Mandatory **Documents**

No.	Application Documents Required
1	Project Proposal Pitch Deck using MDEC template.
2	Applicant/Recipient's financial statements (copies of one (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) 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 Applicant/Recipient to enable the Applicant/Recipient to meet its obligations and/or liabilities under the terms and conditions.
3	Board of Director Resolution to be signed by the majority of directors on the appointment of authorised signatory as per template.
4	Applicant/Recipient profile detailing track record in development of digital creative works whether as an outsource service provider or in creation of original works. Individual track records may be considered where Company track records are limited, subject to Grant Recommendation Committee approval. **Note:** Applicants/Recipients are required to submit supporting materials (e.g., portfolio, past Projects) to substantiate their experience.)
5	Copy of award(s) and/or recognition(s) received in the past 5 years (if any)
6	a. If Applicant/Recipient 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). *Limited to five (5) years records from the date of approval of the respective grant. b. If Applicant/Recipient has on going grant from any other ministries or agencies under the Government of Malaysia, to provide a letter from grant awarding entity or equivalent as proof 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).
7	Outsourcing if applicable (Company / enterprise / sole proprietorship / partnership/ limited liability partnership only) a. Agreement or quotation from the outsource party(ies); b. Declaration letter of outsourced portion of the Project detailing out: i. The scope of work of the outsourced portion; ii. The identity of the outsourcing party(ies);

	iii. The amount of outsourcing cost (must be corroborated with quotations and/ or agreements); iv. Please declare if the outsourcing Company is a related Company (reference of related Company is based on the applicable laws); and v. 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). **Note:** • Outsourcing if applicable (Company / enterprise / sole proprietorship / partnership / limited liability partnership only) • If outsourcing cost is involved, MDEC has the right to conduct background checking to the outsource parties to ensure there is no conflict of interest. • Outsourcing party(ies) (including the director(s) or shareholders) SHALL not be related with the Applicant/Recipient (not including venture capital investors and registered market operator e.g. Equity Crowdfunding platforms). • Supporting documents evidencing outsourced/collaboration portion of the Project as per Project costing. • Outsourced work should not exceed twenty percent (20%) of the Project cost or grant amount (whichever is lower).
8	Integrity Declaration Form (Appendix C) of MDEC's Integrity Pact as per MDEC template
9	MDEC reserves the right to request additional information from the Applicant/Recipient at any time.

Additional **Documents Required**

No.	**Mega Grant**
1	Show proof of interest/intent to purchase or publish the output of the Project. (If Applicable)
No.	**Marketing and Commercialisation Grant**
1	Show proof of ready product to market and to commercialise: a. marketing strategy and possible outcome; **and** b. trailer / pilot episode / game prototype; or c. production bible; or d. completed Animation series or Animation feature; or e. completed playable games.