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Trade, Industry and Competition  
**REPUBLIC OF SOUTH AFRICA**

**the dtic** Campus, 77 Meintjies Street, Sunnyside, 0002, Tel: (012) 394 0000, **the dtic**, Private Bag X84, PRETORIA, 0001, Customer Contact Centre local: 0861 843 384 International: +27 12 394 9500, [www.thedtic.gov.za](http://www.thedtic.gov.za)

# **THE SECTOR SPECIFIC ASSISTANCE SCHEME (SSAS)**

**FUNDING FOR EXPORT COUNCILS, INDUSTRY ASSOCIATIONS, JOINT ACTION GROUPS, EXPORT TRADING FIRMS  
(INCLUDING AGGREGATORS AND TRADE INTERMEDIARIES), EXPORT CLUBS, FORA AND EXPORTER ROUND TABLES**

## **RULES AND GUIDELINES**

**2025 VERSION**



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## **1. OBJECTIVES OF THE SECTOR SPECIFIC ASSISTANCE SCHEME (SSAS)**

The purpose of the Sector Specific Assistance Scheme (SSAS) is to enable the funding of non-profit **business organisations (Export Support Organisation/Formations)** in sectors and sub-sectors of industry prioritised by **the dtic**, in respect of **(i) generic funding** and **(ii) project funding** provided that the purpose of the organisation and/or its proposed project aims to conform to broader **dtic's** objectives and **the dtic** strategic plan and Export Strategy.

- Growing exports in volume and value.
- Diversifying export products.
- Diversifying export markets.
- Diversifying the exporter base in terms of SMEs, Black Enterprises and others HDI Enterprises

## **2. QUALIFYING APPLICANTS**

### **2.1. The categories of qualifying applicants**

- 2.1.1 Export Councils that are established through application to **the dtic**. An Export Council is a Section 21 (non-profit) company or Non-Profit Organisation (NPO) registered in terms of the Non-profit Organisations Act 71 of 1997(as amended) that represents the export developmental and promotional objectives of a particular industry/industries on a national level.
- 2.1.2 Existing registered Industry Associations that are representative of sectors or sub-sectors of industry prioritised for development and promotion by **the dtic**, as determined by **the dtic** strategic plan and export strategies.



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- 2.1.3 Groups of three or more registered entities known as Joint Action Groups (JAGs) that seek to co-operate on a project in a particular sector or sub-sector of industry prioritised for development and promotion by **the dtic**, where the aim of the project is to benefit the sector as a whole in terms of **the dtic** objectives listed in (1) above. A JAG is an interest group that has no formal structure. JAGs must provide cession letters from other members where payment is made to one member.
- 2.1.4 Export Clubs, Fora and Exporter Round Tables provide an informal forum in partnership with provincial stakeholders for the exchange of ideas, information and experiences related to the export effort in individual companies as well as foreign opportunities. These clubs attract decision-makers from all sectors of the industry, including shipping lines, freight forwarders, financial institutions and insurance companies.
- 2.1.5 Export Trading Firms (including Export Aggregators, Trade Intermediaries, Export Management Companies) specialised firm that facilitates international trade by aggregating goods from multiple producers, handling logistics, providing export financing, securing international buyers or distribution channels, export marketing and strategic aspects of exporting such as include brand profiling, market positioning, promotional activities, and managing relationships with foreign distributors or agents.



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## 2.2. Qualifying Criteria for Applicant

The following criteria provide a structured approach to evaluate and recognize entities applying under each of the four SSAS categories. This assessment framework ensures applicants align with **the dtic's** strategic objectives for export growth, sectoral development, and inclusivity.

### 2.2.1 Export Councils

To qualify as an Export Council, applicants must have:

- a) **Legal Constitution:** Be registered as a Section 21 non-profit company or Non-Profit Organisation (or an undertaking/resolution that once approved registration will take place) with a governance structure that includes a board or executive committee elected through a transparent process (for application, structure can be temporary until next AGM). The board should designate an Executive (or Acting until officially appointed by a personal board/executive committee) of the Export Council who shall be responsible for all operations of the Export Council.
- b) **Sectoral Representation:** Represent a substantial segment of a specific industry, encompassing s and larger firms (exporting firms and their overall contribution to increasing exports), with geographical coverage across multiple provinces (representation must be supported by data).
- c) **Export Focus:** Have an export-driven mandate, demonstrated through activities such as export development, export promotion or market research.
- d) **Sustainability and Funding:** Demonstrate a sustainable funding model and diversified funding sources. Applicants must provide information on membership contribution/commitment and a sustainability plan for the export council beyond government funding.
- e) **Services/offerings to members:** A comprehensive list of services/offerings to be provided to members must be provided. (to include support provided to emerging exporters i.e. Mentorship and training support)
- f) **Documentation:**



