

APPLICATION FORM FOR FINANCIAL ASSISTANCE



**EASTERN CAPE
DEVELOPMENT
CORPORATION**

FINANCIAL ASSISTANCE PROGRAMMES:

	(tick appropriate block)	AMOUNT
CONVENTIONAL LOAN	<input type="checkbox"/>	<input type="text"/>
CONVENTIONAL GUARANTEE	<input type="checkbox"/>	<input type="text"/>
TOTAL		<input type="text"/>

All information collected in respect of this questionnaire is treated in the strictest confidence and is never released to non-ECDC staff without prior approval of the applicant.

Only South African citizens resident in the Eastern Cape Province and / or enterprises operating within the Eastern Cape are eligible for financial assistance under the above programmes.

While some information required may not be relevant to your venture please try to complete the application in full and submit it to the nearest ECDC office.

If an existing company please attach latest audited financial statements, company registration documents and list of directors.

ECDC OFFICES:

WESTERN REGION	CENTRAL REGION	NORTHERN REGION	EASTERN REGION
Port Elizabeth Tel: 041 - 373 8260 Fax: 041 - 374 4447	East London 043 - 704 5600 043 - 704 5700 King William's Town Tel: 043 - 604 8800 Fax: 043 - 642 4199	Queenstown 045 - 838 1910 045 - 838 2176	Umtata 047 - 501 2200 047 - 531 1990

FOR INTERNAL USE ONLY

Received by: _____ Date: _____

Date of written acknowledgment: _____

Considered by District/Region/Head Office/Board (Delete inapplicable): _____

Approved/Rejected - Date: _____

Date of communication of decision: _____

Document No:	Revision no:	Reviewed by	Approved by.	Approved Date:
ECDC QF 22	00	Management Representative	Chief Executive officer	May 2013

PLEASE TYPE OR PRINT

For entities with more than one person, each partner is to provide personal details as required in Section 1.

SECTION 1

1. PERSONAL DETAILS

A. PARTICULARS OF APPLICANT

- 1.1 Name of applicant Surname _____
First Name/s _____
- 1.2 Identity number _____
- 1.3 Date of Birth _____ Nationality _____
- 1.4 Residential Address _____
_____ Code _____
- Owned or leased _____
- 1.5 Postal address _____
_____ Code _____
- 1.6 Telephone (Home) _____ Telephone (Work) _____
Cell No. _____
Fax No. _____ E-mail _____
- 1.7 Marital status Single Married Divorced Widowed
- 1.8 Type of marriage _____ Number of dependants _____
- 1.9 PLEASE ATTACH A DETAILED CURRICULUM VITAE COVERING YOUR ACADEMIC BACKGROUND AND/OR YOUR WORK AND/OR BUSINESS EXPERIENCE.

B PARTICULARS OF SPOUSE

- 1.13 Name _____
- 1.14 Identity Number _____
- 1.15 Occupation _____
- 1.16 Date of Birth _____ Relationship _____
- 1.17 Residential Address _____
_____ Code _____
- 1.18 Present Employer _____ Monthly Income _____

1.19 Address of employer _____
_____ Code _____
Telephone _____ Fax _____

C. PERSONAL REFERENCES

Give names, addresses and telephone numbers of at least two people not residing with you for reference purposes.

Name of reference _____
Address of reference _____
_____ Code _____
Telephone _____ Relationship _____

Name of reference _____
Address of reference _____
_____ Code _____
Telephone _____ Relationship _____

Name of reference _____
Address of reference _____
_____ Code _____
Telephone _____ Relationship _____

Name of reference _____
Address of reference _____
_____ Code _____
Telephone _____ Relationship _____

Any previous loans with ECDC or any of the previous four corporations ie. TDC, CPDB, TRANSIDO and CSBC? YES NO

If yes supply details:

Name of corporation _____
Account number _____ Outstanding Balance _____

D. TRADE REFERENCES

Provide two trade references _____

Company name _____

Account number _____

Address _____

Code _____

Branch _____

Current Balance _____

Telephone _____

Company name _____

Account number _____

Address _____

Code _____

Branch _____

Current Balance _____

Telephone _____

E PERSONAL BANKING DETAILS

Name of bank _____

Branch _____

Type of account held _____

Account number _____

Name of account holder _____

Balance _____

LIABILITIES (amount in Rand)

