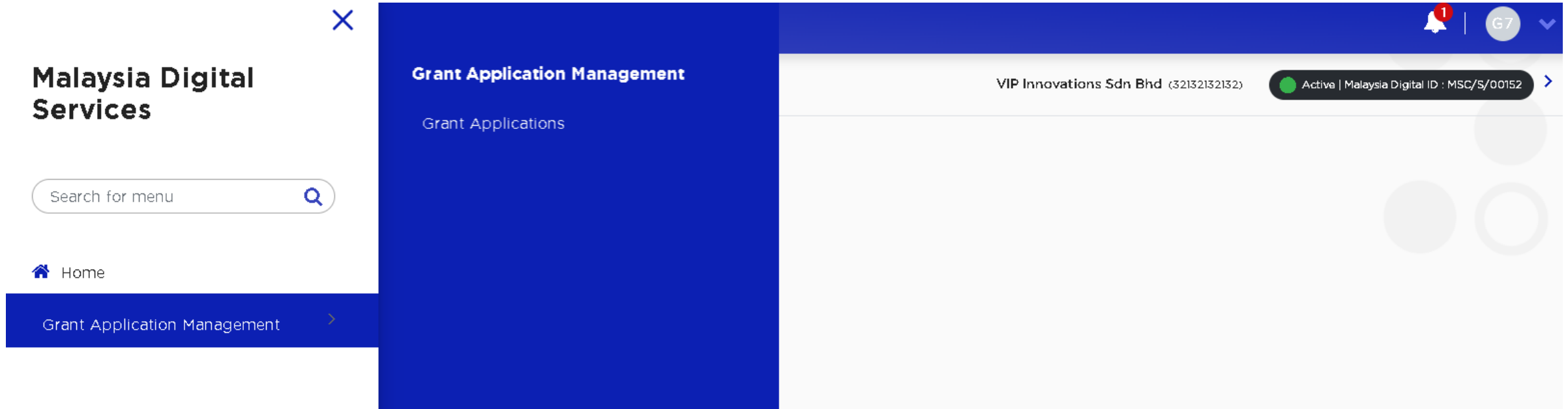
If you are not sure, click  button, to review again the application. Refer *Figure 36*.



*Figure 36. Confirm to submit the application.*

# Company – Replied Return Comment - Resubmitted Application

1. Applicant Login to GMS System
2. Click on Menu and navigate to Grant Application Management menu and click to sub menu Grant Applications






# Company – Replied Return Comment - Resubmitted Application

3. System will display Grant Application Listing
4. User can see the status for the application is **Returned**
5. Click to the application ID or the action item Edit to select the application to display

Home > Grant Application

## Grant Application

 FILTER + NEW APPLICATION

<input type="radio"/>	Application ID	Company Name	Grant Type	Year	Project Title	Submission Date	Status	Action
<input type="radio"/>	273	A_Company ABC Sdn Bhd	A_UAT_DEMO_DCG_Test3	2024		31/5/2024	<span>Returned</span>	...
<input type="radio"/>	267	Company Demo Test 2	A_UAT_DEMO_DCG_Test3	2024		29/5/2024	<span>Re-</span>	<div>Edit</div> <div>Delete</div>

1 to 10 of 2 items

**DEC**

# Company – Replied Return Comment - Resubmitted Application

6. System displayed default page which is the Status Log page.
7. User able to see the remarks from the GMS Assessor

VIP Innovations Sdn Bhd (32132132132) Active | Malaysia Digital ID : MSC/S/00152

[Home](#) > [Grant Application Listing](#) > A\_UAT\_DEMO\_DCG\_Test3

Status Log    A\_Company ABC Sdn Bhd

Date & Time	Performed By	System Comments/Remarks	Status
31/May/2024 01:17 PM	GMS Assessor	Applicant please make sure fix all my comment from the section before re-submit it. Thank You From Assessor	Returned
31/May/2024 10:59 AM	GMS 7	-	Submitted
31/May/2024 10:02 AM	GMS 7	-	Draft
13/May/2024 04:11 PM	GMS Admin	-	Submitted
13/May/2024 03:23 PM	GMS Admin	-	Submitted

# Company – Replied Return Comment - Resubmitted Application

8. Click the **Company's Name** tab
9. User able to see the return comment from the GMS Assessor.
10. User need to reply to each comment (mandatory).
11. User also can see the **bubble tracker** on the right-side menu. This to indicate which section have comment and user need to attend to it.
12. Click **Edit button** to enable for the application to be updated.

