

## **Part 1 ANNOUNCEMENT & GUIDELINES**

- 1.1 Application is now available, once the number of approved applications has been fulfilled. The quota is set by the Bureau of Foreign Trade, **BOFT** (whichever occurs earlier).
- 1.2 New regulations have been included in the application procedures for the subsidy program since 2018. Kindly understand the **Qualifying Criteria (Part 3)** and read the instructions stated in the **Application Procedure (Part 4)** carefully before applying.
- 1.3 Applications are processed based on the order of submission dates and eligibility by country.
- 1.4 Priority will be given to international visitors who have also applied to the Matchmaking service. International visitors are encouraged to optimize this value-added service to facilitate the approval of their subsidy application.
- 1.5 **BOFT** and iMT Organizer's decision on the award of subsidy is final and subject to fulfillment of all application requirements and eligibility of the applicant.

## **Part 2 SUBSIDY VALUE & COVERAGE**

2.1 Each international visitor who has been qualified as a ‘Subsidized International Visitor’ will receive a **per person, per company** subsidy of maximum TWD 15,000.

2.2 The subsidy **ONLY** covers:

- a maximum of 4 consecutive nights for a single room at an appointed hotel within the exhibition period
- the night before the exhibition starts
- inclusive of at least 2 nights during the exhibition period
- airport pick-up and drop off service (airport to hotel and hotel to airport)

Important Notes:

**Subsidy covered under the iMT International Visitor Subsidy Program is dispensed by BOFT via reimbursement to the Subsidized International Visitor’s Company based on:**

- total costs indicated in the receipts provided by the hotel (accommodation + airport pick- up)
- for a single room at an appointed hotel
- during the coverage period
- two-way airport pick-up service utilized
- any extra costs incurred that are **NOT** covered under the iMT International Visitor Subsidy Program and will be charged directly at own expense

\*Subsidy amount **WILL ONLY** cover the Subsidized International Visitor’s individual and direct actual expenses. Expenses incurred by other visitors or any other persons (e.g. travel companion or co-worker from same Company) cannot be consolidated under one reimbursement.

2.3 All or any parts of the subsidy granted by **BOFT** is subjected to the **Qualifying Criteria** being met below.

## Part 3 QUALIFYING CRITERIA

3.1 An International Visitor must meet the following *Country Eligibility Requirements* to be subsidized by the program:

- ✓ Emerging Market: International Visitor's Company is required to have minimum annual sales revenue of USD 0.1 Million in one of the last 3 years.
- ✓ Developed Countries: International Visitor's Company is required to have minimum annual sales revenue of USD 0.3 Million in one of the last 3 years.

Developed Countries are:

Austria, Belgium, Brunei, Canada, Chile, Croatia, Czech Republic, Estonia, Finland, France, Germany, Greece, the United States, Hungary, Iceland, Ireland, Israel, Italy, Japan, South Korea, Kuwait, Latvia, Lithuania, Monaco, Luxembourg, Hong Kong, Macao, Australia, Nederland, New Zealand, Norway, Oman, Poland, Portugal, Puerto Rico, Qatar, Saudi Arabia, Singapore, Slovakia, the Republic of Slovenia, Spain, Sweden, Switzerland, Bahrain, United Arab Emirates, United Kingdom, Uruguay

Countries of Emerging Markets are those not listed above.

3.2 International visitor must hold a Non-Taiwanese passport (those holding the Alien Resident Certificate, ARC will not be accepted).

**3.3 Application from each international visitor will be processed ONCE ONLY. Multiple or duplicated applications from different sources submitted at different times will not be processed.**

3.4 Each Company is limited to one Subsidized International Visitor approval. The final decision for the approval of an application lies with **BOFT** based on their qualifying criteria and given quota for number of subsidized international visitors approved.

## Part 4 APPLICATION PROCEDURE

### Step 1. VISITOR REGISTRATION

Please register as a visitor first.

Click [【Pre-registration】](#) → Fill out the Google Form.

### Step 2. ONLINE APPLICATION FOR SUBSIDY

Click [【APPLY NOW!】](#) → Fill out the Google Form.

### Step 3. DOCUMENTS SUBMISSION

Once you have submitted the application form, please send the following required documents: 1) **Valid Passport Copy** and 2) **Business Registration Certificate Copy** to us.