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- **Completed application form:** All sections of the form must be accurately completed.
- **Proof of legal status and registration:** This includes registration certificates as an NPO/NPC or PBO.
- **Constitution:** A copy of the association's constitution outlining its governance structure, membership requirements, and operational framework.
- **List of export members/potential members:** A list of export-focused/exporting members, signed by members, indicating their allegiance to the export council and justifying or motivating why it should be recognised as an export council.
- **Three-year business plan:** The business plan must outline the association's mission, vision, strategic objectives, and detailed actions to achieve these goals. It should also demonstrate how the association will contribute to sector and export development.
- **Recommendation:** The application must be endorsed by the dtic Export Council Management Committee (ECMC), which will assess the association's potential to contribute to export growth and sectoral development (the Export Council Secretariat – within the dtic Export Development & Support (EDS) Directorate, will facilitate this process once application with supporting documents has been received).
- **Proof of banking** (or an undertaking/resolution for the Export Council to have its own bank account)

### 2.2.2 Industry Associations

For Industry Associations, applicants must have:

- a) **Registration:** Be a registered non-profit organisation that aligns with the dtic's priorities for the development of specific sectors or sub-sectors.
- b) **Sector and Membership Engagement:** Demonstrate a broad membership that includes a diverse representation of the sector's value chain. Members must sign a statement/declaration of allegiance to the association.
- c) **Export Support Initiatives:** Provide evidence of export support services, such as capacity-building workshops, international market research, and compliance training.



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- d) **List of exporting members:** A list of export-focused/ export members, signed by members, indicating their allegiance to the association and justifying/ motivation on why it should be recognised as an industry association.
- e) **Financial Transparency:** Submit proof of financial sustainability, including recent audited financial statements and a 3-year business plan.
- f) **Supporting Documentation:**
  - o Include a constitution,
  - o member list,
  - o additional the dtic Export Council Secretariat may facilitate a motivation from the dtic sector desk, and endorsement from ECMC.

### 2.2.3 Joint Action Groups (JAGs)

For Joint Action Groups, the criteria are as follows:

- a) **Informal Structure:** Operate as an interest group without a formal structure, where members cooperate for sector-wide benefit.
- b) **Collaborative Mandate:** Demonstrate collaborative efforts aimed at sector development, innovation, or export market expansion.
- c) **Project Viability:** Provide a comprehensive project proposal that details objectives, intended outcomes, and alignment with the dtic's objectives.
- d) **Financial Accountability:** Include letters of cession from members if funds are to be channelled to a lead member.
- e) **Supporting Documentation:**
  - o Collaborative mandate
  - o Proof of member registration with CIPC
  - o Detailed project proposal
  - o Letters of cession (if relevant)





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- A recommendation letter from a reputable authority or entity (i.e. Chamber or Association, Municipality etc.)
- **Recommendation:** the dtic ECMC may be requested to endorse the application, after assessing the formation's potential to contribute to export growth and sectoral development (the Export Council Secretariat will facilitate this process once application with supporting documents has been received).

#### 2.2.4 Export Clubs, Fora, and Exporter Round Tables

Applicants under this category must meet these criteria:

- a) **Membership Base:** Include decision-makers across industries, such as shipping, freight, financial, and insurance sectors.
- b) **Export Networking Focus:** Provide a forum for regular networking, collaboration, and knowledge sharing related to exports.
- c) **Provincial Partnership:** Show active partnership with provincial stakeholders to foster export growth and market access.
- d) **Documentation:**
  - Submit evidence of past activities,
  - Including meeting agendas or minutes,
  - Membership lists, and
  - A recommendation letter from a reputable authority or entity (i.e. Chamber or Association, Municipality etc.)
  - additional the dtic Export Council Secretariat may facilitate a motivation from the dtic sector desk, and endorsement from ECMC.

