

Guidance Notes

This rebate is open from **01 April 2018** to **31 March 2019**
Maximum claim is **12.5%** of the total amount **paid into ITF Welfare Fund in 2017**

Assistance when completing the application:

- Details must be filled electronically, to enable easy processing.
- All sections on the application are required to be accurately completed.

1. Company Details

Company Name / Contact Details / Account Details

- All information provided must be current.

2. Grant Application

Total amount paid into ITF Welfare Fund during 2017

- This amount is all monies paid into ITF Welfare Fund during calendar year 2017 only (during the period 01 January 2017 – 31 December 2017). If any payments were made outside of these dates, you may not apply for rebate of these funds in this IBF Welfare Fund rebate session, even if the vessels' agreements were valid in the relevant year.
- i.e. if, during 2017, a company operated 20 ships covered by IBF Agreements with crews of 17 people, they will have paid ITF Welfare Fund contributions of at least:

$$\$250 * 17 * 20 = \$85,000$$

The amount applied for

- Each company that contributes to the ITF Welfare Fund is entitled to apply for grants from the IBF Welfare Fund **up to 12.5%** of the total amount it has contributed to the ITF Welfare Fund in 2017 whilst being a member of IMEC, **for vessels covered by IBF Agreements only.**
- The amount must **not include any membership fees** but can include any bank charges you may have paid while making the transfer.
- Please remember to factor in any refunds that you have received back from the ITF within the grant period.

Objective of grant

- In making a grant application, companies must accept that verification of the grant expenditure in accordance with the details specified on the Application Form might be requested.
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- The rules of the Fund state that grant applications can only be made for purposes, which are specified in the application – tick as appropriate and specify further details if applicable.

Once the application is completed

- Grant applications should be forwarded to the IMEC secretariat, at: Hilary.Ho@imec.org.uk and Stephanie.Geminiano@imec.org.uk
- Companies don't have a limit for the number of applications they can make, as long as the total amount applied for in the applications is max. 12.5% of their ITF welfare fund payments during 2017.
- If single application is requesting less than \$80,000 it will be passed on for the approval to joint IBF secretariat.
- If single application is requesting more than \$80,000 it must be referred to the larger IBF Welfare Fund Joint Panel for approval.

To assist with approval, do not forget to attach:

- Vessel List + IMO numbers for the year of 2017
- Crew numbers from the year 2017
- Evidence of payments to the ITF WF in 2017 (Bank confirmations & a list of dates that payments were made to the ITF, with corresponding total - please do not provide a breakdown of payments per vessel)
- Name of the company who paid into ITF Welfare Fund, if not yourself

If you are experiencing any issues while filling out the application form,

Please email Hilary.Ho@imec.org.uk
