



the dtic

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

Online Incentive Solution
APSS Application User Manual

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1 INTRODUCTION

The Department of Trade, Industry and Competition's (**the dtic**) strategic objectives are to stimulate the growth of the South African economy through supporting small businesses and enterprises, and promoting investment. This is intended to bolster the South African economy in critical areas such as job creation, equity and access to markets. The Incentive Branch within **the dtic** offers a range of incentive programmes to catalyse growth of local businesses for businesses and ultimately achieve the Department's strategic objectives.

Through the Online Incentive Solution (OIS) project, **the dtic** has modernised the incentive to allow the Incentives Branch to monitor the entire incentive management lifecycle and gain insights into the overall impact of the grants. The incentive management lifecycle includes APSS application, processing, adjudication, as well as claim application and processing. The purpose of this document is to detail the application functionality that is available in the OIS solution.

2 APSS INCENTIVES APPLICATIONS

The APSS incentive application allows a user to apply for an incentive programme online. The applicant can access the solution through Google Chrome or Microsoft Edge browsers using the following web address: <https://oisportal.thedtic.gov.za/> .

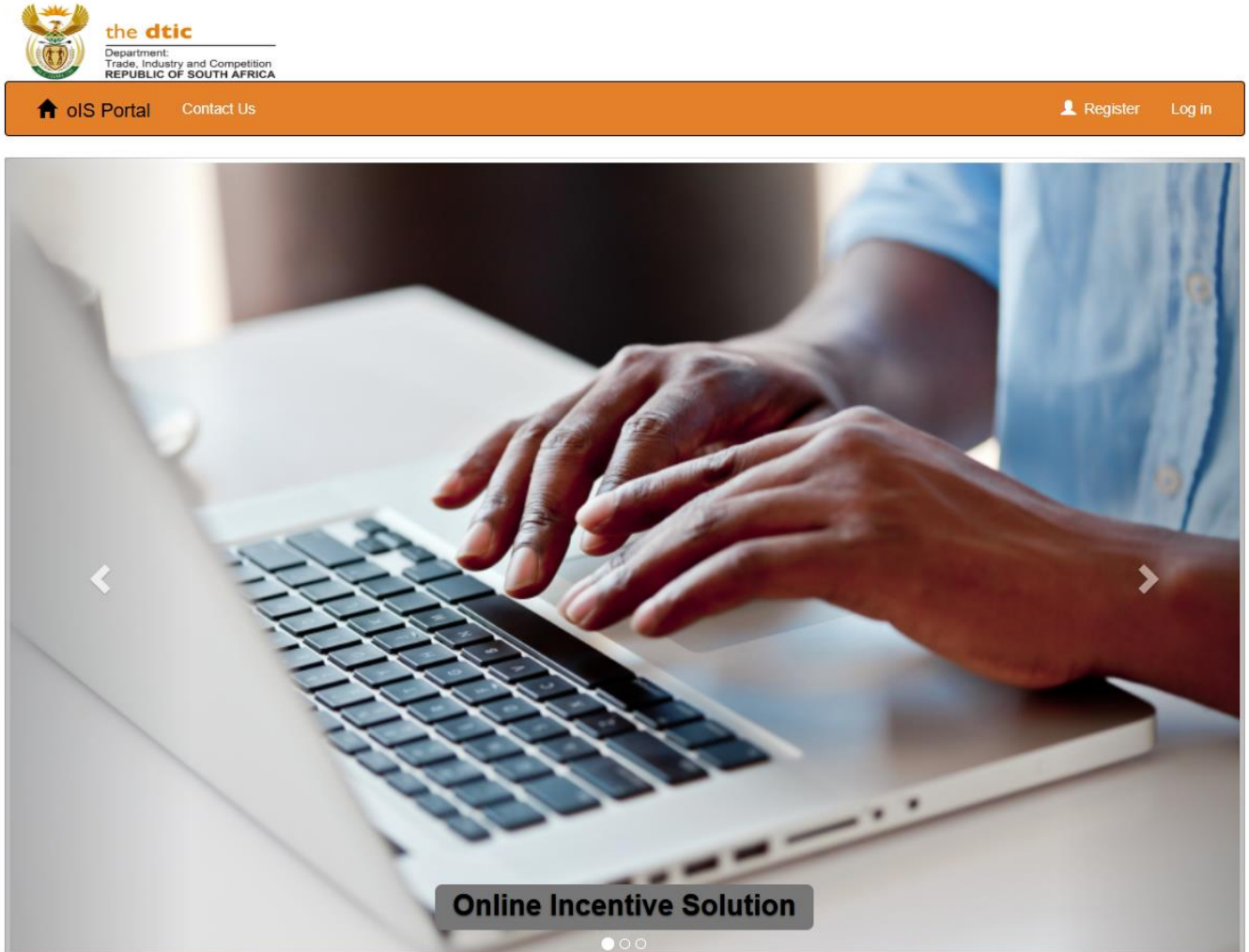
To gain access to the system, the applicant must register to be a user of the OIS. Once the user profile is created on the OIS, the user can gain access by logging into the solution using the user credentials (username and password).

The following sections details: steps to follow to register as a user on OIS, how to log-in, and how to apply for an incentive.

