



# Export Competitiveness Enhancement Programme (ECEP) Fund: Application Form for Businesses

The Department of Economic Development and Tourism (DEDAT) is requesting individual companies and intermediaries that are currently assisting businesses that are exporting but facing technical challenges to access international markets to apply for financial assistance and support through the Export Competitiveness Enhancement Programme (ECEP). ECEP is a support programme to develop and equip businesses to export effectively. This ECEP Fund helps exporters overcome barriers to selling overseas.

The Fund is geared towards businesses that have been exporting for, at least, the past three (3) consecutive years in the following sectors:

1. Food manufacturing;
2. Beverage manufacturing;
3. Manufacturing of jewellery;
4. Manufacture of other transport equipment;
5. Manufacture of computer, electronic and optical products;
6. Manufacture of rubber and plastic products;
7. Manufacture of machinery and equipment and
8. Manufacture of wearing apparel.

The Fund is designed to provide the following support to exporters:

1. Product reformulation and refinement;
2. International packaging, labelling and printing;
3. International product certification and market access standards;
4. Product registration with relevant international bodies in the markets;
5. International nutritional analysis and
6. Specialized shipping requirements.

The Fund excludes the following:

1. Operational and working capital;
2. Contributing to production costs or the purchase of stock;
3. Building any kind of infrastructure;
4. Enterprises not based in the Western Cape; and
5. Enterprises not owned by South African citizens.

The closing date for applications is Friday, **30 June 2023 at midday (12h00)**. It is advisable to submit your application as early as possible as no late applications will be considered. Please ensure that you have all the supporting documents ready before completing and submitting this form. You will be required to upload these documents once you complete the form.

## Notes

1. Closing this browser tab will clear your response. Please complete and submit **before** closing this screen.
2. Text can be cut from another source and pasted into text response areas.
3. Please provide accurate and true information. Should you wish to amend the information that you have entered before submitting, use the 'back' button to return to the previous page.
4. Questions marked with an asterisk (\*) are compulsory to be completed before you can advance to the next section of the form. While other questions are non-compulsory, it is highly recommended that you consider submitting a response as all information gathered will be used in the assessment of your application.
5. An email with your reference number will be sent to the email address you provide.
6. All personal information provided here will be kept confidential between DEDAT and partner organisations. It will only be used should further information be required from you. For further information on our POPIA compliance please see the privacy notice accessible at <https://www.westerncape.gov.za/general-publication/popia-privacy-notice>.
7. Enquiries can be directed to Mr. Goodwell Dingaana at

## Contact Information

These are the details of the person that we will contact should we need clarification on the company information given in this section. Please provide personal rather than general contact details here e.g. [joe@company.co.za](mailto:joe@company.co.za) rather than [info@company.co.za](mailto:info@company.co.za)

1. First name(s) \*

2. Surname \*

3. Job Title \*

4. Telephone number \*

The value must be a number

5. Mobile number \*

The value must be a number

6. E-mail address \*

7. Confirm e-mail address \*

Please provide your e-mail address again so that we can check it against the above.

## Business information

### 8. Registered name \*

This is the formal name that the business is registered with CIPC e.g., ABC (Pty) Ltd.

### 9. Type of business entity \*

- Private Company (Pty) Ltd.
- Close Corporation (CC)
- Public Company (Ltd)
- Sole Proprietorship
- Not for profit organisation
- Community Co-op

### 10. Trading name

This information is required if the business does not operate under its registered name.

11. Business registration number \*

12. Year in which the business was established \*

Number must be between 1950 ~ 2023

13. What is the current annual turnover of the business? \*

- Less than R10 million
- More than R10 million but less than R20 million
- More than R20 million but less than R50 million
- More than R50 million
- Other

14. Number of current employees? \*

Please specify with permanent, casual, youth, women and/or persons living with disability

## 15. Tax reference number \*

## 16. Core business activity \*

Please select the relevant areas

- Food manufacturing
- Beverage manufacturing
- Manufacturing of jewellery
- Manufacture of wearing apparel
- Manufacture of other transport equipment
- Manufacture of computer, electronic and optical products
- Manufacture of rubber and plastics products
- Manufacture of machinery and equipment
- Other

## 17. Physical address \*

## 18. Postal address

Please leave out if the physical address is the same as the postal address.