#### 2.2.5 Export Trading Firms (Export Aggregators, Trade Intermediaries and Export Management Companies)

The applicants for this category must meet:



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- a) **Legal and Operational Compliance:** Be a registered entity in good standing with the CIPC or as an NPO, and possess a valid SARS tax clearance certificate. Must have at **least three years of trading/export facilitation experience or demonstrate operational readiness to aggregate.**
- b) **Export Aggregation Strategy:** Present a clear business model that demonstrates how firm will aggregate products or services from a minimum of 10 SMEs, cooperatives, or informal producers across the value chain. The aggregation strategy/plan must reflect alignment with **the dtic's** priority sectors and localization objectives.
- c) **Market Access & Export Promotion:** Provide evidence of structured export development initiatives, including signed trade contracts, MOUs with buyers, trade mission participation, or active engagement on digital export platforms (e.g., Alibaba, Amazon Global)
- d) **Financial and Governance Standards:** Submit the last two years of audited financial statements and a three-year export agglomeration plan with projected export revenue, job creation, and SME inclusion targets. Governance structures must demonstrate accountability and alignment with national trade policy.
- e) **SME Development & Support Services:** Show proof of support mechanisms for participating SMEs, such as access to trade finance, training, quality assurance, logistics, and export compliance services. Priority will be given to firms that promote inclusive participation (women, youth, township and rural businesses).
- f) **Supporting Documentation:**
  - Proposal with aggregation strategy and plan
  - Include a corporate profile,
  - Organisational structure,
  - Letters of support from participating SMEs,
  - Proof of registration as AEO (Authorised Economic Operator) or operating in an SEZ (if applicable),
  - A recommendation letter from a reputable authority or entity (i.e. Chamber or Association, Municipality etc.)
  - Additionally, **the dtic** Export Council Secretariat may facilitate a motivation for endorsement by ECMC, Export Council or relevant chamber



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### 2.2.6 Call for applications, Evaluation and Approval Process

The applications process is as per the following steps:

1. **Call for applications:** Export Development & Support Directorate will open calls for new application consideration focusing on specific sectors as directed by the dtic strategic direction (may consult with other dtic branches/entities for a determination).
2. **Preliminary Review:** The Export Council Secretariat will conduct a preliminary review and due diligence to ensure all submission requirements are met.
3. **Sector Desk Input:** Where necessary, the Sector branch may be requested to provide input on the application, ensuring alignment with sector priorities.
4. **ECMC Adjudication Committee Recommendation:** The ECMC will review and recommend applications that meet the required standards for final approval.
5. **Final Approval:** Export Development & Support Directorate will facilitate final approval by the Director-General.
6. **Issuing of Recognition Certificate:** The Export Development & Support Directorate will issue formal recognition to formations that meet all the criteria as per approval. The recommunication will be communicated to all relevant internal and external parties. The recognition will be valid for 5 years from date of issue, after which the export organisation should reapply by submitting updated information.
7. **Service Level Agreement (SLA):** SLA will be signed and once confirmation of budget is secured for the said financial year.



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## 2.3. How to apply

- 2.3.1 The applicant is required to complete **SSAS Form A: Application for establishing an Export Council, Industry Association, Joint Action Group, Export Club, Fora or Exporter Round Tables or Export Trading Firm** and submit the form to the Export Council Secretariat.
- 2.3.2 Applications to form Export Councils, an Industry Association, Joint Action Group, Export Clubs, Fora or Exporter Round Tables **or** Export Trading Firm may be submitted when calls are open to the Export Support Organisations Secretariat, a sub-unit of the Directorate: Export Development and Support within Exports Branch of **the dtic**.
- 2.3.3 Any existing registered Industry Associations also need to go through a formal process of registration for recognition as a **dtic** partner.
- 2.3.4 The assistance offered by the SSAS does not necessarily apply equally to all the categories of applicants listed in (2.1) above. See (Table 1 below)
- 2.3.5 The application form **SSAS Form A: Application for establishing an Export Council, Industry Association/ Joint Action Group, Export Club, Fora or Exporter Round Table and Export Trading Firm** is available from the Export Council Secretariat.
- 2.3.6 All applications are to be sent to [exportformations@thedtic.gov.za](mailto:exportformations@thedtic.gov.za)



