

**SUBMITTING YOUR CLAIM**

**Submitting your SPP Claim for Reimbursement Form:**

You will need to present:

* A duly completed SPP Claim for Reimbursement Form; and
* Copies of student payslips covering the SPP period;
* The completed Performance Evaluation and Development Form for each student; and
* The completed Employer’s Exit Survey (Feedback Form).

Kindly send the required documentation to:

GamingMalta Foundation,

Building SCM 02-03,

Level 3,

SmartCity,

Ricasoli, SCM1001,

Malta

In order to fully process your claim, we require all of the above mentioned documentation to be returned to GamingMalta by not later than **Friday, 25 October 2019**. No claims received after this date will be processed for reimbursement.