

Application Form

FREE Business Development Workshop for Western Cape SMMEs

Take the first step towards qualifying for a free Business Development Workshop in your area. Complete this application form and return it to the Absa Bank Enterprise Development Department with the necessary attachments (see below). Please supply as much detail as possible as the information you provide will be used to evaluate your suitability for participation.

Please note: Completion of the application form does not guarantee admittance to a workshop and final selection is at the discretion of the project committee. Workshops are presented free of charge, however participants are responsible for their own travel and accommodation expenses.

Personal Details

Title	Mr, Ms, Miss, Dr, Prof, Eng. Etc.	
Full names		
Surname		
South African identity (ID) number		
Cell number		
Landline number		
Email address		
Physical address	Street	
	Suburb	
	City	
	Postal Code	

Gender (please mark with an X)	Male		Female	
	Black		White	
Racial Classification (please mark with an X)	Coloured		Indian	
	Other			

Formal Education

Qualification and/or courses completed	Institution	Year
Example: Grade 12	Cape Town High School, Cape Town	2015

Existing Business Activities

Please inform us about the current profile (type) and status (registration number etc.) of your business:

Name of Business			
Core Business Activity			
Please choose appropriate industry (please mark with an X)	Hair cutting & Grooming	<input type="checkbox"/>	Professional Services
	Restaurant and food establishment	<input type="checkbox"/>	Repair services; automotive
	Retail: clothing and accessories	<input type="checkbox"/>	Transport Services
	Clothing Design & Tailoring	<input type="checkbox"/>	Retail: Hardware
	Retail Other	<input type="checkbox"/>	Security Services
	Manufacturing	<input type="checkbox"/>	Entertainment Services
	Childcare services	<input type="checkbox"/>	Other
	Cleaning services	<input type="checkbox"/>	
	Media & publications	<input type="checkbox"/>	
Number of years in existence			
Form of ownership	E.G. Private company, sole proprietor etc.		
Business Registration Details	Type		
	Registration Number		
Vat Reg. (If applicable)			

Physical Address where business is conducted	Street			
	Suburb			
	City			
	Postal Code			
District of the Western Cape (please mark with an X)	Overberg	<input type="checkbox"/>	Central Karoo	<input type="checkbox"/>
	West Coast	<input type="checkbox"/>	Eden	<input type="checkbox"/>
	Cape Winelands	<input type="checkbox"/>	City of Cape Town	<input type="checkbox"/>

Employment

Total no. of employees (excluding you as the business owner)	
No. of permanent, full-time employees	
No. of permanent, part-time employees	
No. of seasonal / temporary / contract workers	

Monthly Income & Annual Turnover

Please indicate your Average Monthly Income with an X

< R5,000	<input type="checkbox"/>
R5,000 – R15,000	<input type="checkbox"/>
R15,000 – R30,000	<input type="checkbox"/>
Indicative Annual Turnover (R)	

Attachments

The following must be attached to your application:

- 1) A certified copy of your ID
- 2) A certified copy of your current BEE Certificate (If you are an Exempt Micro Enterprise you will be required to sign an affidavit at the workshop)

The Business Development Workshops are presented by Absa Bank Enterprise Development Department, in partnership with the Western Cape Department of Economic Development and Tourism.



Please select your nearest location in the table below: Mark with an (X)

<u>Cape Metro</u>	<u>West Coast</u>	<u>Cape Wine -lands</u>	<u>Overberg</u>	<u>Eden</u>	<u>Karoo</u>
Atlantis	Malmesbury	Stellenbosch	Bredasdorp	George	Laingsburg
Kraaifontein	Saldanha	Paarl	Hermanus	Oudtshoorn	Murrays -burg
Delft/ Bonteheuwel	Vredenburg	Wellington	Napier	Knysna	Prince Albert
Bellville	Morreesburg	Ceres	Gansbaai	Plettenberg Bay	Leeugamka
Strand	Piketberg	Worcester	Stanford	Riversdale	Beaufort West
Khayelitsha	Porterville	Montague	Struisbaai	Mosselbay	
Mitchells Plain	Clanwilliam	Robertson	Arniston		
Langa	Vredendal		Swellendam		
HoutBay/Cape Town			Grabouw		
Wynberg			Caledon		

Terms & Conditions

The following terms and conditions apply when the applicant signs the application form:

1.1 The participant agrees to enter the Department's monitoring and evaluation programme, in which the participant agrees to disclose information such as, but not limited to, business information relating to:

- a) Employment count in the business;
- b) Sales and turnover information;
- c) Rand value of assets in the company;
- d) Other financial information;
- e) Information relating to its state of operations.

1.2 The participant agrees to allow the department to conduct site visits and take pictures of staff and production activities/operations at the business premises. The participant can be contacted for a period of 12 to 24 months after the intervention has taken place as part of monitoring and evaluation.

1.3 By signing this form the participant commits to attend the full duration of the course and agrees to comply with all terms and conditions as sets out in this form.

I (full name) _____ ID Number _____ as the
_____ (designation) of _____ (company name)

hereby agree to the above terms and conditions.

Signature: _____

Date: _____

Signed at: _____

Please send the completed application form and accompanying documents to:

Gordon Sharman

Tel: +27 021 816-4123

E mail: ED@absa.co.za

In association with