## 19. Business telephone number \*

This will be the general telephone number used to contact the company.

The value must be a number

## 20. Business e-mail address \*

This will be the e-mail for general enquiries for the business e.g., [info@moon.co.za](mailto:info@moon.co.za)

## 21. Website URL \*

This is the website address for the business. If there is no address, you can provide a social feed e.g., Facebook or Instagram profile link.



## 22. B-BBEE level \*

- Level 1 - 100 points and above - 135% procurement
- Level 2 - 85 to 99.99 points - 125% procurement
- Level 3 - 75 to 84.99 points - 110% procurement
- Level 4 - 65 to 74.99 points - 100% procurement.
- Level 5 - 55 to 64.99 - 80% procurement
- Level 6 - 45 to 54.99 - 60% procurement
- Level 7 - 40 to 44.99 - 50% procurement
- Level 8 - 30 to 39.99 - 10% procurement
- Non-compliant contributor - Less than 30% - 0%

## Application Information

23. Under which category are you submitting this application? \*

- Product reformulation and refinement.
- International packaging, labelling and printing.
- International product certification and standards for market access.
- Product or service registration with relevant international bodies in export markets.
- International nutritional analysis.
- Specialised shipping requirements.

24. Name of the project \*

Please provide a short name for the project that you are proposing. This will later be used to identify the project. For e.g., Market Access, Food Certification Standards, Packaging, International Product Registration etc.

25. Summary description of the project \*

Please limit your response to two paragraphs or less.

26. When will the project commence? \*

Use the calendar function to select and enter the actual or expected date that the project will start.

 

27. When will the project be completed? \*

Use the calendar function to enter and select and enter the anticipated date of completion.

 

28. Describe how the project will be managed and what project management resources are, or will be, in place. \*

Please limit your response to two paragraphs or less.

29. Describe the envisaged project impact for exports. \*

Please limit your response to two paragraphs or less.

30. As an estimate, how many new jobs will this project create? \*

The value must be a number

31. Please specify whether these new jobs will be permanent, seasonal or temporary. \*

If appropriate, provide a split between the jobs that will be created.

32. Describe who the project partners are, if any.

Please limit your answer to two paragraphs or less.

33. Please describe whether this project will benefit any of the following groups. Please select from the categories below.

Women

Youth

People living with disabilities.

34. Describe any project activities conducted to date

Please limit your response to two paragraphs or less.

35. Does the project require any statutory or other approvals that are not yet in place?

If yes, please furnish us with more details.

36. Describe how the project will be monitored. \*

Please limit your answer to two paragraphs or less.

37. Describe your experience implementing similar projects \*

Please limit your answer to two paragraphs or less

## Project budgets

In the following section, please indicate the total budget required for the project and how much will be your own contribution.

### 38. Total project budget (R) \*

Please detail the total project budget (overall). This includes the funding you seek plus your own funding. Provide the number only e.g. **455000** for four hundred and fifty-five thousand Rands.

The value must be a number

### 39. Total project budget in words \*

Please express the total project budget (overall) in words. This includes the funding you seek and your own funding, e.g. **four hundred and fifty-five thousand Rands.**

### 40. Funding required from the Department (R) \*

Please detail the funding required from Department that you are applying for. Provide the number e.g., **350000** for three hundred and fifty thousand Rands.

The value must be a number

## 41. Funding required from the Department (R) in words \*

Please express the total funding from Department that you are applying for in words e.g., **three hundred and fifty-five thousand Rands**.

## 42. Value of own budget contribution (R) \*

Please detail the amount of funding that you will be providing or sourcing. Provide the number e.g., **105 000** for one hundred and five thousand Rands.

