



APPLICATION FORM FOR FINANCIAL ASSISTANCE

Ref no: 0000

FINANCIAL ASSISTANCE PROGRAMMES:

Conventional loan (Tick appropriate box)	
Conventional guarantee	
Total	

Amount
Amount
Total amount

All information collected in respect of this questionnaire is treated in the strictest confidence and is never released to non-ECDC staff without prior approval of the applicant.

Only South African citizens resident in the Eastern Cape Province and / or enterprises operating within the Eastern Cape are eligible for financial assistance under the above programmes.

While some information required may not be relevant to your venture please try to complete the application in full and submit it to your nearest ECDC office.

If an existing company please attach latest audited financial statements, company registration documents and list of directors.

ECDC OFFICES:

Western Region	Central Region	Northern Region	Eastern Region
Port Elizabeth: T: 041 - 373 8260 F: 041 - 374 4-447	East London: T: 043 - 704 5600 F: 043 - 704 5700 King William's Town T: 043 - 604 8800 F: 043 - 642 4199	Queenstown: T: 045 - 838 1910 F: 045 - 838 2176	Umtata: T: 047 - 501 2200 F: 047 - 531 1990

FOR OFFICE USE ONLY

Received by: _____ Date: _____

Date of written acknowledgment: _____

Considered by District/Region/Head Office/Board (Delete inapplicable): _____

Approved/Rejected - Date: _____

Date of communication of decision: _____

SECTION 1

Please type or print. For entities with more than one person, each partner is to provide personal details as required in Section 1

1. PERSONAL DETAILS

A. PARTICULARS OF APPLICANT

1.1 Name of applicant	Surname:			
	First name(s):			
1.2 Identity number:	year	m	d	Nationality:
1.3 Date of birth:				
1.4 Residential address:				
	Code:			
Owned or leased:				
1.5 Postal address:				
	Code:			
1.6 Telephone (Home):	Telephone (work):			
	Cell no:		Fax no:	
	Email:			
1.7 Marital status:	Single	Married	Divorced	Widowed
1.8 Type of marriage:	No. of dependants:			
1.9	Please attach a detailed curriculum vitae covering your academic background and/or your work and/or business experience.			

B. PARTICULARS OF SPOUSE

1.11 Name of applicant	Surname:			
	First name(s):			
1.12 Date of birth:	year	m	d	Identity number:
1.13 Residential address:				
	Code:			
1.14 Occupation:				
1.15 Present employer:	Monthly income:			
1.16 Address of employer:				
	Code:			
Telephone no:	Fax:			

C. PERSONAL REFERENCES

Give names, addresses and telephone numbers of at least two people not residing with you for reference purposes.

1.18	Name of reference	
1.19	Address of reference	
		Code:
	Telephone:	Relationship:
	Name of reference:	
	Address of reference:	
		Code:
	Telephone:	Relationship:

D. TRADE REFERENCES

Provide two trade references

	Company name:	Account number:	
	Address:		
		Code:	
	Branch:	Current balance:	
	Telephone:		
	Company name:	Account number:	
	Address:		
		Code:	
	Branch:	Current balance:	
	Telephone:		
1.21	Any previous loans with ECDC or any of the previous four corporation ie. TDC, CPDB, TRANSIDO and CSBC?	Yes	No
	If yes supply details:		
	Name of corporation:		
	Account number:	Outstanding Balance	
1.22	Are you a member of a builders association?	Yes	No
	If yes state name:		
	Submit a letter of support from the builders association		

E. PERSONAL BANKING DETAILS

Account number:	
Name of bank:	
Branch:	
Type of account held:	Account no:
Name of account holder:	Balance

F. PERSONAL ASSETS & LIABILITIES - ASSETS (amount in Rand)**1. FIXED PROPERTY REGISTERED IN MY NAME**

NB: Give a brief description of property registered in my own name only. State on last page any usufruct, age of usufructuary, and, if applicable, any servitude other than the usual.