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## THE SECTOR SPECIFIC ASSISTANCE SCHEME (SSAS) AND ITS SERVICE OFFERINGS

**Table 1:**

Categories of funding	New rules amount of funding	Qualifying applicants
<b>Generic Funding</b>		
Grant for establishing an Export Council (registration fees, attorneys' and business consultant's fees)	R50 000 Grant	Export Councils
Matching grant based on membership income (for operational costs)	<b>2:1 ratio</b> <ul style="list-style-type: none"><li>• <b>The dtic contribution up to R1 000 000 per annum</b></li></ul>	Export Councils



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	<ul style="list-style-type: none"> <li>• Payment schedule of export council matching grant claims is as follows: <ul style="list-style-type: none"> <li>○ The first tranche which is 50% of the matching grant shall be payable upon approval of the Business Plan, signing of the Service Level Agreement (SLA).</li> <li>○ Second payment will be equivalent to 25% and will be paid out upon <b>the dtic</b> approving the 2<sup>nd</sup> quarterly report.</li> <li>○ The remaining 25 % will be paid upon approval of the 3<sup>rd</sup> quarterly report.</li> </ul> </li> </ul>	
Local Advertising and publicity (media advertisements and other forms of promotion)	80% of costs up to a maximum contribution of R 500 000 per annum from SSAS	Export Councils, Industry Associations, Joint Action Groups (JAGs), Export Clubs, Fora, Exporter Round Tables and Export Trading Firms
Marketing Materials (export directories and brochures, videos and CD- Roms)	80% of costs up to a maximum contribution of R 200 000 per annum from SSAS	Export Councils, Industry Associations, Joint Action Groups (JAGs), Export Clubs, Fora, Exporter Round Tables and Export Trading Firms



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Virtual Local promotion platforms /exhibition assistance <ul style="list-style-type: none"><li>Rental of exhibition space and construction of exhibition stands</li><li>Upload companies into virtual platform for export and local promotion, Upload included virtual stand build, uploading profile, digital catalogue and video</li></ul>	80% of costs up to a maximum contribution of R 200 000 per annum from SSAS	Export Councils, Industry Associations, Joint Action Groups (JAGs), Export Clubs, Fora, Exporter Round Tables and Export Trading Firms
<b>Project Funding refers to: (Marketing research, infrastructure projects, International Advertising, Publicity and other forms of promotion)</b>	Up to 80% of the cost of the project, but the dtic reserves the right to determine the final percentage that will apply	Export Councils, Industry Associations, Joint Action Groups (JAGs), Export Clubs, Fora, Exporter Round Tables and Export Trading Firms

#### 2.4. Derecognition or Withdrawal of Recognition

the dtic reserves the right to withdraw recognition of any Export Council, Industry Association, Export, Trading Firm, Joint Action Group (JAG), Export Club, Forum, or Exporter Round Table recognised for support under the Sector Specific Assistance Scheme (SSAS) if they fail to adhere to the scheme's guidelines. The following outlines the grounds, process, corrective measures, and appeals procedure related to derecognition.



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### 2.4.1 Grounds for Derecognition

A formation may be subject to derecognition if it:

- a) **Fails to Maintain Compliance:** Does not meet or adhere to the established qualifying criteria (Sections 2.2.1 to 2.2.5) after initial recognition, such as failure to submission compliance, a lack of ongoing sectoral representation, non-compliance with governance standards or contravening the SSAS Generic Funding Rules and Guidelines or their signed Service Level Agreement and failing to implement corrective measures within set time allocated.
- b) **Misuses of Funding:** Is found to have misallocated misappropriated, or misused funds granted under SSAS for purposes outside the approved project scope or operational expenses. Funds include those received by virtue of being a **dtic** recognised export formation.
- c) **Fails to Achieve Strategic Objectives:** Consistently underperforms in achieving the strategic objectives outlined in its business plan or fails to provide measurable outcomes in alignment with **the dtic's** goals, such as sectoral growth, export market penetration, or value-added exports.
- d) **Membership is reduced by 50%:** Membership has reduced by 50% from when the formation was approved and there is no realistic plan for increasing membership within a period of 12 months.
- e) **Engages in Unethical or Non-Transparent Practices:** Engages in fraudulent, unethical, or non-transparent practices, including financial misrepresentation/misconduct, conflicts of interest, or failure to maintain member engagement and representativity.
- f) **Fails to Provide Required Documentation:** Does not submit essential documents such as periodic reports, updated membership lists, or evidence of ongoing initiatives and member engagement within specified timelines.

