

## 1. SSAS CHECKLIST - PROJECT FUNDING FOR EMERGING EXPORTERS

COMPANY NAME:

### INDIVIDUAL PARTICIPANT LIST

A	DOCUMENTATION REQUIRED	√ / X	Complete the details
1.	Completed, signed Application Form		
2.	Certificate of Incorporation (Pty Ltd, etc.)		Registration Number:
3.	Custom and Excise Certificate- Exporter Registration		Registration Number:
4.	Valid <u>Certified</u> Passport Copy or valid copy of ID for local events		Full Names & Surname of Proposed Traveller: Passport Number: Expiry Date:
5.	A valid compliant B-BEEE certificate or sworn affidavit		B-BBEE Level: Expire Date:
6.	Tax compliance status		PIN Number: Expiry Date:
7.	Audited or independently reviewed annual financial statements ( <i>signed by members/directors and accountant/auditor</i> )		Year Ended:
8.	Signed letter from the accountant/auditor for financials older than 12 months (where applicable), confirming: <ul style="list-style-type: none"> <li>• The turnover</li> <li>• Total assets (excluding land, property)</li> <li>• Number of full-time employees</li> <li>• Name and registration number of professional accounting body that the accountant/auditor is registered with a professional organisation</li> </ul>		
9.	<b>Entity Profile with headings:</b> <ul style="list-style-type: none"> <li>• Name of the entity/company</li> <li>• Contact details and physical address</li> <li>• Background of the entity/company</li> <li>• Ownership structure</li> <li>• Vision</li> <li>• Mission</li> <li>• Current core business</li> <li>• Locally produced products and or services offering</li> <li>• History of export sales if any</li> <li>• Export readiness</li> </ul>		Add company logo on top <b><u>Please ensure that you add all headings and information as per list.</u></b>
10.	Brochure/Catalogue		
11.	Completed, signed SSAS Agreement		
12.	Completed, signed Declaration between the Project Coordinator and Individual Applicant		
13.	Previous Funding		
14.	Export Progress Report		

B		EMERGING EXPORTERS QUALIFYING CRITERIA	
1.	The entity meets the following requirements:		
	✓ A black South African citizen must own it with at least fifty-one percent (51%) owned and managed by black person(s) or woman owned persons with disability (HDI's) <b>OR</b>		Provide ownership details:
	✓ SMME's must have a turnover of less than twenty-five million rand (R25 million)		
	✓ Must achieve at least level four (4) contributor status in terms of the B-BBEE Codes of Good Practice		<b>% Ownership:</b> -Woman Owned: ____% -Black Woman Owned: ____% -SME Owned: ____% -Youth Owned ____% (35 Years and younger)  B-BBEE level:
	✓ It must have traded locally for at least twelve (12) months and with a 12-month financial statement		Since Year:
2.	The entity has a SSAS qualifying product or service.		HS Code/s:
3.	The entity has been involved in limited or no exports		Provide details:

**COMPILED BY:**

Name	Signature	Date

**FOR OFFICE USE ONLY**

Checked By	Signature	Date