- Our email: [imt@kaigo.com.tw](mailto:imt@kaigo.com.tw)
- Please make sure the email subject as  
*“The Application for iMT Accommodation Subsidy.”*

### Step 4. APPLICATION APPROVAL

- **BOFT** and iMT Organizer will evaluate whether all the requirements are met and reserve the right to decide on the approval of the application. An **Approval Letter** will be sent via email after the evaluation.
- Successful applicants will receive an **Approval Letter** confirming their ‘**Subsidized International Visitor**’ status via email within two weeks after the application has been processed and approved. If the application is not approved, no further notification will be provided by the organizer.

### Step 5. HOTEL RESERVATION

- After you receive the **Approval Letter**, you are able to make a reservation by sending an email **directly** to the specific contact person of the hotel you select from the list below.
- Please indicate ‘**iMT2020 International Visitor Subsidy Program Hotel Reservation**’ as your email subject.
- The content of the email should include the following information:
  - **Name of International Visitor**
  - **Company Name**
  - **Date of Booking Period**
  - **Contact Number**
- Once your booking is completed, you will receive a reservation confirmation letter from the hotel.

Important Notes:

- Any reservation made through other ways or via other hotel booking platforms such as Agoda, Hotels.com, Booking.com and etc. will not be accepted.

**\*ONLY applications that have made a reservation at an appointed hotel via the direct contact person will be processed for acceptance under the Subsidy Program.**

<b>Hotels for iMT 2020</b>			
<i>No.</i>	<i>Hotel Name</i>	<i>Contact Person</i>	<i>Email</i>
1	台中永豐棧酒店 TEMPUS Hotel Taichung	顏瑋瑩小姐 Ms. Emily Yen	emily.yen@tempus.com.tw
2	長榮桂冠酒店(台中) Evergreen Laurel Hotel (Taichung)	夏維屏小姐 Ms. Nicole Hsia	tcgsls_05@evergreen-hotels.com
3	日華金典國際酒店 (台中金典) The Splendor Hotel Taichung	蔡文傑先生 Mr. Jay Tsai	rmsales22@splendor-taichung.com.tw rmsales22.splendor@gmail.com
4	台中亞緻大飯店 The Landis Taichung	宋品儀小姐 Ms. Minnie Sung	minnie.pysung@landisgroup.com.tw
5	裕元花園酒店 Windsor Hotels Taichung	紀怡如小姐 Ms. Doris Chi	sales03@windsortaiwan.com
6	台中日月千禧酒店 Millennium Hotel Taichung	謝正伶小姐 Ms. Janice Hsieh	janice.hsieh@millenniumtaichung.com

## **PART 5 SUBMISSION OF DOCUMENTS FOR VERIFICATION**

Please kindly understand that **BOFT** requires your ‘Subsidized International Visitor’ status to be verified again at the end of your visit to the exhibition. This is done through the appointed hotels as each hotel **MUST** submit all required and related documents to **BOFT** within a month after the exhibition closes for verification purposes.

### Important Notes:

- During check-out, all ‘**Subsidized International Visitors**’ **MUST** submit the following documents to the appointed hotel.  
**\*Failure to present the required documents will disqualify a ‘Subsidized International Visitor’ from receiving the subsidy reimbursement.**
- Consequently, all intended subsidized costs for the accommodation and airport transfer will have to be settled at your own expense.

We seek the cooperation from the Subsidized International Visitor to submit the following documents to the hotel:

### **1) A copy of a valid Non-Taiwanese passport**

#### Important Notes:

- Residence certificates such as green card, residence permit etc. will not be accepted
- Your name on the passport must be identical and consistent to the name indicated on: Visitor Registration Profile on IMT official website, Approval letter, International Visitor Badge and Business card

### **2) A copy of Approval Letter**

### **3) A copy of International Visitor Badge**

- 4) **One of your business cards** (to ascertain Company’s name which must be identical to name indicated on Visitor Registration Profile on iMT official website)
- 5) **Visitor Questionnaire** (will be provided by the hotel, you must fill up the estimated procurement amount after the visit. No reimbursement will be made without proper indication of the procurement amount).
- 6) The original receipts issued by the hotel bearing the signature of the Subsidized International Visitor.