

# Mitsubishi Electric Partners: Relationship Development Fund (RDF) Guidelines





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## What is RDF?

Mitsubishi Electric Partners can benefit from a **Relationship Development Fund (RDF)** based on the business conducted with Mitsubishi Electric.

**The RDF is designed to support joint marketing activities and can also be used for Mitsubishi Electric training courses.**

### RDF Benefits Summary

- Mitsubishi Electric supports partners in co-funded marketing activities, with up to **100% funding** available for approved activities.
- **Funding structure includes:** Partner Development, Brand Awareness, Mitsubishi Electric Hosted Networking Events, Digital Advertising, Carbon Footprint Calculations, Industry Related Memberships and Accreditations, plus more.

## RDF Calculations

Partners accrue a Relationship Development Fund of **2% of their total invoiced purchases** (ex VAT) of all finished goods with Mitsubishi Electric including spares and chillers.

Your RDF will be calculated over two six-monthly qualifying periods:

### **April - September & October - March**

With funds earned in the previous 6 month period, usable in the next 6 month period.

#### Period 1

##### **RDF for the period of April to September**

All fund requests must be submitted two weeks before the last day in September



**No amount of unused RDF will be carried over to the next period, so use it while you can and be aware of the closing dates for each period.**

#### Period 2

##### **RDF for the period of October to March**

All fund requests must be submitted two weeks before the last day in March

All fund requests are submitted on the **RDF Portal**, that you can access via the Customer Portal.





# The two-step claims process

As part of the two-step process for each claim we need a completed **‘fund request’**. Once approved, this ‘fund request’ can be converted into a **‘claim request’**.

This process safeguards our Partners from conducting any activity that Mitsubishi Electric cannot support. For a fund request, we would like you to tell us about the activity you are planning, and the costs involved. We can then review, comment, approve or decline your activity before you have committed any costs.

Approved fund requests should then be converted into claims with all supporting evidence that the activity was conducted, as approved in the fund request. Partner Programme Team can then approve this claim and issue a credit note. If your activity changed and does not stay within our guidelines, we still reserve the right to decline your claim.

Create Fund Request

Create Fund Request

Fund Request Name\*

FY2024 Polo Shirts

Category

RDF

Activity Type

Workwear & Clothing

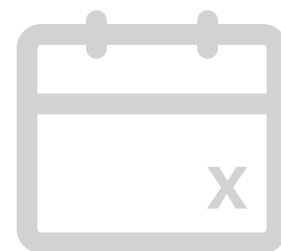
Activity

Workwear & Clothing

Create

Cancel





# Claims & Utilisation



- Any remaining RDF will not be carried forward to the next period.
- All fund requests must be submitted before the fund request deadline date, and Partners will receive a notification at the start of each period to confirm this date. It is typically two weeks before the last day of each qualifying period. Partners are encouraged to submit their fund requests as early as possible in each period.
- **RDF period: April to September** - Claim requests must be submitted before the last day in September.
- **RDF period: October to March** - Claim requests must be submitted before the last day in March.
- All claims are to be submitted through the RDF Portal, accessible via the Customer Portal: [les.mitsubishielectric.co.uk/customer-portal](https://les.mitsubishielectric.co.uk/customer-portal)
- All invoices submitted must be dated within the RDF period in which the claim is made (For event and exhibition claims providing a fund request was raised before the activity the invoice date can be prior to the event, however, the claim request must occur after the event has taken place and in the same period as the activity. Please note that funds will not be credited until after the event has happened and the activity has been confirmed by the Partner Programme Team).





# What RDF Support is available?

## 100% RDF Support

This means we'll fully support this activity with RDF covering the full cost, this is typically training, activities or purchases made through Mitsubishi Electric.



## 50% RDF Support

This means we'll share the cost of this activity with you, with RDF covering up to 50% of the cost, ex-VAT.

These are typically events, marketing activities and purchases made by you our Partners, and the support is claimed back against your available RDF. Partners then receive this in the form of a credit note on your account with Mitsubishi Electric or an approved sales channel (as selected by you).



**Please note:** Not all our merchants are able to accept this process. This means if you only purchase Mitsubishi Electric products through these merchants you are not able to undertake the up to 50% RDF supported activity, please check with the Partner Programme team if you have any questions.

**Please note:** All claims will reduce to 25% if a Mitsubishi Electric competitor logo is also shown.

All claims are subject to available RDF.

We also offer **free Marketing Support** via the Customer Portal

**The Customer Portal provides** templates, key themes, images and text content for marketing activities, that is free for Partners to use whilst promoting their Partnership with Mitsubishi Electric.