(a) CITY AND TOWN PROPERTY

ERF Number	City/Township	Purchase Price	Date Purchased	Fire insurance	Owners valuation	Office use

(b) FARM AND SMALL HOLDINGS PROPERTY

Name/No. of Farm	District	Hectare	Date Purchased	Fire insurance	Owners valuation	Office use
Subtotal:						

(c) PROPERTY BOUGHT UNDER DEED OF SALE

2	MORTGAGE BOND IN OWN FAVOUR, ie where a bond is held over the fixed property of another person. State first or subsequent bond(s) and give a description of property. State amount of any preferential bonds. State amount outstanding still receivable.		
3	STOCK (Specify, if necessary, on last page)		
4	VEHICLES (State make and model)		
5	MISCELLANEOUS MOVABLE PROPERTY (Specify, if necessary on last page)		

6	DEBTORS (State names)		
7	SHARES/LOANS-(Specify, if necessary on last page) (a) LISTED SHARES ON STOCK EXCHANGE		
	(b) UNLISTED SHARES/LOANS TO PRIVATE COMPANIES AND INDIVIDUALS (Attach balance sheet of private companies if applicable)		
8	OTHER INVESTMENTS AND ASSETS (Specify)		
9	LIFE POLICIES (Surrender value(s) if known)		

Nominal Amount	Insurance Company	Ceded to	Owners valuation	Office use

10	CREDIT BALANCES			
	Cheque:	Savings:		
	Total Assets:			

LIABILITIES (amount in Rand)

1.	MORTGAGE BONDS (or amounts due under deed of sale)						
ERF No.	name of farm	Bondholder/Seller	Ranking	Interest ate	Installment monthly, annually, etc	Expiry date	As of date
						Subtotal:	

(c) TERMS LOANS (Specify)

2	OWING UNDER INSTALLMENT SALE AGREEMENTS		
Type of asset	At which institution	Installment monthly, annually, etc	As of date



	INCOME TAX OWING (State if due)	
	Owing to banks (State names and specify liabilities)	
	OWING I RESPECT OF CREDIT CARD (Specify)	
	OTHER LIABILITIES (Describe and mention terms and conditions of repayment)	
	TOTAL LIABILITIES	
	SURPLUS OF ASSETS OVER LIABILITIES	
	NOTARIAL BONDS (State over which which assests and in favour of whom)	
	Total	R

A. CONTINGENT LIABILITY

LEASE

Item	Financed by	Outstanding amount	Installment	Date payable

SURETY SHIPS

In favour of	At financial institution	Details of security provided	Amount
			R
			R
			R
			R
			R

B. MONTHLY CASH FLOW (INCOME AND EXPENDITURE)

	Main income (salary minus tax, pension and medical fund contributions)	R
	Other income (specify)	R
	Total income	R

SECTION 2

Please type or print. For groups each partner is to provide personal details as required in Section 1.

1. BUSINESS ENTITY DETAILS

A. FORM OF BUSINESS

Company	Close corporation	Trust
Partnership	Co-operative	Other
Registered Name:		
Trading Name:		
Registration No:		
Registered address:		
VAT No:		
TAX No:		
Postal Address:		
Telephone No:		
Fax No:		
E-mail address:		
Primary Contact person:		

B. BANK DETAILS

Name of bank:	
Branch:	
Type of account:	
Account Name:	
Account No:	

BUSINESS PARTNERS/SHAREHOLDERS/MEMBERS/TRUSTEES/OTHER Give a list of your business partners and their ownership percentage of the business. Please note that each partner must complete Section 1 of this application.

Name	Percentage (%)
1	
2	
3	
4	
5	

3. BACKGROUND TO THE PROJECT

Please attach a comprehensive business plan that includes the following areas.

3. A brief description of your existing/proposed project
1

3. Where is the business located/to be?
2

3. Is the site zoned for business/manufacturing purpose?
3

3. Give a detailed description of the service/products to be provided/ manufactured/sold.
4

4. MANAGEMENT

4. List names of management including their positions, qualification and experience
1

4. Draw an organogram of the proposed/actual project
2

5. TECHNICAL

5. List main raw materials/stock to be used, supplier & expected monthly quantity
1

5. If it is a manufacturing concern give a brief description of the manufacturing process
2

5. LAND AND BUILDINGS
3 Provided a sketch plan, showing the production flow, of the buildings required. if applicable together with any special requirements.