As at date

1. MORTGAGE BONDS (or amounts due under deed of sale)

ERF No./Name of farm	Bondholder/Seller	Ranking	Interest Rate	Installment monthly, annually, etc	Expiry Date	
Subtotal						

(c) TERMS LOANS (Specify)

3 OWING UNDER INSTALLMENT SALE AGREEMENTS

Type of asset	At which institution	Installment monthly, annually, etc	

4 INCOME TAX OWING (State if due)

5 OWING TO BANKS (State names and specify liabilities)

6 OWING in respect to credit card (specify)

7 OTHER LIABILITIES (Describe and mention terms and conditions of repayment)

TOTAL LIABILITIES

SURPLUS OF ASSETS OVER LIABILITIES

TOTAL

NOTARIAL BONDS (State over which assets and in favour of whom)

	R

SECTION 2

2 BUSINESS ENTITY DETAILS

- A Form of Business COMPANY
 CLOSE CORPORATION
 TRUST
 PARTNERSHIP
 CO-OPERATIVE
 OTHER

Registered Name: _____

Trading Name: _____

Registration No.: _____

Registered address: _____

VAT No.: _____

TAX No.: _____

Postal Address: _____

Telephone No.: _____

Fax No.: _____

E-mail address: _____

Primary Contact person: _____

B BANK DETAILS

Name of bank: _____

Branch: _____

Branch Code: _____

Type of account: _____

Account Name: _____

Account No.: _____

C BUSINESS PARTNERS/SHAREHOLDERS/MEMBERS/TRUSTEES/OTHER

Give a list of your business partners and their ownership percentage of the business. Please note that each partner must complete Section 1 of this application.

	NAME	PERCENTAGE
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____

3. BACKGROUND TO THE PROJECT

Please attach a comprehensive business plan that includes the following areas.

- 3.1 A brief description of your existing/proposed project
- 3.2 Where is the business located/to be located?
- 3.3 Is the site zoned for Business/Manufacturing purpose?
- 3.4 Give a detailed description of the services/products to be provided/
manufactured/sold.

4. MANAGEMENT

- 4.1 List names of management including their positions, qualification and experience
- 4.2 Draw an organogram of the proposed/actual project

5. TECHNICAL

- 5.1 List main raw materials/stock to be used, supplier & expected monthly quantity
- 5.2 If it is a manufacturing concern give a brief description of the manufacturing process

5.3 LAND AND BUILDINGS

Provide a sketch plan, showing the production flow, of the buildings required if applicable together with any special requirements.

- 5.4 Are there any harmful substances or effluent problems expected? If so, describe the precautionary measures which you intend taking.

5.5 MACHINERY AND EQUIPMENT

Provide a detailed list reflecting: Item, Serial No., Purchase Price/Book Value & New/Used.

5.6 MONTHLY PRODUCTION CAPACITY:

5.7 EMPLOYMENT

	MALE	FEMALE
Unskilled		
Semi-skilled		
Skilled		
Clerical		
Management		
TOTAL		

6. MARKETING

- 6.1 Give a breakdown of projected monthly sales of major products/service in terms of: Product, Quantity, Unit Price & Value
- 6.2 Give details of major customers including quantities bought and their contact details:
-
-
- 6.3 Analysis of the project's proposed major markets according to geographical areas. You may differentiate between provinces in South Africa, the Southern African region, Africa & overseas.
- 6.4 Details of the company's product compared with competitive products, e.g. Reference may be made to price, quality, distribution, market share and other important marketing factor.
- 6.5 General remarks on method of selling and marketing strategy.

7 FINANCIAL

7.1 Loan amount required R _____

7.2 Purpose of loan:

Land and buildings R _____

Equipment R _____

Stock R _____

Other (specify) R _____

7.3 Applications for conventional loans and guarantees must include satisfactory cashflow, income and expenditure statement as well as balance sheet projections.

8 OTHER

8.1 Give any other information peculiar to our project which could assist ECDC in assessing the merits of the application.

8.2 I, the undersigned, in my capacity as of the business for which finance is applied, hereby declare that the information supplied herein and attached hereto is to the best of my knowledge and understanding true and correct in all respects. I am also aware that the information thus supplied will be used by the Eastern Cape Development Corporation as the basis upon which my application for financial assistance will be considered.

8.3 DECLARATION

I hereby authorise ECDC staff to follow up on all references provided and give consent to ECDC sharing my account conduct, by way of reference to other creditors. Adverse reports on my conduct may also be listed with the credit bureau.

Applicant _____

Signature _____

Date _____