****

**SECTOR SPECIFIC ASSISTANCE SCHEME**

**FUNDING FOR EMERGING EXPORTERS**

**PROJECT COORDINATOR APPLICATION FORM**

Please ensure that you have read this form in total and fully understood it before you begin to fill it in:

All questions must be answered.

Your firm must not be receiving financial assistance from a government or semi government source for the activity for which you are applying for EMIA assistance.

A Project plan must accompany this form

It is important that you provide us with correct information to ensure that your application is processed quickly and efficiently.

How did you find out about the Export Market and Investment Assistance grant?

|  |  |  |
| --- | --- | --- |
| □ Road Show/Exhibition/Presentation |  | □ Private Business Consultation |
| □ **the dtic** Regional Office |  | □ **the dtic** Group |
| □ Advertisement: TV, Radio, Print |  | □ Word of mouth |
| □ Private Sector Consultant |  | □ **the dtic** Website |
| □ **the dtic** Customer Contact Centre |  | □ Other |

**Please return completed forms by mail or by courier/hand deliver to:**

Industrial Financing Division 77 Meintjies Street

Private Bag X86 Sunnyside

Pretoria 0001 Pretoria

Website: [www.thedtic.gov.za](http://www.thedtic.gov.za) 0002

 Customer Contact Centre: 0861 843 384

ssasapps@thedtic.gov.za

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SECTION A: ENTERPRISE DETAILS** | | | | | |
| Name of the Organisation: | |  | | | |
|  | | |  | | |
| Category of Organisation | Export Council | | Industry Association | | Provincial Investment Promotion  Agency |
| Economic Development Agency | | SEDA | | Joint Action Groups |
| Details of the enterprise contact | | |  | | |
| Name and designation: | | |  | Cell Phone: | |
| Telephone: | | |  | Fax: | |
| E-mail: | | |  | Web Site Address: | |
| Physical Address of enterprise | | |  | Postal Address of enterprise | |
| Province:  Code: | | |  | Province:  Code: | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SECTION B: EVENT DETAILS** | | | | |
| Event type | Physical exhibition |  | Virtual exhibition |  |
| Name of Event |  | | | |
| Country and City |  | | | |
| Duration (Start and end date) |  | | | |
| Number of SMME participants |  | | | |
| Brief Description of the Project | | | | |
|  | | | | |
| Aims and Objectives of the Project | | | | |
|  | | | | |

|  |  |  |
| --- | --- | --- |
| Outcome of the project | | |
|  | | |
| Outline the pre and post event training for the participating emerging exporters | | |
|  | | |
| How did you establish whether the project has the support of emerging exporters? | | |
|  | | |
| How will this Project contribute towards | | |
| Black Economic Empowerment |  |  |
| Women Empowerment |  |  |
| Persons with Disabilities |  |  |
| Youth Empowerment |  |  |
| SME Development |  |  |
| The Development of Exports |  |  |
| The Development of Exporters |  |  |
| The Development of the Sector  represented at the event |  |  |
| The Green industry or economy |  |  |
| The local economy |  |  |
| Reducing product import |  |  |

…..

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SECTION C: FINANCIAL ASSISTANCE REQUIRED** | |  | | | | |
| **Description of Expenditure** | **Rand Value of Estimated expenditure** | **Office Use Only** | | | | |
| Economy Class airfare **(physical exhibitions only**) |  |  | | | | |
| Ground Transport (**physical exhibitions only**) |  |  | | | | |
| Accommodation (**physical exhibitions only**) |  |  | | | | |
| Exhibition Stand/Costs |  |  | | | | |
| Transport Costs of Samples (including insurance where applicable) |  |  | | | | |
| Marketing Materials (designated groups) |  |  | | | | |
| Marketing Materials (other groups) |  |  | | | | |
| Specialized Training (Specify) |  |  | | | | |
| Interpretation fees for non-English speaking countries |  |  | | | | |
| **Total** |  |  | | | | |
|  | |  | | | | |
| Will you receive any other financial support from other sources towards activities for which you are applying for support from the EMIA Programme? If yes, Please provide the value of the assistance provided, the source of funding and the nature of the activities funded. | |  | Yes |  | No |  |

|  |
| --- |
| **SECTION D: SUPPORT DOCUMENTATION REQUIRED**  **(Refer Guidelines for description of documentation)** |
| The following documentation must be attached to this application form, please tick if included with this submission: |
| * The exporter development programme * 3 quotations from local travel agents in respect of air travel, ground transport and accommodation * 3 quotations for transport costs of samples * Quotation for exhibition costs from the event organizer. * 3 quotations for marketing materials * Comprehensive brochure regarding the exhibition where applicable or itinerary for mission/meetings and conferences |

