



**Western Cape
Government**
Economic Development
and Tourism

Application/Reference number: _____

Application date: _____

(OFFICE USE ONLY)

Department of Economic Development and Tourism

OIL AND GAS SUPPLIER DEVELOPMENT PROGRAMME

APPLICATION FORM 2018/2019

CLOSING DATE:

For more details, please contact:

Deon Damons: Enterprise Development | Deon.Damons@westerncape.gov.za | Tel: 021 483 4934
80 St Georges Mall, Cape Town, 8001 | www.westerncape.gov.za

Dear Sir / Madam

Thank you for your interest shown in the Oil and Gas Supplier Development Programme 2018/19. Please find the application form below.

Please complete the application form as well as the attached annexures. As listed below, hand deliver or email your completed application form together with the supporting documentation to the relevant officials. Also familiarise yourself with the terms and conditions.

A. PURPOSE OF PROGRAMME

The Oil and Gas Supplier Development Programme aims to facilitate the development of businesses with growth potential in the oil and gas sector. Businesses will be developed through a structured process (business turnaround or business improvement) to ensure upward movement in the value chains of the Oil and Gas sector.

The Oil and Gas Supplier Development Programme will focus on improving the entrepreneur's skills and the competitive position of the business (scale and efficiency) which will improve the businesses opportunities in existing supply chains and potentially access to new market opportunities. This will be offered through focused business development support services, by means of a full business diagnostic, an implementation strategy, mentoring and coaching and optimisation of the participating businesses.

It is a programme that offers **non-financial** support to qualifying businesses in order to:

- Enhance productivity and competitiveness,
- Expand and grow existing operations (with the aim of contributing to job creation),
- Create opportunities (prepare the business to access market opportunities).

B. Application criteria

To apply, enterprises must be/have:

1. Trading for a minimum of twenty-four (24) months with proof of trade via annual financial statements.
2. Operating in the Oil and Gas sector and its associated value chains.
3. Based in the geographic boundary of the Western Cape.
4. A valid tax clearance certificate or proof of compliance.
5. The legal age to own an enterprise.

6. A small, medium enterprise (SME) as defined in the National Small Business Act, with a formally registered business structure (sole proprietorship, partnership, co-operative, company, close corporation, or trust) and comply with all statutory requirements governing the type of entity.
 7. Involved in the full-time operations and management of the entity. Any costs incurred within the businesses before the approval of the application.
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Exclusions

The Department will not support enterprises that:

1. Operate outside of the oil and gas sector;
 2. Are based outside of the Western Cape;
 3. Incur any costs within the businesses before the approval of the application;
 4. Are NGOs, CBOs and NPOs; or
 5. Are not owned by South African citizens.
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C. TERMS AND CONDITIONS

When submitting your application, please note the following:

1. This is **NOT** an application for financial assistance.
2. Each participating business would have to set aside a maximum of eight (8) months (maximum of 60 hours over the period depending on the intervention applied) for the complete implementation of the identified interventions.
3. The selection of programme participants will be made by the Department. The selection of participants is not subject to further review.
4. All costs relating to the business assessment and implementation of the required interventions will be paid by the Department.
5. A due-diligence exercise will be conducted to ascertain the business's position and an action plan will be developed and implemented to address the business's needs.
6. Only **fully completed** applications via registered post, courier, hand delivery or email will be accepted and considered for support.

For attention: Ms Odette Daries at Odette.Daries@westerncape.gov.za

Postal address: Department of Economic Development and Tourism
P.O. Box 979, Cape Town, 8001

Physical Address: 10th Floor, 80 St George's Mall, Waldorf Building, Cape Town

- 7. The Department cannot be held liable for loss of applications via post or email.
 - 8. All applicants will receive a notification of receipt of application from the Department via email.
 - 9. All applications must be made in full, consisting of a fully completed application form and attachments as per the checklist contained herein.
 - 10. Approval for participation on the programme will be granted through a structured selection process which includes an initial site visit from a Department official to the business premises.
 - 11. The information required in the checklist is the minimum information required. The Department may request additional information depending on the nature of the business and industry.
 - 12. The Department cannot be held liable for any costs incurred due to the applicant's chosen application method.
 - 13. The applicant agrees to the programme rules as set out in **Section B and C**.
 - 14. On application to the Programme, the applicant agrees to enter into the Department's monitoring and evaluation programme, in which the applicant agrees to disclose information such as, but not limited to, business information as set out in **Section E**.
 - 15. The applicant can be contacted for a period of 12 to 24 months after the completion of the intervention as part of the monitoring and evaluation programme.
 - 16. All information collected during the monitoring and evaluation process will be for the exclusive use of the Department and will not be made available to persons and/or organisations outside of the Department without the permission of the applicant.
 - 17. The Department reserves the right **NOT** to disclose the contents of the due diligence report or information regarding the approval processes.
 - 18. All information provided to the assessors will be handled with the utmost confidentiality.
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D. ACCEPTANCE

I (full name) _____ as the (Designation) _____ hereby declare that I have read and fully understood and accepted the above terms and conditions as set out in sections A, B and C relating to accessing the Oil and Gas Supplier Development Programme.

Signature: _____

Date: _____

Place: _____

E. Business Information

1. Personal Details											
Entrepreneur name:	Title										
	Name(s)										
	Surname										
ID Number					Nationality:						
Gender:	Male		Racial classification:								
	Female		Black		Col		White		Indian		Other
Residential address:										Code	
Postal address:										Code	
Telephone:				Cell:				Fax:			
Email:											

2. Business Details											
Registered business name:											
Registration number:											
Trading name:											
VAT registration number: (if applicable)											
Telephone:				Cell:				Fax:			
Email:											
Tax reference number:					Tax clearance certificate or similar	Y		N			
BBBEE ownership status:	CLASSIFICATION		PERCENTAGE								
	White										
	Black										

3. Business details continued								
Operational information								
Please indicate the values attributed to the following aspects of your business:								
Annual turnover (over the past 12 months)	R							
Current number of employees:	Permanent		Rand value of Assets	R				
	Temporary							
Business type:	Pty (Ltd)		Close Corporation					
	Sole proprietor		Partnership					
	Other							
Sector:								
Business address:								
						Code		
Postal address:								
						Code		
Core Business activity:								
Core business issues: (Please state the current challenges faced by the business)								
Please indicate how you heard about the Programme:	Facebook		Twitter		Radio		Word of mouth	
	Newspaper		Email communication					
	Other – please specify							

Application documentation checklist		YES	NO	Initial
1	COMPLETED APPLICATION FORM			
2	TWO PAGE BUSINESS PROFILE (Explain primary target market, business concept, value proposition, supply arrangements, product sourcing, human resource capacity, production capacity and greatest business challenge(s) currently experienced). Please explain challenge(s) and reason(s) for having to be part of the Programme)			
3	VALID TAX CLEARANCE CERTIFICATE			
4	ANNUAL FINANCIAL STATEMENTS (SIGNED OFF) AND/OR MANAGEMENT ACCOUNTS (SIGNED OFF)			
5	COMPANY REGISTRATION DOCUMENTS			
6	COPY OF OWNER(S) ID DOCUMENT(S) - CERTIFIED			