### 2.4.2 Derecognition Process

The process for withdrawal of recognition involves the following steps:





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1. **Internal review by Export Council Secretariat:** Upon identifying potential non-compliance, the Export Council Secretariat will conduct an internal to assess the validity of the issue. This will involve a review of documentation, financial records, and any previous interactions with the entity to determine the extent of non-compliance or breach of SSAS guidelines.
2. **Notification of Non-Compliance:** Following the internal investigation, if non-compliance is confirmed, the Export Council Secretariat will issue a formal notification to the entity, detailing the specific issues and providing a 30-day period to address and rectify the issues identified.
3. **Opportunity for Corrective Measures:** Entities will be given an opportunity to implement corrective measures within the 30-day period, which may include submitting missing documentation, realigning project activities to strategic objectives, or adjusting financial practices to comply with SSAS guidelines. Evidence of corrective action must be provided to the Chief Directorate: Export Development & Support.
4. **Review of Compliance Efforts:** Upon receipt of evidence for corrective measures taken by the entity, the Chief Directorate: Export Development & Support will review the submission to determine if compliance has been restored. If compliance is deemed insufficient, the Chief Directorate will proceed with further actions.
5. **Final Decision on Derecognition:** If the entity fails to resolve non-compliance within the specified period or if corrective measures are insufficient, the Chief Directorate: Export Development & Support and the Export Council Management Committee (ECMC) will recommend derecognition to the Director-General who will make the final decision. A formal letter of withdrawal of recognition will be issued following this decision.

#### 2.4.3 Consequences of Derecognition

Upon derecognition, the following consequences will apply:

- **Termination of SSAS/EMIA Funding:** The entity will no longer be eligible for SSAS funding or support under any EMIA instrument for export formations.
- **Repayment of Misused Funds:** In cases of fund misallocation, misappropriation or misuse, the dtic may require the entity to repay the misused portion of the funding.



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- **Ineligibility for Future Recognition:** Derecognised entities may be rendered ineligible for re-application under EMIA/SSAS for a period of up to five years, depending on the severity of the non-compliance or misconduct.
- **Additional Actions:** the dtic legal services unit may be consulted on additional consequences to be taken based on the veracity of the issue.

## 2.5. Appeals Process

The appeals process allows entities to request a review of decisions related to (1) non-consideration of applications for recognition under the Sector Specific Assistance Scheme (SSAS), and (2) derecognition or withdrawal of recognition. Appeals provide an opportunity for applicants and recognised entities to address any perceived errors or omissions in the evaluation process and to submit additional information as needed.

### 2.5.1 Appeals for Non-Consideration of Applications

If an application for recognition as an Export Council, Industry Association, Joint Action Group (JAG), Export Club, Forum, Exporter Round Table or Export Trading Firm is not considered due to non-compliance or failure to meet the qualifying criteria, the applicant may appeal the decision as follows:

1. **Submission of Appeal:** The applicant must submit a written appeal to the Director-General within 14 days of receiving the notification of non-consideration. The appeal must include:
  - A statement explaining the grounds for the appeal.
  - Any additional information or documentation supporting the application and demonstrating compliance with the qualifying criteria.
2. **Review Process:** The Director-General will review the appeal, considering the grounds for non-consideration of applications, and any additional information submitted by the entity. The Director-General may also consult the Chief Directorate: Export Development & Support or the Export Council Management Committee (ECMC) as needed.



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3. **Final Determination:** The Director-General will make a final determination on the appeal within 90 days of receiving the appeal submission. The entity will be notified of the decision in writing. The decision of the Director-General is final and binding.