Status Log A\_Company ABC Sdn Bhd

### Company Background

**Return Comment**

**31** **GMS Assessor**  
Mela sum add company profile brief summary

**Reply Comment**

Leave your comment here

REPLY COMMENT

**Return Comment**

**31** **GMS Assessor**  
Please provide shareholder information

**Reply Comment**

Leave your comment here

REPLY COMMENT

You are registering for  
**Grant A\_UAT\_DEMO\_DCG\_Test3**

**More Info**

- Eligible Criteria
- MDCG TEST

**Submission checklist**

- Company Background
- Employee Track Record
- Business Track Record
- Project Details
- Project Costing
- Sales & Commercialisation
- Supporting Document
- Declaration

**EDIT**

CANCEL

## Company – Replied Return Comment - Resubmitted Application

13. Reply to each comment (mandatory) after fix or update base on the requested comment
14. Key in at the Reply Comment box. Click Reply Comment. The Reply Comment box will be greyed out. User's comment can be edited by clicking the edit icon. User's reply comment can also be deleted by clicking on the Delete icon.
15. User need to reply to all comment before can Resubmit.

## Company Background

Return Comment

31

May 2024

GMS Assessor

Make sure add company profile brief summary

Reply Comment

Company profile added

REPLY COMMENT

Return Comment

31

May 2024

GMS Assessor

Please, sum, add company profile brief summary

Reply Comment

31

May 2024

GMS 7

Company profile added

REPLY COMMENT

Return Comment

31

May 2024

GMS Assessor

Please, provide shareholder information

Reply Comment

31

May 2024

GMS 7

Company profile added

REPLY COMMENT

Return Comment

31

May 2024

GMS Assessor

Please, provide shareholder information

Reply Comment

31

May 2024

GMS 7

Company profile added

REPLY COMMENT

Return Comment

31

May 2024

GMS Assessor

Please, provide shareholder information

Reply Comment

31

May 2024

GMS 7

Company profile added

REPLY COMMENT

Return Comment

31

May 2024

GMS Assessor

Please, provide shareholder information

Reply Comment

31

May 2024

GMS 7

Company profile added

REPLY COMMENT

# Company – Replied Return Comment - Resubmitted Application

16. If user did not reply to all comment, and click Resubmit button, system will display error message (as in red box showed)
17. User need to reply to all comment before the system allow to Resubmit the application

The screenshot displays the MD Malaysia Digital application interface. At the top, a blue header bar contains the MD logo and a notification bell icon with a red '1' badge. A red banner at the top right states: "Please reply to the return comment according to the section".

The main content area is titled "Company Background". It features a list of comments and replies:

- Return Comment:** GMS Assessor (31 May 2024) - "Make sure add company profile brief summary".
- Reply Comment:** GMS 7 (31 May 2024) - "Company profile added".
- Return Comment:** GMS Assessor (31 May 2024) - "Please provide shareholder information".
- Reply Comment:** A text input field with the placeholder "Leave your comment here".
- Return Comment:** GMS Assessor (31 May 2024) - "Please provide director information".

Each comment section includes a "REPLY COMMENT" button. A "RESUBMIT" button is located at the bottom right of the main content area.

On the right side, there is a yellow box for "Grant A\_UAT\_DEMO\_DCG\_Test3" with a "More Info" link. Below it is a "Submission checklist" with the following items:

- Company Background (checked)
- Employee Track Record (checked)
- Business Track Record (checked)
- Project Details (checked)
- Project Costing (checked)
- Sales & Commercialisation (checked)
- Supporting Document (checked)
- Declaration (checked)

At the bottom right, there are buttons for "RESUBMIT", "SAVE AS DRAFT", and "CANCEL".