The value must be a number

## 43. Value of own budget contribution in Rands and words \*

Please express the value of your own budget contribution in rands and words e.g., **one hundred and five thousand Rands**.

## 44. Value of third-party budget contribution in rands and words \*

Please express the value of third-party budget contribution in words e.g., R455 000 (four hundred and fifty-five thousand rands).



45. Please describe any non-monetary contribution to the project. \*

If none, please state 'none'. Please limit your answer to two paragraphs or less

## Description of the Business Activities and Export Capabilities

46. List and name the products that your company / business is processing and producing. \*

47. Where are the products currently sold locally? \*

Indicate if the products are sold to retailers, wholesalers, etc. Do list and name these retailers, etc.

48. Are the products currently sold locally and/or exported? Please select the correct choice. \*

- Local market (only)
- Export markets
- Local and export markets

49. If not exporting please provide reasons or plans to export. \*

50. Please state the period of years the business has been exporting.

Number must be between 0 ~ 120

51. Please state the period of years the business is exporting. \*

- 3 - 5 years
- 5 - 10 years
- 10 - 15 years
- 15 plus years

52. List the products that the business is exporting? \*

53. List the countries that the business is exporting to? \*

## Contact information of the executive authority that will be signing the agreement

The issuing of this information must not be construed as acceptance of an offer or imply the existence of a contract between the parties. The Department reserves the right to reject all or any of the applications without assigning any reasons whatsoever.

54. Title (Prof/Dr/Mr/Mrs/Ms) \*

55. First name(s) \*

56. Surname \*

57. Designation/role \*

e.g. CEO, MD, Managing Director, Export Manager, Sales Manager etc.

58. Telephone number \*

59. Cellphone number \*

60. E-mail address \*

61. Fax number (Optional)

## **Compulsory supporting documents**





62. Please confirm that you have the following documents which will be submitted electronically to DEDAT in compliance with the Fund requirements. \*

Documents must be uploaded to.... ahead of the closing time and date of Friday, **30 June 2023 at midday (12h00)**.

You will receive an automated response when you submit this online Form. Please make a note of your reference number as you will require this for further correspondence.

- Company profile: The following needs to be included: Overview and background of the business and its core activities, the vision, mission, employees, products, turnover, growth potential and the export information of the business.
- A project proposal that elaborates and provides a comprehensive detail on the key intervention that the business needs support in order to export (to be included as part of Annexure A)
- A document that provides more details on the funds that are required for the export intervention: a) Funding required from DEDAT. b) Value of own contribution. c) Costs (in rands) breakdown per item that is required.
- A valid tax compliant verification report ("TCS") that is not older than thirty (30) business days as at the date of submission of the application
- Company registration documents or documents of incorporation (NPO/NPC Registration Certificate, Partnership Agreements, Sole Proprietor Tax Certificate) with the list of directors and copies of Directors/Owner's Identity Documents.
- Previous financial year's audited and / or independently reviewed financial statement, including auditor's report where applicable.
- A signed letter by the Chief Executive Officer (CEO) / Chief Financial Officer (CFO) or similar executive authority confirming the value of own funding committed to the implementation of the proposed key intervention.
- B-BBEE certificate or sworn B-BBEE affidavit.
- Certified copy of an Identity document of person signing the agreement with the department.
- Off take agreement(s) / letter(s) of intent that will indicate the volumes, prices and duration.
- Proof of international requirements for packaging/labelling/shipping requirements.
- Copy of the Export Permit.

Detailed project budget and activity base cash flow clearly indicating the source of funding.

## Declaration and submission

Please confirm that the information that you have provided is accurate and true by selecting 'Yes' below.

Also, please review the POPIA note detailed above. The privacy notice is accessible at <https://www.westerncape.gov.za/general-publication/popia-privacy-notice>.

Should you wish to amend the information that you have provided before submission, please use the 'back' button to return to previous pages.

### 63. General comments

Please use the space below to let us know any additional information that you have regarding your application.

64. I declare that, to the best of my knowledge, the information provided above is true \*

Yes

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