### 2.5.2 Appeals for Derecognition or Withdrawal of Recognition

If an entity receives a notice of derecognition or withdrawal of recognition under the SSAS, it may appeal the decision as follows:

1. **Submission of Appeal:** The entity must submit a written appeal to the Director-General within 14 days of receiving the notice of derecognition or withdrawal. The appeal should include:
  - o A clear explanation of the grounds for the appeal.
  - o Evidence of corrective measures undertaken, if applicable, or any additional supporting documentation relevant to the issues raised in the derecognition notice.
2. **Review by the Director-General:** The Director-General will review the appeal, considering the grounds for the original derecognition decision, the findings of the Export Council Secretariat's investigation, and any additional information submitted by the entity. The Director-General may also consult the Chief Directorate: Export Development & Support or the Export Council Management Committee (ECMC) as needed.
3. **Final Determination:** The Director-General will make a final determination on the appeal within 30 days of receiving the appeal submission. The entity will be notified of the decision in writing. The decision of the Director-General is final and binding.

## 3. HOW TO APPLY FOR FINANCIAL ASSISTANCE UNDER THE SECTOR SPECIFIC ASSISTANCE SCHEME

### 3.1. Submitting application forms

3.1.1 Application forms must be submitted for all the sub-schemes of the SSAS as shown in Table 2 below.



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3.1.2 Funding is not automatic, and **the dtic** reserves the right to approve/reject all applications and to determine the percentage that will apply in respect of contributions to project funding.

3.1.3 All application forms are submitted to the Export Council Secretariat.

3.1.4 In forming an Export Council, an Industry Association or a Joint Action Group, Export Clubs, Fora, Exporter Round Tables or Export Trading Firm, or in applying for projects, applicants may consult with the corresponding **the dtic** before submitting applications.

### 3.2. The Approval Process for Generic Funding and Project Funding

3.2.1 The applicant will send all applications to the Export Council Secretariat Unit within the Chief Directorate, Export Development and Support in the Exports Branch, with the exception of the application for Project Funding, which will be sent to Incentive Branch Secretariat, using an Application form called **Form C**. The application to Form an Export Council, Industry Association and Joint Action Group, Export Club, Export Fora or Export Trading Firm is called **Form A**.

3.2.2 In terms of **SSAS Generic Funding**, the Export Council Secretariat will acknowledge receipt of your application, compile the application and forward it to the relevant Sector Desk(where necessary) for them to provide input of the application whether the application is in line with **the dtic** objectives to grow exports or not.

3.2.3 In terms of **SSAS Project Funding**, the application will be sent to Incentive Branch - EMIA for them to compile it, taken to the relevant Industrial Competitiveness Growth: Sector Desk for them to provide input whether the project is viable



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or not. It will then undergo the adjudication evaluation process i.e. presented to the adjudication committee. Incentive Branch-EMIA adjudication Committee may make recommendations regarding the application, which will be guided by the relevant Sector Desk. Incentive - EMIA will compile all the inputs from the adjudication committee.

3.2.4 Once the project is approved, a **Letter of Approval for Funding under the Sector Specific Assistance Scheme** will be forwarded to applicants. the dtic will not be liable for expenses incurred by applicants that have not received the afore-mentioned letter.

3.2.5 There is a right of appeal by the applicant to the Incentive Branch Adjudication Committee for Project Funding.

3.2.6 the dtic has a right to reject applications based on the availability of funding and the priorities of dtic.

3.2.7 the dtic will not be held responsible for delays resulting from the provision by the applicant of inadequate documentation or unclear cost breakdown structures.

### 3.3. The Nature of Payments

3.3.1 Upfront payments are not allowed. Successful applicants must make all necessary payments and subsequently submit claims to the Export Council Secretariat.



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3.3.2 All payments take place against an **invoice and proof of payment**, except for payments in respect of the Matching Grant based on membership income that takes place against proof of income. The following additional criteria will apply to all claims for the matching grant:

3.3.2.1 Matching Grant Claims submitted to **the dtic** by the Export Council, would only be paid to the Export Council in respect of membership fees that are for discretionary use by the export council in running the normal business of the export council.

3.3.2.2 For instances where the Export Councils are found to have submitted or have been overpaid, due to claims that do not meet the criteria in section 3.3.2.1 **the dtic** will reserve the right to institute any remedial action to recover the additional funds.

3.3.3 In respect of **Project Funding**, claimants may either claim according to budgeted amounts in respect of milestones achieved on a project, or otherwise on completion of the entire project. Any deviations/variances require a written explanation from the applicant to EMIA-Incentive Branch.

3.3.4 Payments to claimants are effected electronically into bona-fide bank accounts.

### 3.4. Cost breakdown structure

3.4.1 A clear cost breakdown structure must be provided. Failure to provide clarity in this regard results in unnecessary delays and the possibility of the application being rejected.