2.1 User Registration

The user registration/login is the gateway to the OIS Solution. The purpose of the user registration is to control access to the system and safeguard user confidentiality. New user applicants will be requested to create an email address, password and agree to the privacy notice regarding the processing of personal information.

The following steps detail the registration procedure:





Create a new account

2 By clicking the "I Agree" button, you hereby indicate and acknowledge that you have read and have understood the **Privacy Notice** and hereby consent to the dti processing your personal information in the manner and for the purposes described in the to the aforesaid Privacy Notice. Do not click on the "I Agree" button if you do not agree to or otherwise have any objections to the processing of your personal information or to the terms of the Privacy Notice.

I Agree 3

Full Name

Email

Password 4

Confirm password

5

Enter the value you see on the left

6

1. Click the 'Register' link and the user registration form will be displayed.
2. Read the privacy notice.
3. Select the 'I agree' check box.
4. Enter the following fields: Full Name, Email, Password and Confirm Password.
5. Enter the value that is displayed on the button that is below the confirmation password.
6. Click the 'Submit' button. An email confirmation will be sent to your mailbox. .
7. Open your mailbox and click the 'Confirmation' link to confirm your account. Once this final step is concluded, you will have access to the solution.

Welcome, Zwelakhe!

Glad to have you on board.

Please confirm your account by clicking the button below:

7

2.2 Log-in

To gain access you must log-in to the OIS solution. The following steps detail the log in procedure:

The screenshot shows the OIS Portal login interface. At the top, there is a navigation bar with 'oIS Portal' and 'Contact Us' on the left, and 'Register' and 'Log in' on the right. The 'Log in' link is circled with a yellow circle containing the number 1. Below the navigation bar, the 'Log In' section contains an 'Email' input field (circled with 2) and a 'Password' input field. Below the password field is a 'Remember me?' checkbox (circled with 3) and a 'Log in' button. At the bottom of the login section, there are two links: 'Register as a new user' and 'Forgot your password?' (circled with 4).

1. Click the 'Log in' link
2. Enter the email address and password
3. Click the 'Log-in' button.
4. Click the 'Forgot password' link to reset your password. A link to change the password will be sent to the user's email account.

2.3 Online Application

This functionality allows a user to apply for an incentive online. The menu panel below shows the capability that is available to the user.

The screenshot shows the OIS Portal menu bar. It includes the 'the dtic' logo and the text 'Department Trade, Industry and Competition REPUBLIC OF SOUTH AFRICA'. The menu items are 'oIS Portal', 'Application/s', 'Transfer', 'Meeting Agenda', and 'Contact Us'. The 'Application/s' menu item is circled with a yellow circle containing the number 1. The 'Transfer' menu item is circled with 2, 'Meeting Agenda' with 3, and 'Contact Us' with 4. On the right side of the menu bar, the user's email 'sznkosi@thedti.gov.za' and a 'Log off' link are visible. The 'Log off' link is circled with a yellow circle containing the number 5.

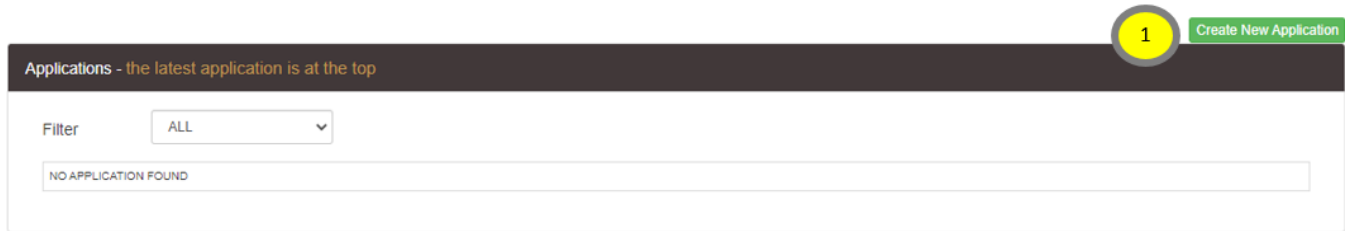
1. The "Applications' menu offers the capability to apply for the APSS incentive online.
2. The 'Transfer' menu offers the capability to transfer an application from one user to another.
3. The 'Meeting Agenda' menu offers the adjudication committee member the capability to view the project summaries of the applications that will be adjudicated on a specific date.

4. The 'Contact' menu offers the Incentive Branch's contact information to the user.
5. The user profile that is logged in on the solution is displayed.

