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## Tips for Submitting an ETSP Claim – February 2022

- Contact Aon to advise your event is being postponed/cancelled and you would like to submit a claim – Aon will provide you with the documentation for completion;
- Ensure the information on the claim form matches the information provided on the eligibility application form e.g. bank details;
- Complete the Uncoverable Costs spreadsheet – input the items that you are claiming as unrecoverable costs;
- Provide supplier invoices (ensure the saved invoices are numbered to match the entry numbers on unrecoverable costs spreadsheet) – if you lump invoices from the same supplier together (such as invoices from the same talent agency), ensure you scan all the invoices as one document and enter the invoices numbers and invoice date for each invoice in the spreadsheet;
- Overseas supplier invoices – provide evidence of the exchange rate used by your financial institution on the day payment was made and put the number next to the transaction that matches the entry number in the spreadsheet. If the invoice is unpaid, please indicate this in the spreadsheet in the column for foreign exchange rate put “not paid”;
- Provide evidence of ticket sales or paid registrations (if less than 5,000 then evidence of an average of over 5,000 ticket sales or paid registrations for the last three iterations of the event);
- Wages/salaries – if you are claiming for these, provide a letter from your accountant. This needs to include the employees name, position and salary/wages being claimed. If you received the wage subsidy, please ensure this is deducted from your claim;
- Utilities / office overheads – if these are unrecoverable costs, instead of providing 10x phone bills, 10x power bills (which would be a lot of entries) you can have your accountant provide a letter confirming the total costs of each utility/office overhead (must be a separate amount per utility), that these costs are attributable to the event being claimed for and are unrecoverable costs;
- Don't send in your claim until you have all the documentation to hand;
- Be prepared for Aon to come back and ask questions or request additional information;
- Be aware that your claim can be audited by MBIE so please keep evidence that the amounts you have claimed are unrecoverable (e.g. email from supplier);
- Lastly, please reach out if you have any queries:
  - If you have any questions about the Events Transition Support Payment scheme, please contact [eventsupport@mbie.govt.nz](mailto:eventsupport@mbie.govt.nz).
  - For questions about a claim, please contact Aon at [nz.schemes@aon.com](mailto:nz.schemes@aon.com).