# EMDG Round 4: attachments to online application form – representative bodies



| **Attachment** | **Form required (if applicable)**  | **Number of documents to be uploaded** |
| --- | --- | --- |
| **Financial statement for 1 year, related to the ABN that the application is made**  | Profit and Loss Statement and Balance Sheet from the 2023-24 financial year | **2** documents:* **1** x 2023-24 Profit and Loss statement
* **1** x 2023-24 Balance Sheet
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| **Evidence of eligible representative body status and non-distribution of income to members or shareholders** | A copy of your Memorandum of Incorporation, Articles of Association or Constitution | **1** document |
| **Evidence of compliance with taxation laws during the previous 2 income years** | The type of evidence that Austrade can request is your Business Activity Statement or your Notice of Assessment or your Statement of Account from the last 2 financial years: 2022-23 and 2023-24. If you are currently on an ATO payment plan, you may mention this in the application form as evidence of compliance with taxation laws. | **2** documents:1for each financial year |
| **Export training plan, outlining the training activities you plan to provide on behalf of your members** | Austrade’s template should be used. It can be found under ‘How to Apply’ section of the [Austrade website](https://www.austrade.gov.au/en/how-we-can-help-you/grants/export-market-development-grants/how-to-apply.html).If applicable, the form needs to be uploaded to the application form. | **1** document (if applicable) |
| **Plan to market, outlining how you plan to undertake new marketing and promotional activities to markets on behalf of your members** | These questions are included in the application form | N/A |
| **If you make goods or provide services outside of Australia** | Goods made outside of Australia submission | **1** document (if applicable) |
| **If you provide services other than tourism** | Services other than tourism eligibility submission | **1** document (if applicable) |
| **For representative bodies that operate as a trust** | Trust deed including any amendments | **1** document (if applicable) |