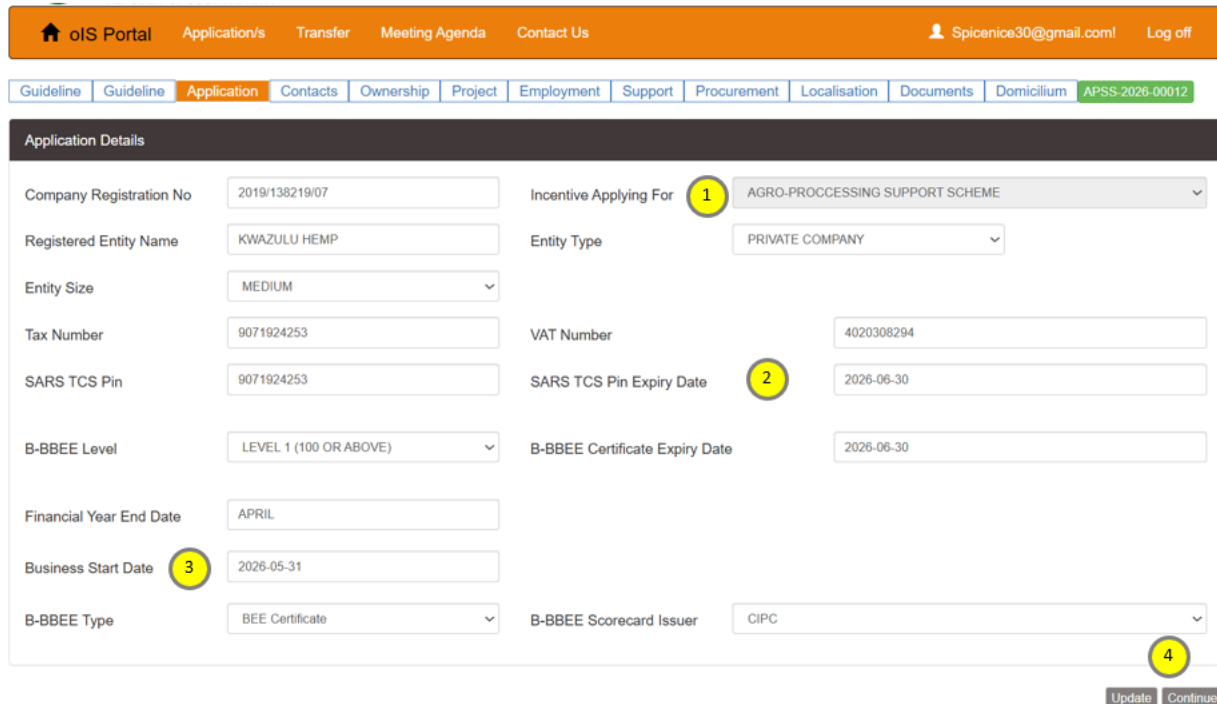
2.3.1 Applications

The following steps allow the user to create a new application:

1. Click the 'Create New Application' tab. The following 'Application Detail's form will be displayed



2. The APSS application form will open.



1. Enter the fields that are displayed on the form.

2. Please ensure that Expiry Date is not outdated, as the user will not be able to proceed if the expiry date has already passed when this form is saved on the solution. The same principle applies to B-BBEE Certificate Expiry Date.
3. The Business Start Date refers to when the business started operating. The user will not be able to proceed if the Business Start Date is in the future.
4. Click the 'Save' button and the 'Continue' button will be displayed. Click the 'Continue' button to proceed to the 'Responsible Person' form.

oIS Portal Application/s Transfer Meeting Agenda Contact Us Spicenice30@gmail.com Log off

Guideline Guideline Application **Contacts** Ownership Project Employment Support Procurement Localisation Documents Domicilium APSS-2026-00012

Responsible Person Details

Title Name Position

Mobile Telephone Email

Alternative Email

Web Address

Business Address

Physical Address

Address Line

Suburb

Town

Province

Municipality

Code

Postal Address

tick if same as physical

Address Line

Suburb

Town

Province

Code

Save Previous

1. Enter the responsible persons' details. This should be the registered user who is currently logged-in on the OIS.
2. Enter the head office physical address.
3. Click the 'tick' checkbox if the physical address is the same as the postal address. If the addresses are not the same, enter the postal address.
4. Click the 'Save' button to save the details captured. Thereafter, the 'Continue' button will be displayed. Click the 'Continue' button to proceed to the 'Ownership' form.

oIS Portal Application/s Transfer Meeting Agenda Contact Us Spicenice30@gmail.com Log off

Guideline Guideline Application Contacts **Ownership** Project Employment Support Procurement Localisation Documents Domicilium APSS-2026-00012

Ownership and Management - total shares must be 100%

List All Individual Shareholders

Name RSA ID Passport ID Number / Passport

Country Select country Shareholding % Share %

Race Select race Gender Select gender

Youth(Under 36 years) Disability

Job Level Select job level

Add Cancel **2**

Shareholder Name	ID Number / Passport	Country	Share %	Race	Gender	Youth	Disability	Job Level	Action	
MVUNGEYZWE ZULU	7810098958082	SOUTH AFRICA	100.00	AFRICAN	MALE	<input type="checkbox"/>	<input type="checkbox"/>	EXECUTIVE DIRECTOR	Edit Delete	
Total			100.00							

1 **3**

List All Legal Entity Shareholders(excluding individual shareholders)

Shareholder Name Shareholder Name Company Registration Number Company Registration Number

Government Institution Country Select country

Shareholding % Share % Black Owned % Share % B-BBEE Level Select level

Add Cancel

NO ENTITY SHAREHOLDER

4

Previous Continue

1. Enter a "List of Individual Shareholders," but **take note!** The total shares must be equal to 100%. Either the list of individual shareholders combined must equal to 100% or a combination of the list of individual shareholders and all legal entity shareholders must be equal to 100%.

If the total shares does not equal 100%, the user will not be able to proceed to the next form.