3.4.2 If a third-party service provider is being used, a cost breakdown structure in respect of each service being procured must be provided.



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### 3.5. The use of third-party service providers

- 3.5.1 Funds requested by applicants are likely to be used to pay third party service providers for a variety of goods and services, where such third-party service providers would be the ultimate recipients of **the dtic** funding.
- 3.5.2 In terms of **the dtic's** procurement regulations, any funds being paid to a third-party service provider whether directly or indirectly must be allocated in terms of a fair and transparent process, using a system of three quotes.
- 3.5.3 The applicant must therefore provide **three quotations** for every service used, with a **clear cost breakdown structure** from the service provider, together with a motivation of the reasons for the selection of the selected third-party service provider/s.
- 3.5.4 The procurement of services above the amount of R 500 000 must go out on open tender. Legal agreements between **the dtic** and applicants may be entered into to ensure good governance.
- 3.5.5 **the dtic** reserves the right to reject any claims where it is found that the rates requested are clearly not market-related.
- 3.5.6 **the dtic** reserves the right of ownership with respect to electronic databases/market research etc.
- 3.5.7 Annexure1 will assist applicants in evaluating potential third-party service providers.
- 3.5.8 Off-set payments need to be recuperated by **the dtic**, and government funding cannot be associated with any



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personal gain/benefit.

3.5.9 For funding that relates to travel and freight costs, applicants must utilize **the dtic's** preferred service providers. A list is obtainable from the EMIA. (This does not apply to SSAS Generic and Project Funding)

### **3.6. Claims**

3.6.1 All claims should be made in accordance with the required documentation listed in Table 2 below.

3.6.2 Incomplete applications and or late submission of claims, documentation that is not verifiable results in delays in payment and or/rejection of the applications/claims.

3.6.3 All invoices are to be submitted within 14 days of payment.

3.6.4 Processing of all claim is subject to the availability of budget by **the dtic**.

**Table 2:**

<b>Categories of funding</b>	<b>Application forms required</b>	<b>Documents required when submitting claims</b>
<b>Generic Funding</b>		





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<p>Grant for establishing an Export Council (registration fees, attorneys' and business consultant's fees)</p>	<p>SSAS Form <b>A</b>: Application for establishing an Export Council/ Industry Association and Joint Action Group or Export Trading Firm</p> <p>SSAS Form <b>B</b>: Application for Generic Funding</p>	<ul style="list-style-type: none"> <li>- Recognition Letter</li> <li>- List of members such as the Industry Association or the Exporting Companies (<b>Membership list must be attached</b>)</li> <li>- Minutes of inaugural meeting including a list of attendees</li> <li>- Original or certified copies of invoices and proof of payments.</li> <li>- An original tax clearance certificate from the South African Revenue Service (SARS)</li> <li>- Credit Order Instruction (Available from Exports) &amp; cancelled cheque.</li> </ul>
<p>Matching grant based on membership income (for operational costs)</p>	<p>SSAS Form <b>B 1</b>: Claim Form for Generic Funding - Matching Grant</p>	<ul style="list-style-type: none"> <li>- Bank statements reflecting payments made by each member of the Export Council.</li> <li>- If a membership income was paid by an Industry Association as a lump sum money, a list of exporting companies contributed towards the membership fee that constitute the Industry Association.</li> <li>- The Export Council should attach/ submit an Industry Association's bank statement reflecting payments made by each member of the Industry Association who are exporting.</li> <li>- Reconciliation statement of membership fees received and proof of individual membership income (loans from banks or other sources will not be considered as a membership contribution)</li> <li>- Proof of income, bank statements, list of exporting</li> </ul>



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		members, amounts. - An original tax clearance certificate from SARS Credit Order Instruction
Advertising and publicity (media advertisements and other forms of promotion)	SSAS Form <b>B</b> : Application for Generic Funding	- Copy of promotional item Original or certified copies of invoices and proof of payments. - Credit Order Instruction - An original tax clearance certificate from the South African Revenue Service (SARS)
Marketing Materials (export directories and brochures, videos and CD-Roms)	SSAS Form <b>B</b> : Application for Generic Funding	- Copy of promotional item - Original or certified copies of invoices and proof of payments. - Credit Order Instruction - An original tax clearance certificate from the South African Revenue Service (SARS)
Virtual Local promotion platforms /exhibition assistance	SSAS Form <b>B</b> : Application for Generic Funding	- Original or certified copies of invoices and proof of payments. - Credit Order Instruction - An original tax clearance certificate from the South African Revenue Service (SARS)
<b>Categories of funding</b>	<b>Application forms required</b>	<b>Documents required when submitting claims</b>
<b>Project Funding</b>		



