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**REPORT ON TRADE MISSION/ SPECIALISED MARKETING MISSION**

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**1. INTRODUCTION****2. OBJECTIVES OF THE MISSION****3. MALAYSIAN DELEGATION**

- No. of delegates in details (by how many company/ government agency/ representative of association)
- Detail list of delegates as per ANNEX I.

**4. MISSION PROGRAM**

The ( x ) days programme comprises:

**4.1** Detail program me as per ANNEX II**4.2 Business Meetings (Individual Business Meeting)**

- Details of the Business Meeting
- Detail list of the buyer during the Business Meeting as per ANNEX III.
- Total of business meeting conducted during the Mission
- Pictures during the Business Meeting

**4.3 Others (MOU signing, business visit, etc.)**

- Objectives
- Details
- Outcome

**5. MISSION OUTCOME****5.1 Potential Sales**

- Reported by exporters:
- Actual sales:
- Potential sales:
- Areas of potential business:

**5.2 General Comments by Malaysian Exporters****5.3 Challenges Faced by Malaysian Exporters****6. CONCLUSIONS / RECOMMENDATIONS**

**Annex I**

**List of Malaysian Delegates**

No.	Company Details	Business Interest	Representative
1.	<ul style="list-style-type: none"> <li>• Company Name</li> <li>• Business Address</li> </ul>		<ul style="list-style-type: none"> <li>• Name (in full)</li> <li>• Designation</li> </ul>

**Annex II**

**PROGRAMME FOR  
TRADE MISSION/ SPECIALISED MARKETING MISSION ON.....  
(PLACE & DATE)**

**Date (Day 1)**

(Time) hrs :

**Date (Day 2)**

(Time) hrs :

(Time) hrs :

**Annex III**

**List of buyers**

No.	Company Details	Business Interest	Representative
1.	<ul style="list-style-type: none"> <li>• Company Name</li> <li>• Business Address</li> </ul>		<ul style="list-style-type: none"> <li>• Name (in full)</li> <li>• Designation</li> </ul>