2. The 'Add' button allows the user to add a list of shareholders and legal entity shareholders. **Take note!** More than one shareholder or/and legal entity shareholders can be added. The 'Cancel' button allows the user to cancel the record.
3. The 'Edit' button allows the user to edit the captured information. The 'Delete' button allows the user to delete the record captured.
4. When the shares equal 100% the 'Continue' button will be displayed. Click the 'Continue' button to proceed to the 'Project' form.

Guideline | Guideline | Application | Contacts | Ownership | **Project** | Employment | Support | Procurement | Localisation | Documents | Domicilium | APSS-2026-00012

Project

Project Name: MANAGEMENT AND CORPORATE GOVERNANCE Project Start Date: 2026-06-05

Business Activity Address

Address Line: 1000 STREETWAY

Suburb: 721

Town: AGGENEYS

Province: NORTHERN CAPE

Municipality: KHAI-MA LOCAL MUNICIPALITY

District: NAMAKWA DISTRICT MUNICIPALITY

Code: 2343

Is the project in a township area? Yes No

Criteria

Sector: Agro-Processing

Sub Sector: FIBRE PROCESSING

Finished Product: MANAGEMENT AND CORPORATE GOVERNANCE

Other Agro-Processing/ beneficiation activities (Additional): NONE

Total Project Investment Size: NEW: R1 MILLION TO 10 MILLION

Business Operations and Involvement:

Type of Operation: START NEW OPERATIONS

Operation Description: MANAGEMENT AND CORPORATE GOVERNANCE

Economic benefit criteria for Additional 10% grant 5		
Additional Criteria	Tick if Yes	Comment
EMPLOYMENT - INCREASE BASE YEAR EMPLOYMENT BY AT LEAST 25%	<input checked="" type="checkbox"/>	XXXXXXXXXXXX
TRANSFORMATION - ACHIEVE A LEVEL 1 ON B-BBEE CODES OF GOOD PRACTISE	<input checked="" type="checkbox"/>	XXXXXXXXXXXX
GEOGRAPHICAL SPREAD - PROJECTS LOCATED IN STATE OWNED INDUSTRIAL PARKS OR AREAS WITH UNEMPLOYMENT HIGHER THAN 25%	<input checked="" type="checkbox"/>	XXXXXXXXXXXX
LOCAL PROCUREMENT- PROCURING AT LEAST 70% OF INPUTS OR EQUIPMENT AND MACHINERY THAT IS LOCALLY MANUFACTURED	<input checked="" type="checkbox"/>	XXXXXXXXXXXX

Is this a Black Industrialist project? Yes No

1. Populate the 'Project Name' and the 'Project start Date' fields. The date must be in the future.
2. Populate the 'Business Activity Address' form, this is the production/the plant where production will be taking pace.
3. Populate the 'Criteria' form
4. Select the 'Total Project Investment Size' , if you are an existing business
5. Populate the 'Economic Benefit criteria for Additional 10% grant'. This panel is only applicable to expansion projects.

Business Plan 6			
Description of business or project	XXXXXXXXXXXX	Strengths	XXXXXXXXXXXX
Product and Product Process (Please explain the production process until the final product)	XXXXXXXXXXXX	Weaknesses	XXXXXXXXXXXX
Market	XXXXXXXXXXXX	Opportunities	XXXXXXXXXXXX
Strategy	XXXXXXXXXXXX	Threats	XXXXXXXXXXXX

Co-Investors - There can be one or more co-investor

Name of funder 7

Type of funding e.g loan

Amount

Name of funder	Type of funding e.g Loan	Amount	Action
Milo	Loan	0.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

8

Local Output 9

List the top 3 finished local outputs/products that the incentivised project will be manufacturing? In accordance to the company's financial year, specify the financial year and the projected quantity as well as the rand value of the local outputs to be produced within the next 5 financial years.

Outputs/Product

% of local Content

Quantity Year 2	Turnover Year 2	Financial Year 3	Quantity Year 3	Turnover Year 3	Financial Year 4	Quantity Year 4	Turnover Year 4	Financial Year 5	Quantity Year 5	Turnover Year 5	Action
10	10.00	2028-Mar	10	10.00	2029-Mar	20	20.00	2030-Mar	20	20.00	<input type="button" value="Edit"/> <input type="button" value="Update"/> <input type="button" value="Delete"/>

10

11

6. Populate the 'Business Plan' form.
7. Populate the 'Co-Investors' form.
8. Save the business plan by clicking the 'Save Business Plan'
9. Populate the 'Local Output' form and click the 'Update ' button to save the local output table on label 10.
10. Click the 'Update' button to save changes made on the project form.
11. The 'Continue' button will be displayed. Click the 'Continue' button to proceed to the 'Employment' form.