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Project Funding	SSAS Form C: Application for Project Funding	<ul style="list-style-type: none"><li>- Original or certified copies of invoices for goods and services provided</li><li>- An original tax clearance certificate from the South African Revenue Service (SARS)</li><li>- Project Business Plan</li><li>- Pro-forma Quotations</li><li>- Proof of Payment</li><li>- Schedule of draw-down payments</li><li>- Credit Order Instruction (Available from TISA)</li></ul>
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#### 4. REPORTING REQUIREMENTS FOR RECOGNISED EXPORT FORMATIONS

4.1 All recognised export formations under the Sector Specific Assistance Scheme (SSAS)—including Export Councils, Industry Associations, Joint Action Groups, Export Trading Firms i.e. Export Aggregators, Export Intermediaries, and Export Management Companies—are required to comply with standardised reporting obligations to ensure transparency, accountability, and alignment with the objectives of **the dtic**.

4.2 Each recognised entity must submit a quarterly performance and financial report, which must include:

- A narrative progress report outlining key activities undertaken, achievements against approved deliverables, challenges encountered, and mitigation measures;
- A summary of all support received from **the dtic**, including but not limited to financial assistance, technical support, participation in **dtic**-led initiatives, and facilitation interventions;
- A comprehensive financial report reflecting income and expenditure, including supporting documents (e.g., invoices, proof of payment, bank statements);



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- Measurable outputs and outcomes aligned to the business plan and approved project proposals, including details of beneficiaries supported (particularly emerging exporters); and
- Updated information on organisational governance, membership participation, and collaboration with other ecosystem partners (where applicable).

4.3 Reports must be submitted within 10 days of the end of each quarter, and will be reviewed by the Export Development & Support Directorate in consultation with relevant parties.

4.4 Failure to submit the required reports on time, or submission of incomplete or inaccurate information, may result in the suspension of funding and/or the initiation of the derecognition process as outlined in the SSAS Generic Funding Rules and Guidelines.

4.5 Export Council Secretariat will provide reporting templates for all reporting requirements for export organisations.

4.6. The scope of application for the SSAS Generic Funding Rules and Guidelines extends to all currently recognised export formations and those that are seeking recognition.



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## 5. SIGN OFF

Version	2025
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Approved through a submission by the Director General of **the dtic** on **04 July 2025**.



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#### Annexure 1

#### **EVALUATION CRITERIA FOR THIRD PARTY SERVICE PROVIDERS: SSAS PROJECT FUNDING**

Article I.	TECHNICAL ELEMENT	0	1	2	3	4	5	WEIGHT	SCORE
1	Completeness & level of details of proposal							15	
2	Demonstrated experience and competence in the specified field of work							30	
3	Number of years in the industry							15	
4	List of similar projects undertaken with contactable references							15	
5	The firm's network to undertake these services							10	
6.	Corporate governance track record							5	
	<b>TECHNICAL WEIGHTING</b>							<b>90</b>	
	<b>EQUITY OWNERSHIP</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>WEIGHT</b>	<b>SCORE</b>
1.	BOE Equity Ownership							8	
2.	Women Equity Ownership							2	
	<b>SPECIFIC GOALS WEIGHTING</b>							<b>10</b>	

0	Non-compliance
1	Poor
2	Average
3	Good
4	Very Good
5	Excellent

The definition of a Black Owned Enterprise (BOE Enterprise) is a sole proprietorship, partnership, company, close corporation or entity, which is registered with the South African Revenue Services and which conducts an enterprise for profit capable of providing commercially viable function and which enterprise is at least 51% owned and controlled (directly and indirectly) by one or more black persons; and whose management and daily business operations are in the control of one or more black persons. Proof in the form of shareholding must be provided as proof of BOE status. **the dtic** reserves the right to verify all information supplied in this regard.