

To apply for reimbursement, please complete the following documents and provide scanned copies to our staff. Once you receive confirmation from the person in charge, please send the aforementioned documents in hard copy by post.



- To apply for reimbursement for an event, please complete Attachments 2 to 5 and send the original copies to the Taiwan External Trade Development Council by registered mail at the following address: 5th Floor, No. 333, Section 1, Keelung Road, Taipei City 110, Taiwan ROC  
Addressee: Ms. Wu, Section of Agricultural Food, Department of Marketing
- On the envelope, please write the name of the event as “Consulting service for food processing companies to engage in digital marketing around the world” and the name of your company.

Attachment II

## Application Form for Reimbursement for “Consulting service for food processing companies to engage in marketing around the world”

- I. Name of applicant:
- II. Name(s) of foreign cooperating company/companies:
- III. Applying for which event and the amount of expenses to be reimbursed: Apply for reimbursement of the expenses for [event name]\_\_\_\_\_, totaling NT\$ \_\_\_\_\_.
- IV. Breakdown of promotional and marketing expenses

No.	Item	Amount	Notes and references
1	Expenses for foreign exporters or retailers to host promotional and marketing event(s)		Invoices or receipts provided by foreign exporters/retailers. (All expenses must be listed and itemized)
2	Cost of food samples	This column can be deleted if not needed.	Up to NT\$10,000, please provide the invoice or proof of shipment.
3	International shipping fees	This column can be deleted if not needed	Up to NT\$20,000, please provide the invoice.
	Total		

- V. Affix the seal of responsible person & corporate seal here:

Affix corporate seal here:

**Outcome Report for “Consulting service for food processing companies  
to engage in marketing around the world”**

- I. Name of applicant:
- II. Name(s) of foreign cooperating company/companies:
- III. Implementation:
  - 1. Basic information of each event

Event	Date and time	Product to be promoted	Distribution channels used	Location (country, city, region)
1				
2				
3				
...				

(Feel free to expand this table as necessary)

- 2. Activity photos (Please provide at least 6 photos per event in both printed and digital format and brief information of the event.)
- 3. Photos of invoices or receipts provided by the foreign cooperating company/companies along with a list of expenditures.

IV. Outcomes and estimated growth after the event(s):

(The volumes of the export during the events and estimated export in the future)

- 1. Implementation and on-site situation of promotional and marketing events.
- 2. Feedback from markets/channels and consumers
- 3. How did the events benefit the brand?
- 4. Total amount of purchases made during the promotional and marketing events (Please provide quantified results.)
- 5. Estimation of possible future export volume. (Please provide quantified data and list the increased percentage by country.)

Affix corporate seal here:

# Receipt

To The Taiwan External Trade Development Council

I hereby confirm the receipt of the subsidy for “Consulting service for food processing companies to engage in digital marketing around the world” the Taiwan External Trade Development Council (Unified Business Number: 03702716), with a total amount of NT\$ [total amount]\_\_\_\_\_.

Sincerely,

Company Name:

Person in charge (Representative):

Accountant:

Cashier:

( Please tick the box if the company does not have a cashier. No signature and stamp from the cashier is needed)

Contact Number:

Address:

Date: \_\_\_\_\_ (yyyy/mm/dd)