Employment 1

Direct Employment
The year 1 value cannot be zero

Employment Year: Additional Employment Year 1

Total No. of Employees: 20

Save

Employment Breakdown 2
The total employees must be equal to current employment base year

Race: Select race Gender: Select gender Youth (Under 36 years) Disability

No Of Employees: No Of Employees

Add Cancel 3

Employment Year	Race	Gender	Youth (Under 36 years)	Disability	Number of Employees	Action
Additional Employment Year 1	AFRICAN	MALE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	Edit Delete
Additional Employment Year 1	COLOURED	FEMALE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Edit Delete
Additional Employment Year 1	WHITE	FEMALE	<input type="checkbox"/>	<input type="checkbox"/>	4	Edit Delete
Additional Employment Year 1	INDIAN	FEMALE	<input type="checkbox"/>	<input type="checkbox"/>	4	Edit Delete
Additional Employment Year 1	AFRICAN	FEMALE	<input type="checkbox"/>	<input type="checkbox"/>	4	Edit Delete
Total					20	

4

5

Previous Continue

1. Populate the 'Employment' form
2. Populate the Direct Employment section by selecting the 'Employment Year' and the 'Total No. of Employees' from the dropdown list. 'Current (Sustained) Employment Base Year' cannot be 0 for an expansion/existing project and new projects, 'Additional Employment Year 1' cannot be 0.
3. The 'Add' button allows multiple assets to be listed. The 'Cancel' button allows the record to be cancelled.
4. The 'Edit' button allows the user to edit the captured information. The 'Delete' button allows the user to delete the record captured.
5. The 'Continue' button will be displayed, where the Total No. of employees equal to the Employment Breakdown. Click the 'Continue' button to proceed to the 'Support' form.

[Guideline](#) | [Guideline](#) | [Application](#) | [Contacts](#) | [Ownership](#) | [Project](#) | [Employment](#) | **Support** | [Procurement](#) | [Localisation](#) | [Documents](#) | [Domicilium](#) | [APSS-2020-00012](#)

Assets

New machinery and equipment is mandatory
Total cost of assets must align with the Project Investment Size

List all assets (Local and imported) to be procured for this project.

Focus Area:

Asset Description:

Year 1: Projected Investment:

Year 2: Projected Investment:

Anticipated Purchasing Date:

Estimated Production Date:

Anticipated Supplier Name:

Is the Supplier South African? Yes No

Focus Area	Asset Description	Projected Investment Year 1	Projected Investment Year 2	Anticipated Purchasing Date	Estimated Production Date	Anticipated Supplier	Supplier Address	Is the supplier Local?	Continent	Country	% of Black-ownership	% of Women-ownership	% of Youth-ownership	% of people with disability ownership	Is the supplier a SME?	Action
NEW MACHINERY AND EQUIPMENT	BAKING STOVES	200,000.00	20,000.00	2020-06-30	2020-06-30	FOCUS AREA	STAND 81, 3RD STREET, BARLEDG INDUSTRIAL, AGDENYIS, NORTHERN CAPE, NAMPOWA DISTRICT MUNICIPALITY, KIM MA LOCAL MUNICIPALITY, 9676	<input checked="" type="checkbox"/>			40.00	30.00	20.00	10.00	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
NEW COMMERCIAL VEHICLES	TRANSPORT CARS	2,000,000.00	100,000.00	2020-06-30	2020-06-30	TOYOTA		<input type="checkbox"/>	ANTARCTICA	SAHRAN	0.00	0.00	0.00	0.00	<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
OWNED BUILDING	RENTAL	50,000.00	20,000.00	2020-06-30	2020-06-30	SUPPLIER	1302 Steynway, 771, ABERDEEN, EASTERN CAPE, SASHI BAARTMAN DISTRICT MUNICIPALITY, DR BHEKIS NAUDE LOCAL MUNICIPALITY, 6766	<input checked="" type="checkbox"/>			10.00	20.00	30.00	40.00	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Grand Total = R 2,390,000.00

% of locally procured assets = 12.13

% of imported assets = 87.87

Competitiveness Improvement Cost

Focus Area: Category:

Description:

Purchase Date:

Projected Investment:

Add **Cancel** **3** **4**

Classification	Category	Description	Purchase Date	Projected Investment	Accreditation	Accreditation Purchase Date	Accreditation Amount Required	Action
QUALITY MANAGEMENT IMPROVEMENT	CONFORMITY ASSESSMENT CERTIFICATION ACCREDITATION	FOCUS AREA	2026-06-30	200,000.00	FOCUS AREA	2026-06-30	5000.00	Edit Delete
Total				200,000.00			5,000.00	

Competitiveness Grand Total = R 205,000.00

5 **Previous** **Continue**

1. Populate the 'Support' form by recording all the Assets and 'Competitiveness Improvement' individually.
2. Focus Area 'Machinery & Equipment' is mandatory
3. The 'Add' button allows multiple assets to be listed. The 'Cancel' button allows the record to be cancelled.
4. The 'Edit' button allows the user to edit the captured information. The 'Delete' button allows the user to delete the record captured.
5. The total amount captured under the support form must be equal to the Total Project Investment Size captured on the project form. The 'Continue' button will be displayed once the amounts correspond. Click the 'Continue' button to proceed to the 'Procurement' form.