# 100% RDF Supported Activities





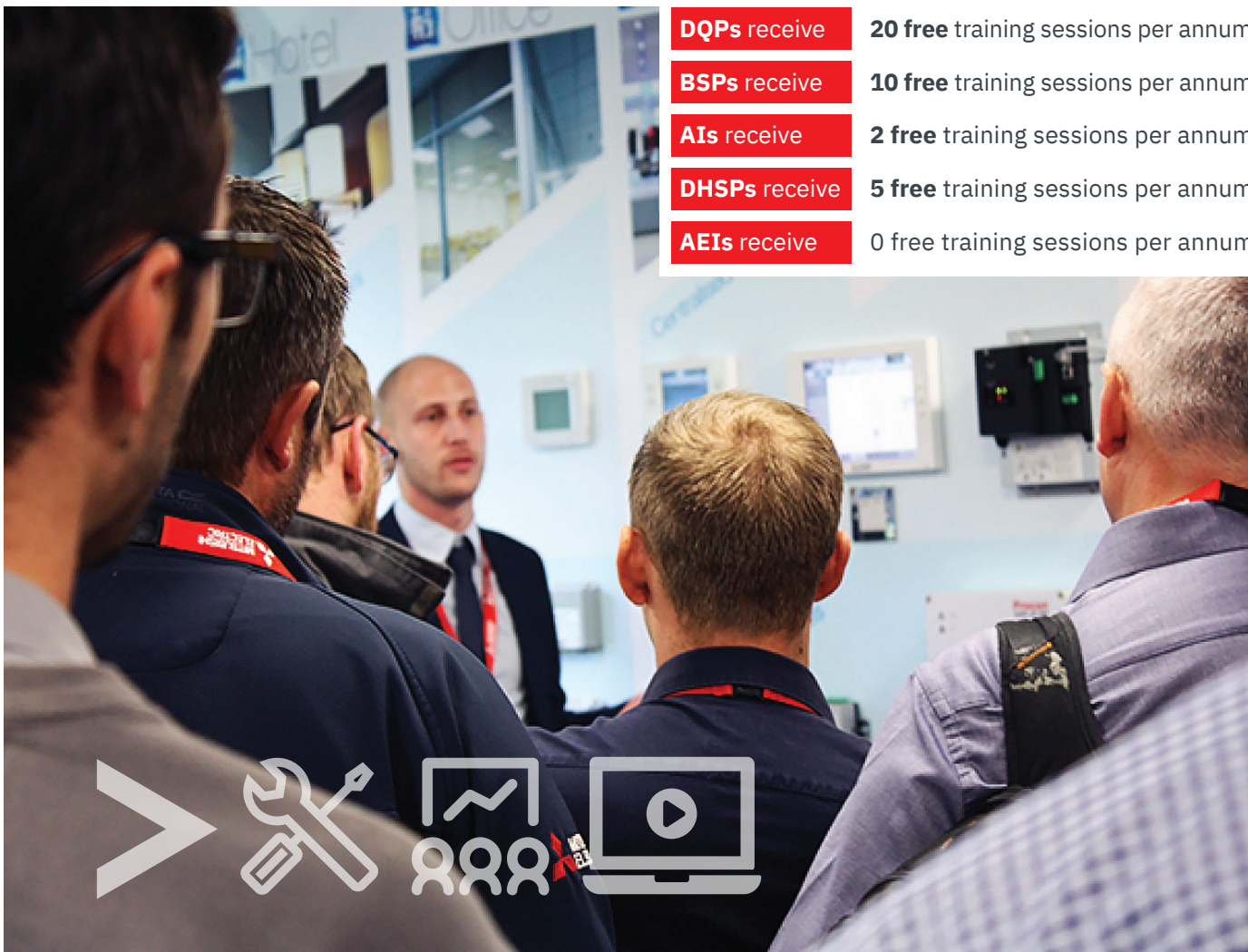
## 100% RDF Mitsubishi Electric Managed Training

Keeping on top of your training is vital with such fast-moving technology and changing regulations.


To support our Partners with this, some Partner statuses receive a free annual allocation of training days. This amount can vary according to the level of accreditation held by the Partner. Additional training days can be funded using RDF - subject to available funds.

**Details on available courses can be found on the link below.** If the current range of courses do not meet your needs our Partners are strongly encouraged to speak to our training team, as we are also able to offer bespoke training:

> [les.mitsubishielectric.co.uk/installers/installer-training](https://les.mitsubishielectric.co.uk/installers/installer-training)



<b>DQPs receive</b>	<b>20 free</b> training sessions per annum
<b>BSPs receive</b>	<b>10 free</b> training sessions per annum
<b>AIs receive</b>	<b>2 free</b> training sessions per annum
<b>DHSPs receive</b>	<b>5 free</b> training sessions per annum
<b>AEIs receive</b>	<b>0 free</b> training sessions per annum



## NEW 100% RDF Industry Awards

We love this industry and know our Partners play a part in delivering some incredible projects, as well as making a real impact in the communities they work within.

If you'd like to nominate your business for a project you've undertaken using Mitsubishi Electric products for an industry award, you can cover the cost of entry, plus seating up-to a table of guests at the event, via your RDF. **#WinningWithME**

You are expected to host a Mitsubishi Electric representative on your table or within your delegation, and this cost should be included within your RDF claim. This applies to events in the UK only. This support only applies if no other HVAC brand or brands are listed on your awards entry.

**Please note:** Accommodation, travel and other hospitality costs for attending the event can be claimed at 50% RDF with relevant supporting evidence and subject to sufficient RDF.



## 100% RDF Mitsubishi Electric Managed Digital Marketing

We offer a variety of digital marketing services which are 100% supported by RDF, when using a Mitsubishi Electric approved supplier.