|  |  |
| --- | --- |
| **SECTION E: NON PARTICIPATION OF INDIVIDUAL PARTICIPANTS** | |
| Note: The Project Coordinator will be held jointly and severally liable for the costs incurred for non-participation by the approved emerging exporters at the event. | |
| **SECTION F: DECLARATION** | |
| I hereby declare that the information in this application is a fair and true reflection of our intended project. I am aware of the fact that the information which we 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 with addendum was not correct, or that certain information was omitted, the Adjudication Committee shall be entitled to withdraw or amend its approval and without prejudice to its rights, to recover any amounts already paid or to withhold further payments due. | |
| Name of Responsible official |  |
| Designation |  |
| Signature |  |
| Date |  |

**SECTION G: NOTICE OF PROCESSING OF PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, NO. 4 OF 2013**

The Department of Trade, Industry and Competition (**the dtic**) processes personal information in lieu of the business activities that it performs. The department uses this information to provide **the dtic**’s products or services to you, to carry out the transactions requested by you and to maintain a relationship with you.

In the majority of instances personal information will be collected directly from you through application forms, email, telephone calls, etc. **the dtic** may, however, also supplement the information that you provide with information received from other governmental bodies such as the South African Revenue Service, Home Affairs, Development Finance Institutions and other Government entities.

The provision of the personal information is voluntary, but please note that there might be consequences if you do not consent to **the dtic** processing your information. For example, the Department might not be able to decide on your application for an incentive grant/claim.

**the dtic** may disclose your personal information to third parties that require it for the purposes of performing their functions for which functions may be related to the functions which **the dtic** is performing. Please note that **the dtic**, unless legally obliged to share your personal information, will only share so much of your personal information as is needed by the third party that requires it, and we will only do so when it is necessary for **the dtic** to perform its functions.

Your personal information shall be used and processed in accordance with the Protection of Personal Information Act and it will not be used for any purposes other than what it was provided for.

The incentive programme applied for, requires and necessitates the processing of your personal information by **the dtic** for purpose of administering the incentive programme.

Where applicable, certain Acts administered by **the dtic** requires that information, including personal information, be processed by **the dtic**. These, amongst others, include:

* Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
* Companies Act, 2008 (Act No. 71 of 2008);
* Consumer Protection Act, 2008 (Act No. 68 of 2008);
* Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act (Act 19 of 2006);
* Lotteries Act, 1997 (Act No. 57 of 1997)
* Patents Act, 1978 (Act No. 57 of 1978);
* Registration of Copyright in Cinematograph Films Act, 1977 (Act No. 62 of 1977);
* Trade Marks Act, 1993 (Act No. 194 of 1993);
* Manufacturing Development 1993 (Act No. 187 of 1993);
* Special Economic Zones 2014 (Act No. 16 of 2014).

In addition, there are certain other Acts which also specifies requirements relating to the processing of personal information. These include:

* Basic Conditions of Employment Act, 1997(Act No. 75 of 1997);
* Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993);
* Competition Act, 1998 (Act No. 89 of 1998);
* Computer Evidence Act, 1983 (Act No. 57 of 1983);
* Electronic Communication and Transaction Act, 2005 (Act No. 25 of 2005);
* Employment Equity Act, 1998 (Act No. 55 of 1998);
* Financial Intelligence Centre Act, 2001 (Act No. 38 of 2001);
* Income Tax Act, 1962 (Act No. 58 of 1962);
* Labour Relations Act, 1995, (Act No. 66 of 1995);
* National Archives of South Africa Act, 1996 (Act No. 43 of 1996);
* Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);
* Public Finance Management Act, 1999 (Act No. 29 of 1999); and
* South African Revenue Service Act, 1997 (Act No. 34 of 1997).

You have the right of access to your personal information and the right to request that **the dtic** correct any errors relating to the information that we have on record. In addition, you have the right to object to **the dtic** continuing to process your personal information.

A more in-depth description on how and why **the dtic** processes (collect, use, store, distribute, destroy and protect) personal information, is available in **the dtic**’s Privacy Policy which can be obtained at: http://www.thedtic.gov.za/wp-content/uploads/Privacy-Policy.

Should you have any issues with the way in which **the dtic** is processing your personal information, you are entitled to lodge a complaint with the Information Regulator, whose contact details are:

JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001

P.O Box 31533, Braamfontein, Johannesburg, 2017

Complaints email: POPIAComplaints@inforegulator.org.za

General enquiries email: enquiries@inforegulator.org.za.

By signing this notice you acknowledge that you have been made aware of how and why **the dtic** processes personal information.

SIGNED BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(place)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE DATE