Procurement
 If any of the following radio boxes are selected as "No" you won't be able to continue with your application
 - Does the entity comply to all laws including by laws of the country
 - Will you comply with sectoral wage as outlined by the Department of Labour (DOL)

1

Does the entity comply to all laws including by laws of the country Yes No

What type of skills development are you involved in? ACCREDITATION AMOUNT

What is the cost related to skills development? 40 000.00

Will you comply with sectoral wage as outlined by the Department of Labour (DOL) Yes No

Is the entity supporting green economy initiatives Yes No

Green Economy Area

Add **Cancel**

NO GREEN ECONOMY CONTRIBUTION

What socio-economic benefits have come about as a result of this project? ACCREDITATION AMOUNT

What socio-economic benefits have come about as a result of this project? ACCREDITATION AMOUNT

2

List of Procurement Items The total inputs (raw material) must add up to 100%

Description of Raw Material/Input

Year 1: Estimated Cost

Year 2: Estimated Cost

% of total inputs (raw material) 3

Supplier Name

Is the Supplier South African? Yes No

Supplier Agreement in Place? Yes No

Add **Cancel** 4

Description of Raw Material/Input	% of input	Is the supplier South African?	Supplier Agreement in Place?	Supplier Name	Supplier Address	Continent	Country	Establishment Point(City)	Is this procurement from Government	Estimated Cost for Year 1	Estimated Cost for Year 2	% of black ownership	% of Women-ownership	% of Youth-ownership	% ownership of people with disability	Is the supplier an SMME?
ACCREDITATION AMOUNT	100.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ACCREDITATION AMOUNT	TAFCE, 909, 309, EASTERN CAPE, SARAH BAWRTMAN DISTRICT MUNICIPALITY, DR BEYERS NAUDE LOCAL MUNICIPALITY, 6543				<input checked="" type="checkbox"/>	2,000.00	200.00	40.00	30.00	20.00	10.00	<input checked="" type="checkbox"/>
Total										2,000.00	200.00					

% of locally procured raw materials = 100

% of imported procured raw materials = 0

5

Save **Previous** **Continue**

1. Populate the 'Procurement' form
2. Populate the 'List of Procurement Items' form
3. The Total % of total inputs (raw material) must be equal to 100%
4. The 'Add' button allows multiple assets to be listed. The 'Cancel' button allows the record to be cancelled. The 'Edit' button allows the user to edit the captured information. The 'Delete' button allows the user to delete the record captured.
5. Click the 'Save' button to save details captured on the procurement form. The 'Continue' button will be displayed, click the 'Continue' button to proceed to the 'Localisation' form.

The screenshot shows two forms: 'Replacing Imports' and 'Exports'. The 'Replacing Imports' form has a header with a yellow circle containing the number '1'. It contains a question 'Will any of the manufactured/output products be replacing imports?' with radio buttons for 'Yes' (selected) and 'No'. Below this are two sections for providing projected turnover and quantity for the next three years, each with a dropdown for 'Output/Product', a text area for 'Provide a brief reason as to why the project will be replacing imports', and a question 'Is the product that will be replacing imports be manufactured for the first time in the country?' with radio buttons for 'Yes' and 'No', and another text area for 'Provide a brief reason as to why the product will be manufactured for the first time in the country'. There are 'Add' and 'Clear' buttons. Below is a table with columns: Component Name, Financial Year 1, Quantity Year 1, Turnover Year 1, Financial Year 2, Quantity Year 2, Turnover Year 2, Financial Year 3, Quantity Year 3, Turnover Year 3, and Manufactured in the co. The table has one row: Management and Corporate governance, 2026-Feb, 10, 20.00, 2027-Feb, 20, 30.00, 2028-Feb, 10, 20.00. The 'Exports' form has a header with a yellow circle containing the number '2'. It contains a question 'Will the project be exporting directly?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a question 'If yes, then what is the projected value and quantities of exports for the next three years?' with three dropdowns: 'Product to be exported', 'Continent', and 'Country'. There are 'Add' and 'Clear' buttons. Below is a table with columns: Jountries, Financial Year 1, Quantity Year 1, Turnover Year 1, Financial Year 2, Quantity Year 2, Turnover Year 2, Financial Year 3, Quantity Year 3, Turnover Year 3, Continent, Country, and Action. The table has one row: [blank], 2026-Mar, 10, 20.00, 2027-Mar, 20, 40.00, 2028-Mar, 30, 10.00, AFRICA, ETHIOPIA, Edit, Update, Delete. At the bottom right of the 'Exports' form, there are 'Previous' and 'Continue' buttons, with a yellow circle containing the number '5' next to them. A yellow circle containing the number '3' is next to the 'Add' button in the 'Exports' form, and a yellow circle containing the number '4' is next to the 'Action' column header in the 'Exports' table.

1. Populate the 'Replacing Imports' form
2. Populate the 'Exports' Form.

3. The “Add” button allows multiple assets to be listed. The “Cancel” button allows the record to be cancelled.
4. The “Edit” button allows the user to edit the captured information. The “Delete” button allows the user to delete the record captured. The “Update” button allows the user to update and save the record captured.
5. Click the ‘Continue’ button to proceed to the ‘Documents’ form.

