



## COVID-19 SMME RELIEF COMMON TEMPLATE

### 1. WHAT ARE YOU APPLYING FOR?

Business Growth /Resilience Facility

Debt Relief Finance

### 2. CONTACT PERSON

First name(s)

Surname

ID Number

Telephone number (landline)

Cell phone number

Email address

### 3. COMPANY INFORMATION

SMME Database Reg No:

Organisation Type:

Company registered name:

Registration number:

Trading name:

Date registered:

Date started operating:

Financial Year-end:

CSD Registration Number:

Physical address:

Postal address:

Town:

District:

Province:

### 4. INDUSTRY OR SECTOR (only applies for Business Growth/Resilience)

Applicable sector for your main income

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### 5. LIST OF PRODUCTS AND SERVICES


### 6. CLIENT/POTENTIAL CLIENTS

#### a. Business Growth & Resilience Facility

Who are your 3 most recent clients?

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Who are your 3 target clients?

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#### b. SMME Debt Relief Finance

Who are your 3 most recent clients?

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How do you plan to resuscitate your business?

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### 7. FUNDING REQUIREMENTS

Important to note:

1. You may only apply for one intervention
2. Funding will be dependent on the level of financial distress calculated on the average of the last 3 months.

Total amount of other (external) funding

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#### Business Growth Facility

**Categories:**

- Micro R50 000 – R250 000

#### Debt Relief Finance

- No historical Municipal Debt Municipal accounts capped at R 5000

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<ul style="list-style-type: none"> <li>• Small R250 001 – R 2 5 00 000</li> <li>• Medium R 2 500 001 – R 5 000 000</li> </ul>		<ul style="list-style-type: none"> <li>• NB: salary payment scales will be in line with UIF scale</li> <li>• Companies contributing to UIF must claim from UIF but the companies eligible for funding must register with UIF</li> </ul>	
stock		salaries	
bridging finance		rent	
purchase order		municipal accounts	
business equipment			
<b>8. EXISTING CREDIT INFORMATION (NOT SPAZA SHOPS) IF APPLICABLE</b>			
<b>9. WHO DO YOU PROCURE INPUTS FROM (RAW MATERIALS)</b>			
<b>10. COMPLIANCE ENVIRONMENT</b>			
Outline compliance in terms of the applicable standards, such as: (Yes/ No/ N/A)			
Health and safety		Yes/ No/ N/A	
Municipal by-laws		Yes/ No/ N/A	
SARS		Yes/ No/ N/A	
Labour laws: UIF & Compensation Fund		Yes/ No/ N/A	
Applicable industry laws		Yes/ No/ N/A	
Membership of industry bodies		Yes/ No/ N/A	

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### DECLARATION AND CONSENT

I/We, the undersigned declare that the information provided in this application form is to the best of my/our knowledge true and complete.

I/We also understand that any wilful misrepresentation of the information in this application form will disqualify my/our application and may lead to legal action against me/us including the laying of criminal charges against me/us as sureties as well as against the entity I/we represent for furnishing false statement or information to the Department of Small Business Development (**DSBD**), Small Enterprise Finance Agency (SOC) Ltd (**sefa**) and Small Enterprise Development Agency (SOC) Ltd (**seda**) hereto referred as the **DSBD Portfolio**.

I/We hereby grant the **DSBD Portfolio** consent to perform an entity/personal search and check on my/our records with any other party (e.g. credit bureau and/or a government agency) relating to this application.

I/We further authorise the **DSBD Portfolio** to disclose my/our personal information to these parties to obtain the information they require and acknowledge that the **DSBD Portfolio** will never disclose more information than they are required to.

**DSBD Portfolio** warrants that it will treat your personal information as confidential and take all necessary steps to protect your information as required by the Protection of Personal Information Act of 2013.

**DSBD Portfolio** will only disclose your information if:

- The law requires us to do so;
- It is in the public interest to do so;
- Our interests require disclosure; or
- You have given us your consent.

<b>Surname</b>	
<b>Full Name(s)</b>	
<b>Designation</b>	
<b>Signature</b>	
<b>Place</b>	
<b>Date</b>	

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### 11. LIST OF ADDITIONAL DOCUMENTS (by email)

- Company Statutory Documents;
  - CIPC,
  - SARS,
  - CSD optional
- FICA documents (e.g. Municipal accounts, letter from traditional authority)
- ID Copies of Directors
- 3 months Bank Statements
- Latest Annual Financial Statements or Latest Management Accounts (Statement of Financial Performance and Statement of Financial Position) – **where applicable**
- Business Profile
- Project Execution Plan (applicable for Business Growth)
- Municipal trade permit (applicable to the spaza shops)
- 6 months Cash Flow Projections – **where applicable**
- Copy of Lease Agreement or Proof ownership (applicable for Debt Relief Finance)
- Relevant Industry Certification – **where applicable**
- Copy of Contract or Order
- Facility Statements of Other Funders - **where applicable**
- Estimations for applied funding