

- \* Operations management. This assists the applicant to develop and implement an overall operations management strategy which will lead to increased productivity through improvements in planning and control of production methods, systems and techniques.
- \* Research and development. This assists the applicant develop an overall research and development strategy.
- \* Human resources management. This assists the applicant to be a good employer and ensure productivity - through the development of strategies and programmes which will attract, develop and retain staff, pay staff appropriately, and contribute to staff training and development.
- \* Financial and information systems. This assists the applicant to develop a financial and information systems strategy where there is not one in place, or review an existing strategy. This involves determining information requirements and improving the use of information in the applicant's decision-making processes.
- 11 Grants must be uplifted within timeframe specified by Board or will lapse; any extension request to be received by the Board prior to grant expiring.
- 12 The Board retains the right to withhold payments from approved applicants in cases where it has determined that it has been misled by the applicant or if the applicant has been placed in receivership or declared bankrupt.
- 13 Any grant approved is GST inclusive.
- 14 Applicants registered for GST must account for GST portion of grant as output tax.
- 15 Effect of section 169 of Income Tax Act.

- 16 Applicant accepts that changes can be made to the scheme at any time.
- 17 Only the applicant can sign the application form.
- 18 Contact person for the applicant can only be a salaried employee of the applicant, or a member of the organisation or the individual applicant.
- 19 Appeals must be lodged with the Minister of Business Development by the applicant within 2 months of the date of the Board's decision letter on the application.
- 20 Validity of letters of intent explained.
- 21 If further information is requested in writing, but not received by the Board by the time specified, the application may be declined.

Board staff's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_