Guideline | Guideline | Application | Contacts | Ownership | Project | Employment | Support | Procurement | Localisation | **Documents** | Domicilium | APSS-2026-00012

Supporting Documents - all listed documents are compulsory(except Additional Document), (Please note that only the original or certified documents will be accepted, in PDF format, with a maximum file size of 15MB)
Supporting Documents Guidelines

Document Type **1** No file chosen **2**

Document Description **3**








Document Type	Date Created	Action
A VALID TAX CLEARANCE PIN	2026-06-01 12:57:19	<input type="button" value="View"/> <input type="button" value="Delete"/>
BEE CERTIFICATE (APPLICANT)	2026-06-01 12:57:36	<input type="button" value="View"/> <input type="button" value="Delete"/>
BEE CERTIFICATE / SWORN AFFIDAVIT (WHERE NECESSARY) OF SUPPLIERS OF RAW MATERIALS	2026-06-01 12:57:58	<input type="button" value="View"/> <input type="button" value="Delete"/> 4
FINANCIAL PROJECTIONS FOR THREE YEARS	2026-06-01 12:58:18	<input type="button" value="View"/> <input type="button" value="Delete"/>
OFF TAKE AGREEMENTS WITH SUPPLIER AND CUSTOMERS	2026-06-01 12:58:36	<input type="button" value="View"/> <input type="button" value="Delete"/>
INCORPORATION CERTIFICATE	2026-06-01 12:58:55	<input type="button" value="View"/> <input type="button" value="Delete"/>
PROOF OF APPLICATION FOR FUNDING	2026-06-01 12:59:17	<input type="button" value="View"/> <input type="button" value="Delete"/>
PROJECT EXECUTIVE SUMMARY	2026-06-01 12:59:35	<input type="button" value="View"/> <input type="button" value="Delete"/>
PROOF OF ADDRESS FOR ALL THE BUSINESS ACTIVITIES PREMISES	2026-06-02 23:25:18	<input type="button" value="View"/> <input type="button" value="Delete"/>
QUOTATION OF ASSETS	2026-06-02 23:25:26	<input type="button" value="View"/> <input type="button" value="Delete"/>

5

1. Select the ‘Document Type’ from the Document Type drop down list.
2. Click the ‘Choose File’ button and select the relevant file to upload.
3. Click the ‘Upload’ button to add the file to the list of files that should be uploaded. Repeat step 1 to 3 to upload all the mandatory files.
4. Click the ‘View’ button to allow you to view the document you have uploaded. The ‘Delete’ button allows you to delete the document you have uploaded. The deleted document will re-appear on step 1. You will be able to upload the document again.
5. The Additional Document field is not mandatory but allows you to add additional document(s) to support your application. The ‘Continue’ button will be displayed when all the mandatory documents have been uploaded.
6. Click the ‘Continue’ button to proceed to the ‘Domicilium’ form.

1. Populate the ‘Domicilium Citandi Executandi’ field.
2. Agree to the terms and conditions by selecting the check box.
3. The log-in user is auto populated into the ‘Accepted By’ field.
4. Populate the ‘Capacity’ field.
5. The ‘Date Accepted’ field is auto populated.
6. Click the ‘Submit’ button to submit the application. The application will be sent to **the dtic** back-office for processing. You will receive an automatic acknowledgement email.

Acknowledgement Notification for APPLICATION: BIRTHMARK INTERIORS (Ref #: 
 APSS-2026-00003)  Inbox x

OIS Notification  Sun, May 24, 12:50 PM (9 days ago)   
 to me 
 Dear MRS. DAPHNE MASALA MASHABA
 The dtic acknowledge receipt of your APSS APPLICATION for BIRTHMARK INTERIORS 
 Kindly click on the following [link](#) of the Incentive Portal to follow the progress of your APPLICATION
 Kindly note that this message was sent from an automated mailbox.
 Please do not reply.
 Kind regards,
 Incentive Branch

7. You can view the status of the application under the 'Applications' menu

The screenshot shows the dtic oIS Portal interface. At the top, there is a navigation bar with links for 'oIS Portal', 'Application/s', 'Transfer', 'Meeting Agenda', and 'Contact Us'. A search bar is located below the navigation bar. The main content area is titled 'Applications - the latest application is at the top' and features a filter dropdown set to 'ALL'. A yellow circle with the number '7' highlights the 'Applications' menu item in the top navigation bar. Below the filter, there is a table with the following data:

Reference No	Company Name	Incentive	Type	Application Date	Status	Appeal Status	Appeal Date	Action
APSS-2026-00012	KWAZULU HEMP	APSS	APPLICATION	2026-06-02	COMPLETING FORM	N/A	N/A	View
APSS-2026-00010	DECOR DESIGN AND UPHOLSTERY	APSS	APPLICATION	2026-05-06	APPROVED	N/A	N/A	View Letter(s) Notification Claim
APSS-2026-00009	MHLINGU AGRO PROCESSING INDUSTRIES	APSS	APPLICATION	2026-05-07	PENDING LETTER	N/A	N/A	View
APSS-2026-00008	FRUITWAYS PACKING SERVICE (PTY) LTD	APSS	APPLICATION	2026-05-06	REJECTED	REJECTED	2026-05-08	View Letter(s) View Appeal Notification
APSS-2026-00007	KWAZULU HEMP	APSS	APPLICATION	2026-05-07	PENDING LETTER	N/A	N/A	View Notification
BIS-2026-00002	EVOHEALTH (PTY) LTD	BIS	APPLICATION	2026-05-04	APPROVED	N/A	N/A	View Letter(s) Claim

2.3.2 Transfer

The 'Transfer' functionality transfers an application from one user to another.

