



www.empireXchange.com

Empire Trade Exchange

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CHECKLIST FOR SPONSORSHIP FUNDING

To ensure your sponsorship applications are processed quickly and accurately, the following checklist must be marked off. Applications will not be processed unless accompanied by the following documentation, accurately and fully completed.

Tick

- | | | |
|----|---|--------------------------|
| 1. | Sponsorship Application form with all sections completed. Name and full details of two contacts required. | <input type="checkbox"/> |
| 2. | A formal proposal including amount of funding sought. | <input type="checkbox"/> |
| 3. | Empire Trade Membership Application form, complete and including two contacts with full details. | <input type="checkbox"/> |
| 4. | Empire Trade membership fee attached. | <input type="checkbox"/> |
| 5. | Signed Direct Debit Authority attached | <input type="checkbox"/> |
| 6. | Relevant information from Regional Agent to support application (where applicable) | <input type="checkbox"/> |
| 7. | Invoice for sponsored amount required. | <input type="checkbox"/> |
| 8. | "Statement by Supplier" document, (if required). | <input type="checkbox"/> |
| 9. | Sponsorship Agreement. | <input type="checkbox"/> |

NOTE: Once completed this document is to accompany the application to Head Office.