

**SECTOR SPECIFIC ASSISTANCE SCHEME (SSAS)**

**Funding for Emerging Exporters**

# Application Form: Individual Participants

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 entity must not be receiving financial assistance from a government or semi government source for the activity for which you are applying for this assistance.
* It is important that you provide us with correct information to ensure that your application is processed quickly and efficiently.

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| --- |
| % |
| Indicate if the entity is majority youth owned | Yes | No |  |
| Indicate if the entity is majority women owned | Yes | No |  |
| Indicate if the entity is majority owned by persons with disabilities | Yes | No |  |
| **If any of the above is 51% owned or more, provide the shareholders certificate or confirmation letter in case of disability.** |  |  |  |
| **Indicate if the traveler has a disability with a special need (please specify by means of a letter).**  |  |  |  |
| Indicate how many times the applying entity (individual participant) has utilized the SSAS Project Funding for Emerging Exporters Scheme (Please cross X)  | 0  | 1  | 2  | 3  | 4  | Other  |
| Indicate the organizer of the SSAS Emerging Exporters Funding Project  |   |  |  |  |  |  |  |
| Event type | Physical Exhibition |  | Virtual Exhibition |  |
| Event Details  |   |  |  |  |  |  |  |
| Start Date to End Date  |   |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **A. ENTERPRISE DETAILS**  |  |
| Enterprise Name:  |  |   |  |
|  | If the enterprise does not trade under this name, please give the normal trading name:  |  |
|  |   |  |
| Entity Type (Please Cross X Applicable)  | (Pty) Ltd  | Close Corp.  | Limited | B-BBEE level | Other:Specify |      |
|  | Details of the enterprise contact  |  |
| Name and designation:  |  | Cell Phone:  |  |
| Telephone:  |  | Fax:  |  |
| E-mail:  |  | Web Site Address:  |  |
| Company Registration Number |  |   |  |
| Income Tax No.  |  |   |  |
| Physical Address of enterprise (Factory in the case of a manufacturer)  |  | Postal Address of enterprise  |  |
|    |  |    |  |
|  Township/Suburb: District Municipality:Province:  Code:  |  |   Province: Code:  |
|  | What is the company’s exports in the last two years (market and rand value)   |
| Previous Financial Year  | Current Financial Year  | Projection next financial Year  |
| **20……** **R**  | **20…….** **R**  | **20…….** R |
|  | What is the company’s annual turnover for the last two years and the projected turnover  |
| Previous Financial Year  | Current Financial Year  | Projection next financial Year  |
| **20……** **R**  | **20…….** **R**  | **20…….** R |
| How many employees does the entity employ?  |  |   |
|  | What is the entity’s operational assets (Total Assets excluding land and Buildings)  | R  |
| Indicate whether the business is a: Manufacturer, Service Provider?  |  |   |
|  | List of Products available for exports **per month (Capacity)**  |
| Description  | HS Code   |  | Rand Value   |
|   |   |  |    |
|   |   |  |    |
|   |   |  |    |
|   |   |  |    |

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| --- | --- | --- |
| Is your project contributing to the green economy? | YES | NO |
| If yes, indicate which of the following areas the project contributes to the green economyRenewable energyGreen buildingsSustainable transportWaste Management and recyclingWater managementLand managementResource efficiency |
| List other areas not mentioned above |
| Provide a description of how the project will be contributing towards the green economy: |
| **B. SUPPORT DOCUMENTATION REQUIRED**  |
|  The following documentation must be attached to this application form, please tick if included with this application:  |
| * Certificate of registration issued by the Commissioner of Customs and Excise (only for international events, and not applicable for missions or investment meetings). The registration can be done on the SARS website under “customs”.
* Tax compliance status document (pin)
* Comprehensive colour brochure/ CD ROM, Photographs or Pictures of the relevant products marketed by the company. For virtual trade digital videos, digital profiles, digital catalogues and destination marketing.
* Audited or independently reviewed financial statements.
* Auditor’s Letter confirming the turnover and total assets (where applicable)
* A valid copy of the passport of the representative of the entity to be travelling to the exhibition or a valid copy of the SA Id document for local events.
* Entity profile (see the guide below).

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|  **C. NON PARTICIPATION OF INDIVIDUAL PARTICIPANT**  |
| Note: Both the Project Coordinator and the Individual Participant will be jointly and severally held liable for the costs incurred by the dtic for non-participation at the approved event. |
| **D. PROFILE OF THE ENTITY**  |
| In applying for SSAS Emerging Exporters Funding it is required that, the individual participant submits an entity profile. The following headings should form part of the profile.   |
|  1. Name of the entity
2. Contact details and physical address
3. Background of the entity
4. Ownership
5. Vision
6. Mission
7. Products or Services
8. Conclusion

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| **E. 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 Governing 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  |   |
|  |  |
|  |
| F. **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, 2001P.O Box 31533, Braamfontein, Johannesburg, 2017Complaints email: POPIAComplaints@inforegulator.org.zaGeneral 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 |