### > This could include

- Website development
- Social media content
- Case studies
- Google advertising
- SEO optimisation



Please contact the Partner Programme team for more details [Partner@meuk.mee.com](mailto:Partner@meuk.mee.com)

## 100% Mitsubishi Electric Managed Promotional Goods

**Branded umbrellas, the ever-popular golf balls, water bottles, mugs and more.**

Branded promotional goods are a fantastic way to promote your partner status with Mitsubishi Electric by putting something in the hands of your customers.

These items need to be ordered via our approved suppliers in the Partner Portal from the 100% range to qualify for 100% RDF support.

**Please note** this range is different from our traditional 50% RDF supported range, which can be co-branded with your company logo. This range will only have the 'Mitsubishi Electric Partner' logo on it.



## 100% RDF Mitsubishi Electric Managed Workwear and Clothing

**Coats, polo shirts, t-shirts, hi-vis jackets and more.**

Mitsubishi Electric Partner branded promotional workwear and clothing is a fantastic way to promote your partnership with Mitsubishi Electric by putting something in the hands of your customers or **making sure your team look the part.**



These items need to be ordered via our approved suppliers in the Partner Portal from the 100% range to qualify for 100% RDF support.

**Please note:** This range is different from our traditional 50% RDF supported range, which can be co-branded with your company logo. This range will only have the 'Mitsubishi Electric Partner' logo on it.



## 100% RDF Mitsubishi Electric Managed Carbon Footprint Calculations with ClimatePartner

**Understanding the impact of your business will be essential on the road to net zero.**

A key way to do this is via conducting a Corporate Carbon Footprint Calculation. Partners can understand their Corporate Carbon Footprint through a 100% RDF supported Carbon Footprint Calculation.

To find out more, visit our Partner Portal: [les.mitsubishielectric.co.uk/customer-portal/ccrp/ccrp-application-support](https://les.mitsubishielectric.co.uk/customer-portal/ccrp/ccrp-application-support)



**Fund request stage:**

- Proof of costs and scope of work

**Claim request stage:**

- Paid invoice from ClimatePartner
- Copy of the Corporate Carbon Footprint Calculation



Mitsubishi Electric will not cover any 'offsetting' costs, 'carbon credit' costs, or other 'beyond value chain mitigation' costs. However, we do encourage our Partners to consider this as part of a holistic approach to carbon reduction when all viable reduction steps have been taken.

If you'd like to use an alternative 3rd party verified supplier to conduct your corporate carbon footprint calculation, then you can claim up to 50% of this cost back via your RDF.

We will require evidence of your supplier being sufficiently 3rd party verified as being capable of conducting a corporate carbon footprint calculation to an appropriate standard.

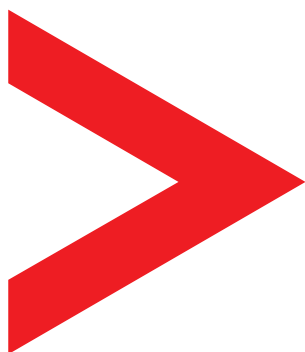
## 100% RDF Mitsubishi Electric Hosted Events

Save the leg work of organising your own customer event(s), through our events.

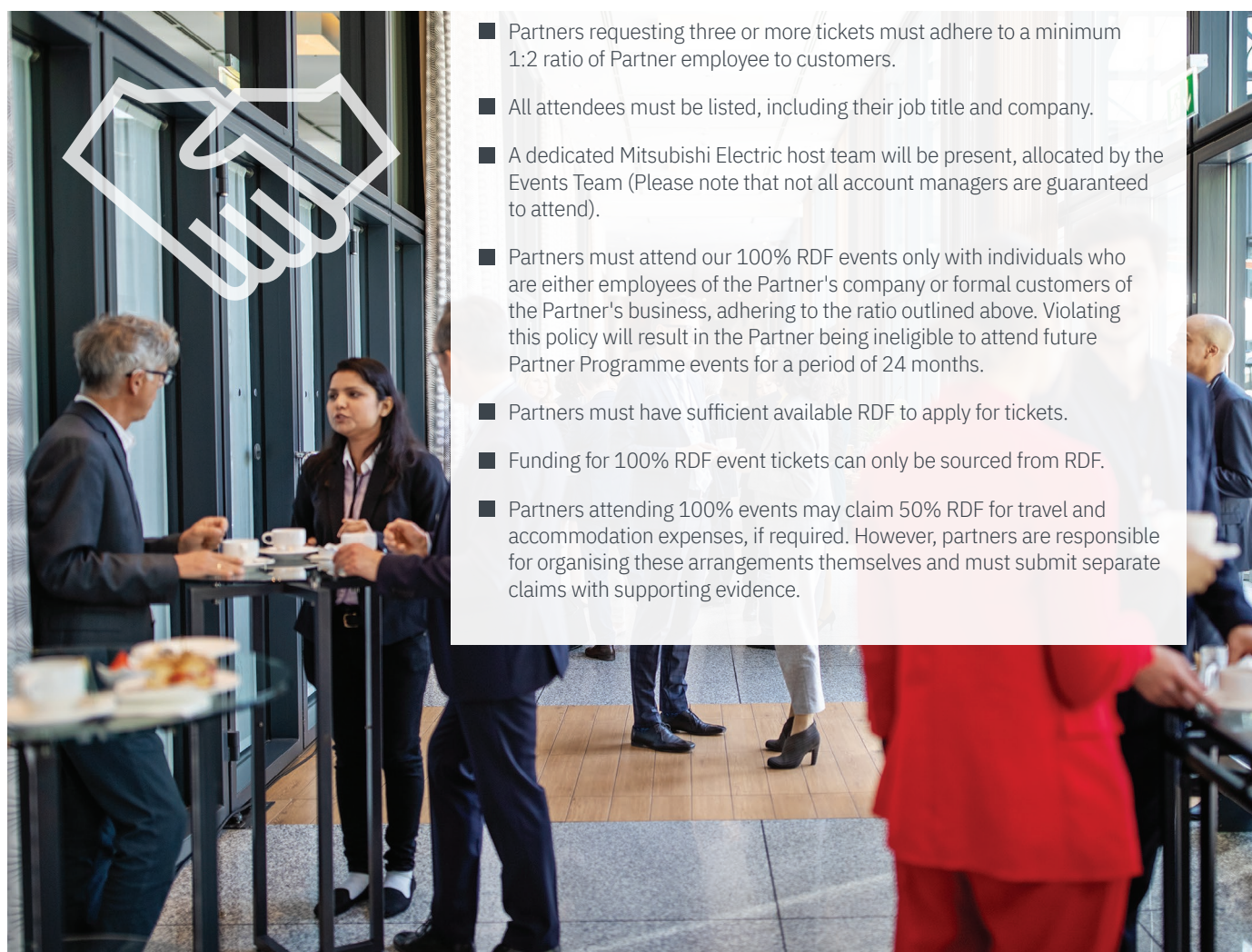
Experience the exclusive networking opportunities of 100% RDF Mitsubishi Electric hosted Events, meticulously organized by the Mitsubishi Electric Events Team. These events offer our Partners the chance to entertain their clients at a variety of exceptional gatherings







- Events will be accessible on the Partner Portal website, available for viewing upon login: [les.mitsubishielectric.co.uk/customer-portal/partner-events](https://les.mitsubishielectric.co.uk/customer-portal/partner-events)
- Qualifying Partners will receive an E-shot notifying them of new events.
- Partners may register their interest for tickets via the portal, subject to availability and RDF. Please note that Partners may not always be successful in being allocated tickets.
- Successful Partners will be notified via email of their ticket allocation after the closing date.
- Partners must accept or decline their ticket allocation within the specified time frame provided in the allocation email.
- Cancellations of ticket allocations are permitted up to 14 days prior to the event; thereafter, the ticket amount will be deducted from the Partner's RDF.
- Partners requesting two tickets will be accepted on a 1:1 ratio basis, i.e., one Partner employee and one customer.



- Partners requesting three or more tickets must adhere to a minimum 1:2 ratio of Partner employee to customers.
- All attendees must be listed, including their job title and company.
- A dedicated Mitsubishi Electric host team will be present, allocated by the Events Team (Please note that not all account managers are guaranteed to attend).
- Partners must attend our 100% RDF events only with individuals who are either employees of the Partner's company or formal customers of the Partner's business, adhering to the ratio outlined above. Violating this policy will result in the Partner being ineligible to attend future Partner Programme events for a period of 24 months.
- Partners must have sufficient available RDF to apply for tickets.
- Funding for 100% RDF event tickets can only be sourced from RDF.
- Partners attending 100% events may claim 50% RDF for travel and accommodation expenses, if required. However, partners are responsible for organising these arrangements themselves and must submit separate claims with supporting evidence.



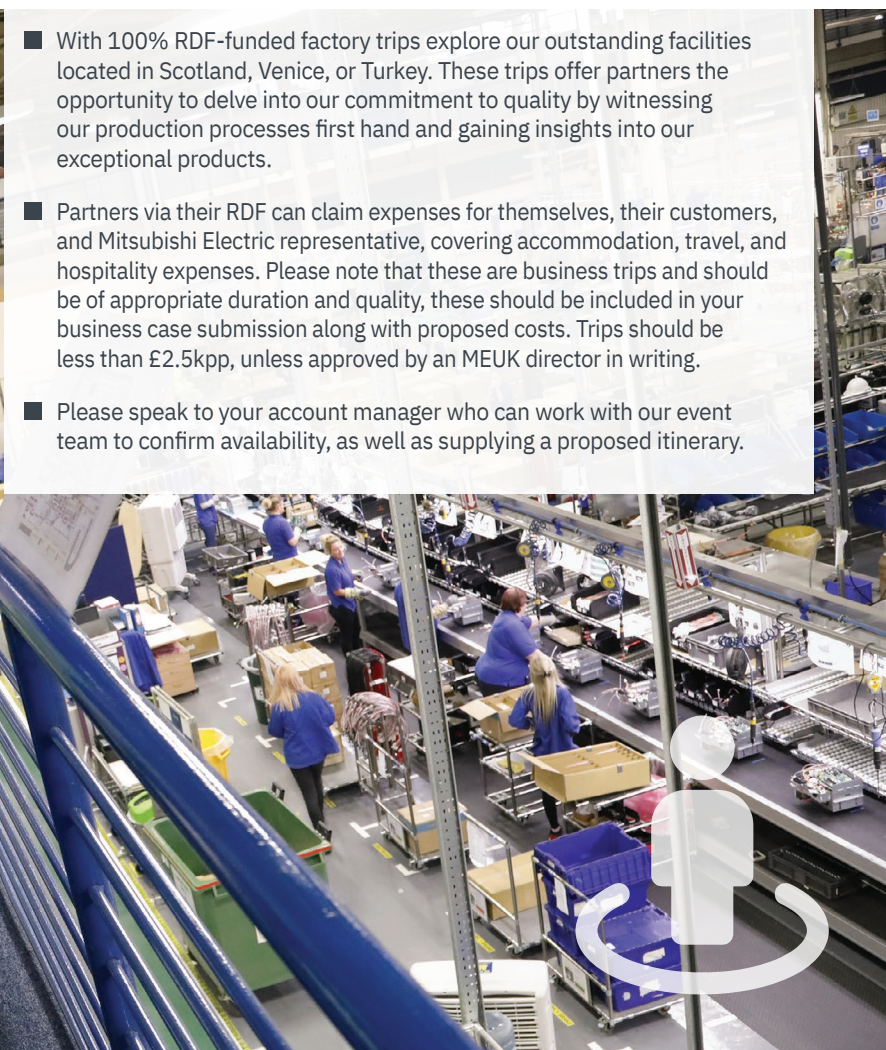
## 100% RDF Mitsubishi Electric Domestic & International Factory Trips

**100% RDF funded factory trips to our see our fantastic facilities either in Livingston, Scotland, or further afield at one of international sites.**

This means you can claim back the costs of taking you / you and your customers to visit our factory and learning about our products and processes. Including accommodation, travel and hospitality.



- With 100% RDF-funded factory trips explore our outstanding facilities located in Scotland, Venice, or Turkey. These trips offer partners the opportunity to delve into our commitment to quality by witnessing our production processes first hand and gaining insights into our exceptional products.
- Partners via their RDF can claim expenses for themselves, their customers, and Mitsubishi Electric representative, covering accommodation, travel, and hospitality expenses. Please note that these are business trips and should be of appropriate duration and quality, these should be included in your business case submission along with proposed costs. Trips should be less than £2.5kpp, unless approved by an MEUK director in writing.
- Please speak to your account manager who can work with our event team to confirm availability, as well as supplying a proposed itinerary.



## 100% RDF Mitsubishi Electric Dummy Units



If you have your own showroom, would like to conduct demo events, or an expo, then demo units can be perfect for this. Plus, the costs can be claimed back up to 100% via RDF.

### Fund request stage:

- Mitsubishi Electric Purchase Order

### Claim request stage:

- Mitsubishi Electric Invoice

## 100% RDF Mitsubishi Electric Recycling Scheme

When old kit is removed from a site, it's important it is handled properly and recycled where possible.



Mitsubishi Electric offers a free recycling programme, with the only cost being the collection fee. However, Partners can claim that back up to 100% via RDF.

Please see more details here: [les.mitsubishielectric.co.uk/sustainability/the-recycling-programme](https://les.mitsubishielectric.co.uk/sustainability/the-recycling-programme)

## 100% RDF Tooling / Equipment (DQPs only)

To ensure our DQPs have the right kit for the job.

The tools should be specialist for and in keeping with the role of an air conditioning engineer and can either be purchased from a set tooling list provided by Kooltech or sourced independently, up to the value of £1500 per RDF period. at 100% RDF, spend above that value will be supported at 50% RDF.

Please contact Kooltech or the Partner Programme team for the latest tool list.

### Fund request stage:

- Tool list and costs if being sourced independently
- Purchase order of products from the current Kooltech tool list

### Claim request stage:

- Invoice - product must be on current Kooltech list

Independently sourced tools should be of an equivalent nature to those listed our on approved tool list.



## 100% RDF Industry Training (DQPs only)

We want the Mitsubishi Electric Partner Programme to help develop industry standards, **and for our Partners to be the best.**

Therefore DQPs can use their RDF towards key industry training. If you're unsure if the training you're interested in will be supported, please check with the Partner Programme team before you commit, via a fund request.

- **RDF Allocation** - DQPs can use up to £1000 from their RDF per period for training at 100% RDF. Values over this amount will revert to the standard 50% support. For example, a £1500 training request would be supported 100% for £1000 and 50% for the remaining £500, totalling £1250 RDF support.
- **REFCOM Elite Status** - DQPs can claim the cost of their REFCOM Elite status at 100% RDF, in addition to their training allowance.
- **QUIDOS F-Gas Premium Status** - DQPs can claim the cost of their Quidos F-Gas Premium status at 100% RDF, in addition to their training allowance.
- **F Gas Certification Renewal** - DQPs can claim up to £500 of their F-Gas certification renewal cost at 100% RDF.
- **ACRIB Cards** - DQPs can claim up to £500 of their ACRIB Cards cost at 100% RDF.

### Fund request stage:

- Outline of training
- Expected costs involved

### Claim request stage:

- Copy of invoice
- Copy of certificate of attainment

## 100% RDF Mitsubishi Electric Site Services (DQPs only)

Our DQPs can call upon our Mitsubishi Electric site services team and claim the cost of up to 2 days per RDF period at 100% RDF. Whether you need support fault finding, commissioning or something else, **our team is here to support your engineers.**

Site services can be booked here, however we recommend you check-in with our technical team first:

[les.mitsubishielectric.co.uk/installers/melservice/book-site-services](https://les.mitsubishielectric.co.uk/installers/melservice/book-site-services)

### Fund request stage:

- Brief description of the service used and why

### Claim request stage:

- Mitsubishi Electric Invoice







# 50% RDF Supported Activities



The following activity can be supported with up to 50% RDF, supported activities include, but are not limited to:

- Own Premises Air Conditioning
- Partner Managed Marketing
- Vehicle Livery
- Case Studies
- Workwear & Promotional Goods
- Brochures
- Advertising
- Exhibitions and Seminars
- Sponsorship
- Co-Funded Events

If you have any other ideas or suggestions, please contact the Partner Programme team.



## Vehicle Livery - 50% RDF support\*

You're proud of your business and promote locally via your company vehicles.



If you include the Mitsubishi Electric Partner logo as covered in the logo guidelines, you can claim back some of the costs via your RDF. **Not just vans**, if you have company cars, cargo bicycles or other company vehicles we'll also consider those!

### Fund request stage:

- Visual proofs
- Proof of costs (which must include the vehicle registration number - if it has one)

### Claim request stage:

- Paid invoice
- Visual evidence to show all 4 sides of the vehicle and the Partner logo to be shown in the correct format & colours, as per our logo guidelines
- Please note all claims will reduce to 25% if a Mitsubishi Electric competitor logo is shown. All claims are subject to available RDF.

## Sponsorship - 50% RDF support\*

Supporting local clubs, athletes and sports people can be a fantastic way to raise awareness of your business.

>

This could include

- Team Kits
- Advertising Boards
- Sport Programmes
- Individual Athletes

\*Any event or sponsorship involving fossil fuel powered motor sport must evidence how the carbon emissions are being mitigated.



### Fund request stage:

- Visual proofs
- Outline of cost: quote, sales order etc

### Claim request stage:

- Paid invoice
- Images of branding
- Logo to be shown in the correct format & colours, as per our logo guidelines





## Events - 50% RDF support\*

**50% RDF funded events, are a fantastic opportunity for our Partners to host their customers, to build deeper relationships and understanding.**

There is an unlimited range of options, from hosting at a local sports match, a golf day, or a nice meal.

- Up to 50% on Activity, Hotel, Food and Travel
- Fund request to be submitted at least 3 weeks prior of any event
- MEUK representative to be in attendance

**A note:** Season tickets or club memberships: As it is difficult to ensure either of these will only be used solely for the hosting of a Partner and their customer(s), along with a Mitsubishi Electric representative, they will not be accepted via RDF. Events must be a one off event or a single trip, and cannot be held across several dates (i.e. a package across several weekends would not be accepted).



### Fund request stage:

- Evidence of cost
- Attendee list, to include MEUK representative
- Business Case for event - from a drop down list on the Partner Portal
- Pre-approval (at least 3 weeks before the event)
- Events should be less than £2.5kpp, unless approved by an MEUK director in writing

### Claim request stage:

- Paid invoice
- Proof of activity
- Confirmation of MEUK representative attendance
- Itemised receipts

\*Any event or sponsorship involving fossil fuel powered motor sport must evidence how the carbon emissions are being mitigated, and will require approval by an MEUK director in writing.





## Event Claim Period

**It takes time to plan great events and we ask for event fund requests to be raised at least 3 weeks before an event happens.**

RDF fund requests for Partner events taking place in the first month of a new RDF period need to be submitted on the RDF portal prior to the closure of the previous RDF Period. The three-week notification period prior to an event still applies here. This means that for an event due to take place in April it would need to be submitted on the RDF Portal on or before 15th March and for an event in October it would need to be on the portal before 15th September.

For these discretionary events with an approved Fund request, we will allow the claim to be taken from the Period the fund request was raised in, despite the event itself happening in the next period. However, all the claim details and evidence need to be received quickly after the event happens and should be no longer than 1 week after the event date. All subject to having sufficient RDF. If for whatever reason the event does not happen, the funds will automatically expire and cannot be used for an alternative usage.

For all other events, the claim and credit note should be processed in the period the event happens.



## Partner Managed Marketing - 50% RDF support

Partner managed marketing with up to 50% RDF support means that, as a Partner, you can conduct the marketing, advertising and promotion that you believe works best for your business. By involving Mitsubishi Electric in the activity, you can claim up to half the cost back via RDF - subject to available funds.



**Fund request stage:**

- Proof of costs
- Proof of how Mitsubishi Electric will be co-branded with the Partner via the activity

**Claim request stage:**

- Paid invoice
- Evidence of activity i.e. Website URL
- Please note all claims will reduce to 25% if a Mitsubishi Electric competitor logo is shown

**A note:** 'Search' advertising. To claim for this please share with Mitsubishi Electric the search terms you will be advertising against, the advert text you will be using for the search terms, and the landing page that the search advertising is going to deliver traffic to. Ideally the search advert text includes Mitsubishi Electric, however we understand this is not always possible, but as a minimum we require the landing page to be suitably co-branded for both the Partner and Mitsubishi Electric.

**A note:** 'SEO' webpage work. We appreciate the importance of SEO to drive traffic to your webpage. As a minimum, we require the webpage content to be suitably co-branded for both the Partner and Mitsubishi Electric. Please share a before and after summary of the work conducted in the claim stage.



# Industry relevant memberships and accreditations e.g. BESA, Safecontractor, Construction Line, CHAS - 50% RDF support

There are several industry bodies, that work to promote our industry and the standard of skill within it.

We'll support you, our Partners, with your costs in participating in these, because we know it can be reassuring for your consumers, a legal requirement and/or good for business.

Please check with the Partner Programme team if you're unsure which memberships and accreditations can be claimed for.



Fund request stage:

Proof of costs/schedule of payments

Claim request stage:

Invoice/schedule of payments

Certificates

Can put in multiple claims to cover payments if paying by instalments

Please note the invoice(s) needs to be received within the claim period

## Own Business Premises - 50% RDF support

Nothing says to your customers, that this is a product or brand I believe in, like installing it in your own business premises.

We stand by our Mitsubishi Electric Quality and want to support you to install the best.

- Delivery address must match the address held on your account or be a listed address for the company
- One claim per RDF period



Fund request stage:

Purchase Order to be uploaded into the Portal

Summary of application (what are you installing, where and why?)

Claim request stage:

Invoice (Delivery address should be partner's address or branch address)

(Preferred) We'd love a Photo of the installation





## Exhibitions - 50% RDF support

**If you'd like to attend an exhibition or event to grow your business, then Mitsubishi Electric wants to support you.**

If you have Mitsubishi Electric imagery and branding and/or Mitsubishi Electric product on show, then you can claim back up to 50% of your costs via RDF. Please also let your account manager know, as they might have other ways we can support your event.

### Fund request stage:

- Evidence of cost
- Visuals Proofs of stand/banners etc

### Claim request stage:

- Paid invoice
- Images of branding or products, pictures of stand in situ at exhibition
- Please note all claims will reduce to 25% if a Mitsubishi Electric competitor logo or product is shown





## Promotional Goods - 50% RDF support

**Branded umbrellas, the ever-popular golf balls, water bottles, mugs and more.**

Branded promotional goods are a fantastic way to promote your partner status with Mitsubishi Electric by putting something in the hands of your customers. You can source these independently or save the hassle and go via our approved suppliers in the Partner Portal.



**Fund request stage:**

- Evidence of cost, order acknowledgement etc
- Visual Proofs

**Claim request stage:**

- Paid Invoice
- Images of goods from all sides, to include front, back, irrespective of where our logo is placed - This is for external supplier only. Items sourced via the Partner Portal do not require this evidence
- Logo to be shown in the correct format & colours, as per our guidelines
- Please note all claims will reduce to 25% if a Mitsubishi Electric competitor logo is shown



## Workwear and Clothing - 50% RDF support

### Coats, polo shirts, t-shirts, hi-vis jackets and more.

Co-branded promotional workwear and clothing is a fantastic way to promote your business and partnership with Mitsubishi Electric by putting something in the hands of your customers or making sure your team look the part.

You can source these independently or save the hassle and go via our approved suppliers on the Partner Portal\*.

\*Please note: We manage this claim on your behalf



**Fund request stage:**

- Evidence of cost, order acknowledgement etc
- Visual Proofs

**Claim request stage:**

- Paid Invoice
- Images of clothing, to include front, back, both sleeves or legs, irrespective of where our logo is placed This is for external supplier only. Items sourced via the Partner Portal do not require this evidence
- Logo to be shown in the correct format & colours, as per our guidelines
- Please note all claims will reduce to 25% if a Mitsubishi Electric competitor logo is shown





## Industry Training (BSPs / DHSPs only)

We want the Mitsubishi Electric Partner Programme to help develop industry standards, **and for our Partners to be the best.**

BSPs/DHSPs can now use up to £750 from their RDF per RDF period towards key industry training per RDF period. Any claim submitted will be treated as a 50% claim. If you’re unsure if the training you’re interested in will be supported, please check with the Partner Programme team before you commit, via a fund request.

- **Annual RDF Allocation** - BSPs and DHSPs can use up to £750 from their RDF per period towards key industry training. Any claim submitted will be treated as a 50% claim. If you’re unsure if the training you’re interested in will be supported, please check with the Partner Programme team before you commit, via a fund request.
- **REFCOM Elite Status** - BSPs can claim up to 50% RDF for their REFCOM Elite status.
- **QUIDOS F-Gas Premium Status** - BSPs can claim the cost of their Quidos F-Gas Premium status at 50% RDF, in addition to their training allowance.
- **F Gas Certification Renewal** - BSPs can claim up to £500 at 50% RDF for their F Gas certification renewal.
- **ACRIB Cards** - BSPs can claim up to £500 at 50% RDF for their ACRIB Cards.
- **MCS (Microgeneration Certification Scheme) accreditation** - DHSPs can claim the initial MCS application fee back at 100% RDF up to £2000. DHSPs can claim up to 50% of the annual MCS accreditation and training costs back via RDF.

Fund request stage:

- Outline of training
- Expected costs involved

Claim request stage:

- Copy of invoice
- Copy of certificate of attainment



## 50% RDF Tooling / Equipment (BSPs / DHSPs only)

**To ensure our BSPs / DHSPs have the right kit for the job.**

BSPs and DHSPs can use up to £750 from their RDF towards industry tools per RDF period. These claims will be based on 50% RDF. The tools should be specialist for and in keeping with the role of an air conditioning or heat pump engineer and can either be purchased from a set tooling list provided by Kooltech or sourced independently.

**Please contact Kooltech or the Partner Programme team for the latest tool list.**

Independently sourced tools should be of an equivalent nature to those listed on our approved tool list.



### Fund request stage:

- Tool list and costs if being sourced independently
- Purchase order of products from the current Kooltech tool list

### Claim request stage:

- Invoice - product must be on current Kooltech list





# Summary of Fund Request and Claim Request Evidence Required





## Fund Request Stage



	Pre-Approval	Costing Evidence	Visual Proof	Proposed attendee list	Purchase order
Van livery		✓	✓		
Sponsorship		✓	✓		
Events	✓ - 3 Weeks' notice - Events must occur in the same period as the claim	✓		✓	
Dummy Units - 100%					✓
Factory Trips Scotland - 100% Anywhere else - 50%	✓	✓		✓	✓ Purchase order with full itinerary
Workwear		✓	✓		✓ Purchase order if not one of our preferred suppliers
Partner Managed Marketing		✓	✓		
Industry Training		✓			
DQP Tools		✓			✓
Promotional Goods		✓	✓		✓
Exhibitions		✓	✓		
Membership & Accreditations		✓			
Own Premises		✓			✓

# Claim Request Stage



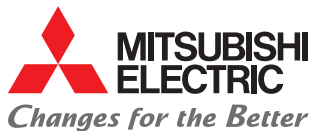
	Invoice	Proof of Payment	Visual Images	Confirmed Attendance	Links to Webpage / Campaign	Certificate / Accreditation	Payment Schedule
Van livery	✓	✓	✓ Front / Sides / Rear				
Sponsorship	✓	✓	✓ Pictures of the actual items e.g. shirts/boards etc clearly showing the branding on them				
Events	✓	✓		✓			
Dummy Units	✓						
Factory Trips	✓	✓		✓			
Workwear	✓	✓	✓ Front, back & sleeves of shirt Trouser leg if not a shirt				
Partner Managed Marketing	✓		✓ Pictures showing co-branding		✓		
Industry Training	✓					✓	
DQP Tools	✓						
Promotional Goods	✓	✓	✓ Pictures showing co-branding				
Exhibitions	✓	✓	✓ Pictures of the stand Banners / Products				
Membership & Accreditations	✓	✓				✓	✓
Own Premises	✓ Delivery Address						

## Notes



- All claims are subject to the Partner having sufficient RDF.
- All claims will be reduced to up to 25% RDF support if a Mitsubishi Electric competitor logo or branding is also added.
- The Mitsubishi Electric logo must be used in line with our Logo Guidelines (Please refer to our logo guidelines document).
- Mitsubishi Electric asks its Partners to be fully aware of any and all laws and regulations, that might be of relevance, with specific note towards anti-bribery laws and regulations. Mitsubishi Electric does not accept any responsibility for how a Partner uses their RDF, nor should any advice or comments made be considered legally adequate, and a Partner should provide their own legal review.
- The events hosted by Mitsubishi Electric are considered business activities and we ask all our attendees to act in an appropriate manner as well as accept full responsibility for their own behaviour and actions. We will not tolerate any illegal activity, abuse or bad behaviour towards our staff or other guests, and we may take relevant actions up to and including legal or criminal cases as required.
- You or your employer, are responsible for your acts or omissions in connection with any events or activities and for any personal injury, loss or damage caused by you.
- You need to have your Company's consent to attend and you undertake full responsibility to ensure compliance with your Company's Gift / Hospitality or other policies as applicable to the event or activities undertaken.
- You accept that it is your responsibility to provide an appropriate level of insurance (including specific medical insurance cover for the event destination(s) where necessary, which shall be in place before the event commences.
- Mitsubishi Electric is keen to help our customers on the road to net zero, therefore we are currently reviewing our guidelines for fossil fuel-powered motorsport, which might mean we're unable to support these claims in the same way going forward. Please continue to place fund requests on our portal before you commit to an activity to ensure you're working within our latest guidelines. Currently any event or sponsorship involving fossil fuel powered motor sport must evidence how the carbon emissions are being mitigated, and will require approval by an MEUK director in writing.





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Note: The fuse rating is for guidance only and please refer to the relevant databook for detailed specification. It is the responsibility of a qualified electrician/electrical engineer to select the correct cable size and fuse rating based on current regulation and site specific conditions. Mitsubishi Electric's air conditioning equipment and heat pump systems contain a fluorinated greenhouse gas, R410A (GWP:2088), R32 (GWP:675), R407C (GWP:1774), R134a (GWP:1430), R513A (GWP:631), R454B (GWP:466), R515B (GWP:292), R454C (GWP:148), R1234ze (GWP:7) or R1234yf (GWP:4). \*These GWP values are based on Regulation (EU) No 517/2014 from IPCC 4th edition. Mitsubishi Electric's air conditioning equipment and heat pump systems contain a hydrocarbon, R290 (GWP:0.02). \*These GWP values are based on IPCC 6th edition.

Effective as of April 2025

Version 6



[greengateway.mitsubishielectric.co.uk](http://greengateway.mitsubishielectric.co.uk)