

General Terms and Conditions

This application becomes a valid contract when signed by the Applicant (Company) and approved by Manitoba Business, Mining, Trade and Job Creation (BMTJC).

Misrepresentation of any information as provided on this application or any supporting documentation may result in the Applicant being required to return program funds to BMTJC as well as the Applicant being restricted from any future application to this program.

1. BMTJC reserves the right to decline Applicants, to determine if products and services are eligible and to determine the scope of assistance.
2. The Applicant indemnifies BMTJC from any injury that may arise from negligence on the part of the Applicant.
3. Support under this program will not exceed \$2,000 per supported visit for Manitoba businesses applying.
4. Payment – Within 30 days after the buyer visit, the Applicant must submit by email to BMTJC (ecdevprogram@gov.mb.ca) their claim form with applicable proof of payments for Eligible Expenses claimed along with the Evaluation Form.
 - a. Upon receipt of all required documentation, a program administrator will arrange a post-event meeting to review the Evaluation Form. After the meeting, reimbursement will be issued by sending a cheque or EFT in Canadian dollars. All reimbursements will be made out to the Applicant.
 - b. If the Applicant is unable to meet the conditions and timelines noted above, then they will be considered in default of the IBP, eligibility will be rescinded, and reimbursement will not be issued.

The Department of Business, Mining, Trade and Job Creation (“BMTJC”) is authorized to collect personal information on this Application and any follow up evaluation by s. 36(1)(b) of *The Freedom of Information and Protection of Privacy Act (FIPPA)* because the information is necessary to:

- process your Application for the Incoming Buyer Program;
- determine and verify eligibility to receive funding;
- for planning and reporting purposes; and
- administer and evaluate the Incoming Buyer Program.

Personal information collected by BMTJC is protected and collected in accordance with FIPPA. If you have any questions about the collection of personal information, please contact us. BMTJC will keep your Application in a confidential file and access to your application will only be in accordance with FIPPA.

While Applications are confidential, BMTJC may disclose information in your Application with panel members for the purpose of processing your Application, determining and verifying your eligibility to receive funding and to administer and evaluate the Incoming Buyer Program. BMTJC may also collect and disclose your information to third party organizations, agencies and Government of Manitoba departments in order to determine or verify your eligibility to receive funding and to administer and evaluate the Incoming Buyer Program. BMTJC requires your consent in order to collect and disclose this information.