5. Are there any harmful substances or effluent problems expected? If so, describe the precautionary measures which you intend taking.
4

5. MACHINERY AND EQUIPMENT
5 Provide a detailed list reflecting: Item, Serial No., Purchase Price/Book Value & New/Used

5. MONTHLY PRODUCTION CAPACITY:
6

5. 7	EMPLOYMENT		
		Male	Female
	Unskilled		
	Semi-skilled		
	Skilled		
	Clerical		
	Management		
	Total		

6. MARKETING

6. 1	Give a breakdown of projected monthly sales of major products/service in terms of: Product, Quantity, Unit Price & Value
6. 2	Give details of major customers including quantities bought and their contact details
6. 3	Analys is of the project's proposed major markets according to geographical areas . You may differentiate between provinces in South Africa, the Southern African region , Africa & overseas
6. 4	Details of the company's product compared with competitive products, e.g . Reference may be made to price, quality, distribution, market share and other important marketing factor.
6. 5	General remarks on method of selling and marketing strategy

7. FINANCIAL

7.1	Loan amount required:	R	Contact no:
7.2	Purpose of loan:		
	Land and buildings	R	
	Equipment	R	
	Stock	R	
	Other (specify)	R	
	Applications for conventional loans and guarantees must include satisfactory cashflow, income and expenditure statement as well as bal-ance sheet projections.		

8	OTHER
8.1	Give any other information peculiar to your project which could assist ECDC in assessing the merits of application.
8.1	UNDERTAKING BY APPLICANT.

I the undersigned, In my capacity as of the business for which the finance is applied, hereby declare that the information supplied herein and attached hereto is to the best of my knowledge and understanding true and correct in all respects. I am also aware that the information thus supplied will be used by the Eastern Cape Development Corporation as the basis upon which my application for financial assistance will be considered.

DECLARATION

I hereby authorise ECDC staff to follow up the references provided and give consent to ECDC sharing my account conduct, by way of reference to other creditors. Adverse reports on my conduct may also be listed with the credit bureau.

Applicant:

Date:

Signature:

CHECKLIST

Schedule of documents (Copies) to be submitted with the application form: (NB: Copies of these documents will not be returned)

Document no:	ECDC QF 47	Revision no:	00	Approval date:	May 2013
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1. SOLE PROPRIETOR/PARTNERSHIPYes No **SIGN**

		Yes	No	SIGN
1.1	Identity Documents			
1.2	Marriage certificates			
1.3	Ante Nuptial Contracts			
1.4	Identity Documents of spouse/s			
1.5	Divorce decrees			
1.6	Partnership agreement			
1.7	Resolution with regard to authority to sign legal doc			
1.8	Tax Certificate			

2. CLOSE CORPORATION

2.1	Founding statement (Whole document) In respect of all members:			
2.2	Identity documents			
2.3	Marriage Certificate			
2.4	Ante Nuptial Contract			
2.5	Identity document of spouse			
2.6	Divorce decree			
2.7	CK 2 Document			
2.8	Tax Clearance Certificate			

3. COMPANY

3.1	Memorandum & Articles of Association (Whole document)			
3.2	Auditors letter confirming who the shareholders are and the percentage of their shareholding.			
	In respect to all shareholders			
3.3	Identity documents			
3.4	Marriage certificates			
3.5	Ante Nuptial Contract			
3.6	Identity document of spouse			
3.7	Divorce decree			
3.8	CM29/CM27 Document			
3.9	Tax Clearance Certificate			

4. SURETIESYes No **SIGN**

4.1	Identity Document			
4.2	Marriage certificates			

4.3	Ante Nuptial Contracts			
4.4	Identity Documents of spouse/s			
4.5	Last salary slip			
4.6	Personal Balance Sheet			
4.7	Note that a Consent from spouse will be required			
5. Lease agreements (For premises, equipment/movable, etc.)				
5.1 Deed of Sale/Purchase and sale Agreement				
6. Latest Bond statement (Residential and/or Commercial property)				
7. Proforma invoice Quotation for equipment to be financed by ECDC				
8. Last 3 to 5 years Annual Financial Statements. (Audited where applicable)				
9. Last 12 months personal and business account statements				
10. Current print - out of insurance policy/1es reflecting the status and the surrender value available for security purposes				
11. Copy of a specimen cheque/Bank Statement				
12. List of existing equipment In the business with model numbers, serial numbers, and current market prices.				
13. Copy of investment certificate's that may be ceded to ECDC Finance (Fixed deposit, shares, unit trust, etc).				
14. Copy of title deeds/Deed of Grants				
15. Copy of title deeds/Deed of Grants				
16. Copy of short-term insurance policy				
17. Copy of Franchise agreement				
18. Payment history of current HP accounts (Latest Statements)				
19. Contact Finance applications.				
19.1	Copy of contract			
19.2	References from the last four completed contracts			
19.3	Concise costing of the contract			
20. Construction Loans				
21. Priced Bill of Quantities/Specification				
22. Letter of Appointment				
23. Tax Clearance Statements				

24. Company Profile to include, Previous projects; Value; Period & