**FORM 1:**

**APPLICATION FOR THE CLOTHING, TEXTILES, FOOTWEAR AND LEATHER GROWTH Programme (CTLFGP) FY 2021/22**

**PLEASE USE THE PROVIDED APPLICATION FORM IN ITS CURRENT FORM. AMENDED APPLICATION FORMS WILL NOT BE ACCEPTED.**

1. **COMPLETE THE FOLLOWING TABLE WITH THE REQUIRED DETAILS:**

|  |  |
| --- | --- |
| CTFLGP Application Type (Chapter Number) -refer to the guidelines |  |
| Funding Amount (R) |  |
| Name of organisation (in full) |  |
| Company Registration Number |  |
| Date of Application |  |
| Company Banking Details:Account Name:Bank:Branch:Branch code:Account number: |  |
| Tax Reference Number |  |
| Tax Clearance Pin |  |
| Expiry Date of Tax Clearance Certificate |  |
| VAT Reference Number |  |
| Bargaining Council Compliance Certificate / Letter (Y / N) & Expiry date |  |
| Environmental Regulations applicable to the organisation |  |
|  |  |
| Financial Year End Date |  |
| Date of Latest Audited Financial Statements used for this application |  |
| Physical address of applicant |  |
| Postal address of applicant |  |
| Organisations representative |  |
| Telephone number |  |
| Fax number |  |
| Cell phone number |  |
| E-mail address |  |
| Description of organisation and industry sector |  |
| Description of products / services made / provided (Please provide the Harmonised Systems (HS) <https://www.sars.gov.za/wp-content/uploads/Legal/SCEA1964/LAPD-LPrim-Tariff-2012-04-Schedule-No-1-Part-1-Chapters-1-to-99.pdf> |  |

|  |  |
| --- | --- |
| SIC number |  |
| Employment  | **Refer to FORM 4 - Employment Data** |

**REQUIRED FORMS AND DOCUMENTATION CHECKLIST**

 **Notes YES NO**

1. **FORM 1: CTFLGP Application 1**
2. **FORM 2 : Redemption Application (All 4 Sheets) 2**
3. **FORM 3: Application Questionnaire 3**
4. **FORM 4: Employment Data 4**

**SUPPORTING DOCUMENTS**

1. Valid Confirmation of Bargaining Council Compliance 5
2. Proof of environmental Regulations Compliance
3. Valid Tax Clearance PIN
4. FICA Documents **(Refer to Form 3)**
5. Audited Financial Statements (not older than 15 months) 6
6. Latest management accounts (not older than 3 months)
7. Latest EEA2 forms as submitted and acknowledged by the

 Department of Labour

1. BBBEE verification certificate / Sworn Affidavit
2. Audit confirmation relating to PIP funded assets (existing PIP clients)

**Notes**

1. **All clients must complete an electronic copy of the attached form in Word, email the electronic version to** **ctflgp@idc.co.za** **and include a signed pdf copy of same with the application.**
2. **Please complete an electronic copy of the attached form in Word, email the electronic version to** **ctflgp@idc.co.za** **and include a signed pdf copy of same with the application.**
3. **Please complete an electronic copy of the in Excel, email the electronic version to** **ctflgp@idc.co.za** **and include a signed pdf copy of same with the application**
4. **Please complete an electronic copy of the in Word, email the electronic version to** **ctflgp@idc.co.za** **and include a signed pdf copy of same with the application**
5. **Start-Ups can submit an exemption letter from the Department of Labour**
6. **Applies to Close Corporations as well. All entities whether private or close corporations must submit audited Annual Financial Statements, with the exception of start-ups.**

**REQUIRED FORMS AND DOCUMENTATION CHECKLIST**

**(Please Index File according to the required Checklist and use dividers between documentation)**

**PLEASE NOTE THAT WE ARE UNABLE TO PROCEED WITH YOUR APPLICATION UNLESS ALL REQUIRED DOCUMENTATION IS PROVIDED TO THE IDC.**

**INCOMPLETE APPLICATIONS WILL BE REJECTED AND RETURNED TO THE SENDER.**

**DECLARATION:**

I hereby declare that the information in this application is a fair and true reflection of the intended project and that the company has no pending litigation against it, the outcome of which may have a material impact on the company’s financial position. I am aware of the fact that the information which I have submitted above will have a material bearing on the adjudication of the application, and if it therefore subsequently appears that any information in the application (together with any addendums) was not correct, or that certain information was omitted, the **CTFLGP Desk** willbe entitled to withdraw or amend its approval, and without prejudice to its rights recover any amounts already paid or withhold further payments due.

**Signature of authorised official:**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SIGNED NAME IN PRINT CAPACITY**