# Company – Replied Return Comment - Resubmitted Application

18. Once all comment replied, click Resubmit button. System will display confirmation message. Click Submit.

The screenshot displays the 'Company Background' application interface. A central white modal dialog box is overlaid on the page, asking for confirmation to submit the application. The dialog contains a question mark icon, the text 'Shall we finalize your application and submit it?', and two buttons: 'CANCEL' and 'SUBMIT'. The background interface is divided into two main sections. The left section, titled 'Company Background', contains a list of comments and replies. The 'Return Comment' section shows a comment from 'GMS Assessor' dated May 31, 2024, with the text 'Make sure add company profile brief summary'. Below it, the 'Reply Comment' section shows a reply from 'GMS 7' dated May 31, 2024, with the text 'Company profile added'. The 'Return Comment' section continues with another comment from 'GMS Assessor' dated May 31, 2024, with the text 'Please provide shareholder information'. Below this, the 'Reply Comment' section shows a reply from 'GMS 7' dated May 31, 2024, with the text 'updated shareholder info'. At the bottom of the left section, there is a 'REPLY COMMENT' button. The right section, titled 'Submission checklist', lists various items with green checkmarks indicating they are completed: 'Company Background', 'Employee Track Record', 'Business Track Record', 'Project Details', 'Project Costing', 'Sales & Commercialisation', 'Supporting Document', and 'Declaration'. At the bottom of the right section, there is a blue 'RESUBMIT' button, which is highlighted with a red rectangular box.

**Company Background**

**Return Comment**

31 May 2024 **GMS Assessor**  
Make sure add company profile brief summary

**Reply Comment**

31 May 2024 **GMS 7**  
Company profile added

**Return Comment**

31 May 2024 **GMS Assessor**  
Please provide shareholder information

**Reply Comment**

31 May 2024 **GMS 7**  
updated shareholder info

**REPLY COMMENT**

**Return Comment**

31 May 2024 **GMS Assessor**

**Submission checklist**

- ✓ Company Background
- ✓ Employee Track Record
- ✓ Business Track Record
- ✓ Project Details
- ✓ Project Costing
- ✓ Sales & Commercialisation
- ✓ Supporting Document
- ✓ Declaration

**RESUBMIT**

# Company – Replied Return Comment - Resubmitted Application

- 19. System will display My Application(s) page as a default page
- 20. User can see that the application status is now changed to Resubmitted

The screenshot displays the 'My Application(s)' interface. At the top right, the user is logged in as 'VIP Innovations Sdn Bhd' with ID '32323232' and is 'Active | Malaysia Digital ID : MSC/5/00152'. The main heading is 'My Application(s)' with a '+ NEW APPLICATION' button. Below this is the 'MDEC Grant Application' section. A 'Filter By' area includes three dropdown menus: 'Select Year', 'Select Grant Type', and 'Select Status'. The application list contains two entries, both with a 'Re-submitted' status:

Application ID	Company Name	Status
A_UAT_DEMO_DCG_Test3   273	A_Company ABC Sdn Bhd (ABC-1122334455)	Re-submitted
A_UAT_DEMO_DCG_Test3   267	Company Demo Test 2 (CDT2-889999)	Re-submitted

# Company – Replied Return Comment - Resubmitted Application

1. Company can do the same step again to rectify the returned comment and provide the returned replied.

Note :

User need to see the bubble tracker to which section that need to be replied and rectified

## Business Track Record

Return Comment

31

May

2024

GMS Assessor

Add financial data

Reply Comment

Leave your comment here

REPLY COMMENT

Financial Performance

Item	As to Date Management Account	Latest Audited Account
Total Local Sales	0.00	0.00
Total Export Sales	0.00	0.00
Total Operational Expenditure	0.00	0.00
Total Capital Expenditure	0.00	0.00
Total Profit/(Loss) Before Tax	0.00	0.00
Total R&D Spending	0.00	0.00
Outstanding Account Receivables	0.00	0.00

You are registering for  
Grant A\_UAT\_DEMO\_DCG\_Test3

More Info

[Eligible Criteria](#)

[MDRG-TEST](#)

Submission checklist

Company Background

Employee Track Record

Business Track Record

Project Details

Project Costing

Sales & Commercialisation

Supporting Document

Declaration

EDIT

CANCEL



# Thank you

---

 MyMDEC    mymdec    mymdec    mdec.my

  Malaysia Digital Economy Corporation