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| 1. **SSAS CHECKLIST - PROJECT FUNDING FOR EMERGING EXPORTERS**
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| **COMPANY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
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| **INDIVIDUAL PARTICIPANT LIST** |  |
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| **A** | **DOCUMENTION REQUIRED** | √ / X  | **Complete the details** |  |
| **1.** | **Completed, signed Application Form** |  |  |  |
| **2.** | **Certificate of Incorporation (Pty Ltd, Ltd, etc.)** |  | Registration Number: |  |
| **3.** | **Custom and Excise Certificate- Exporter Registration** |  | Registration Number: |  |
| **4.** | **Valid Certified Passport Copy or valid copy of Id for local events** |  | Passport Number:Expiry Date:  |  |
| **5.** | **A valid compliant B-BEEE certificate (level 1- 4) or sworn affidavit** |  | BB-BEE Level:Expire Date: |  |
| **6.** | **Tax compliance status** |  | PIN Number:Expiry Date: |  |
| **7.** | **Audited or independently reviewed annual financial statements (*signed by members/directors and accountant/auditor*)** |  | Year Ended:  |  |
| **8.** | **Signed letter from the accountant/auditor for financials older than 12 months (where applicable), confirming:*** **The turnover**
* **Total assets (excluding land, property)**
* **Number of full-time employees**
 |  |  |  |
| **9.** | **Entity Profile with headings:*** **Name of the entity/company**
* **Contact details and physical address**
* **Background of the entity/company**
* **Ownership structure**
* **Vision**
* **Mission**
* **Current core business**
* **Locally produced products and or services offering**
* **History of export sales if any**
* **Export readiness**
 |  | Add company logo on top**Please ensure that you add all headings and information as per list.**  |  |
| **10.** | **Brochure/Catalogue** |  |  |  |
| **11.** | **Completed, signed SSAS Agreement** |  |  |  |
| **12.** | **Completed, signed Declaration between the Project Coordinator and Individual Applicant** |  |  |  |
| **B** | **EMERGING EXPORTERS QUALIFYING CRITERIA** |  |
| **9.** | **The entity meets the following requirements:** |  |
| ü  **It must be owned by a black South African citizen with at least fifty-one percent (51%) owned and managed by black person(s) or woman owned or persons with disability (HDI’s)**  |  |  |  |
| ü  **Have a turnover of less than twenty-five million rand (R25 million).** |  |  |  |
| ü  **SMME must have a turnover of less than the applicable sector threshold as per the latest Department of Small Business Development gazette or act.** |  |  |  |
| ü  **Must achieve at least level four (4) contributor status in terms of the B-BBEE Codes of Good Practice** |  | % Ownership:-Woman Owned: \_\_\_\_%-Black Woman Owned: \_\_\_\_%-SME Owned: \_\_\_\_%-Youth Owned \_\_\_\_% (35 Years and younger)B-BBEE level: |  |
| ü  **It must have traded locally for at least twelve (12) months and with a 12-month financial statement** |  | Since Year: |  |
| **10.** | **The entity has a SSAS qualifying product or service.** |  | HS Code/s: |  |
| **11.** | **The entity has been involved in limited or no exports** |  | Provide details: |  |

**COMPILED BY:**

|  |  |  |
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| **Name:** | **Signature:** | **Date:** |
|  |  |  |