To complete an application transfer, follow the steps below:



oIS Portal Application/s Transfer Meeting Agenda Contact Us Spicenice30@gmail.com Log off

Transfer Application

Application Type Application **1**
 Claim

Reference Number **2**

New Responsible Person Details

Title Name Position

Mobile Telephone Email

Alternative Email

Web Address **3**

4 Save

1. Select an application type
2. Enter a reference number
3. Populate the responsible person's details
4. Click the save button, the application will be transferred to the responsible person. **Take note!** The new responsible person must have a registered profile on the OIS Solution.

2.3.3 Meeting Agenda

The 'Meeting Agenda' functionality offers the adjudication committee members the capability to view the project summaries of the applications to be adjudicated on a specific date.

To view the project summaries, follow the steps below:

Online Incentive Solution - APSS Applications User Manual

the dtic
Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

oIS Portal Application/s Transfer Meeting Agenda Contact Us Spicenice30@gmail.com Log off

Adjudication Meeting - application highlighted in red has been to adjudication before

Select Meeting Date

Select meeting

Select meeting

2026-05-01

2026-05-02

2026-05-08

2026-05-09

2026-05-14

2026-05-16

the dtic
Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

oIS Portal Application/s Transfer Meeting Agenda Contact Us Spicenice30@gmail.com Log off

Adjudication Meeting - application highlighted in red has been to adjudication before

Select Meeting Date 2026-05-14

Reference #	Company Name	Application Date	Current Stage	Status	Action
APSS-2026-00003	FRUITYWAYS PACKING SERVICES (PTY) LTD EXPANSION ABOVE 10M	2026-05-06	ADJUDICATION	PENDING LETTER	Summary

1. Select meeting date from the 'Meeting Date' drop down list, a list of applications that are linked to the selected date are displayed.
2. Click the 'Summary' button to view the project summary of an application.

Guideline | Guideline | Application | Contacts | Ownership | Project | Employment | Support | Procurement | Localisation | Documents | Domicilium | APSS-2026-00001

My Notes

Project Summary

Download

1 of 2 ?

100%

Find | Next

the dtic
Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

AGRO-PROCESSING SUPPORT SCHEME (PROJECT SUMMARY)

APPLICATION INFORMATION			
FULL REGISTERED NAME	AFRICAN STAR BOILER-NEW ABOVE 10M	REFERENCE NUMBER	APSS-2026-00001
COMPANY REGISTRATION NUMBER	2021/010688/07	FINANCIAL YEAR END DATE	APRIL
RECEIPT DATE	2026-04-28	ACM DATE	2026-05-21
PROJECT INFORMATION			
PROJECT NAME	AFRICAN STAR POULTRY ABATTOIR	BUSINESS ACTIVITY TOWN/ESTABLISHMENT OF PROJECT)	BIZANA
PROJECT START DATE	2026-05-30	BUSINESS ACTIVITY PROVINCE	EASTERN CAPE
TYPE OF OPERATION	START NEW OPERATIONS	SUB SECTOR	FOOD AND BEVERAGES
FINISHED PRODUCT	DRESSED FRESH FULL CHICKEN MEAT, DRESSED FRESH CHICKEN MEAT PORTIONS & OFFAL AND FEET		

3. Click the 'Download' button to down the project summary
4. Click 'My notes' to capture notes for the application in review
5. The adjudication committee member can view the application documents by selecting 'Select Documents' from the dropdown menu
6. Click the 'View Document' option and the document will be displayed on a new page.

INVESTMENT									
TOTAL INVESTMENT		BASE YEAR INVESTMENT (ASSETS)				QUALIFYING INVESTMENT			
R12 608 659.56		R0.00				R9 308 663.28			
EMPLOYMENT									
TOTAL EMPLOYMENT	CURRENT BASE YEAR EMPLOYMENT	ADDITIONAL EMPLOYMENT YEAR 1			ADDITIONAL EMPLOYMENT YEAR 2				
22	0	11			11				
ECONOMIC BENEFIT CRITERIA FOR ADDITIONAL 10% GRANT ONLY									
CRITERIA					BACK OFFICE COMMENTS			QUALIFYING	
RAW MATERIALS AND SUPPLIERS									
SUPPLIER NAME	DESCRIPTION OF RAW MATERIAL	% OF TOTAL INPUT	SA SUPPLIER	% OF BLACK OWNERSHIP	VERIFIED % OF QUALIFYING BLACK OWNERSHIP	VERIFIED SUPPLIER IS SOUTH AFRICAN	VERIFIED PROCURED FROM GOVERNMENT OR SOEs	VERIFIED PROCURED FROM OTHER AFRICAN COUNTRIES	
AFRICAN STAR BOILER	CHICKENS	82,00	True	100,00					
K-PAK SUPPLIERS	PACKAGING	18,00	True	100,00					
BUSINESS PLAN									
PRODUCTION PROCESS			Greenfield establishment of poultry abattoir. Finished product will be sold to public institutions, retail food chain supermarkets, hospitality establishments and community within the abattoir catchment area.						

Supporting Documents

Select Document SUPPLIER LIST OF RAW MATERIAL 5 View Document 6

THE END