

## COVID-19 SMME RELIEF COMMON TEMPLATE

### 1. WHAT ARE YOU APPLYING FOR?

Business Growth /Resilience Facility  Debt Relief Finance

**NB: Only use the email addresses below to submit applications respectively:**

1. For Business Growth/Resilience facility, email: [bizgrowth@sefa.org.za](mailto:bizgrowth@sefa.org.za)
2. For Debt Relief Finance, email : [smmerelief@sefa.org.za](mailto:smmerelief@sefa.org.za)

### 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:	



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

Applicable sector for your main income


### 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

Total amount of other (external) funding

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.

#### Business Growth Facility

##### Categories:

- Micro R50 000 – R250 000
- Small R250 001 – R 2 5 00 000
- Medium R 2 500 001 – R 5 000 000

#### Debt Relief Finance

- No historical Municipal Debt Municipal accounts capped at R 5000
- NB: salary payment scales will be in line with UIF scale
- Companies contributing to UIF must claim from UIF but the companies eligible for funding must register with UIF

stock
bridging finance
purchase order
business equipment

salaries
rent
municipal accounts

### 8. EXISTING CREDIT INFORMATION (NOT SPAZA SHOPS) IF APPLICABLE

### 9. WHO DO YOU PROCURE INPUTS FROM (RAW MATERIALS)

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### 10. COMPLIANCE ENVIRONMENT

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

### 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

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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>	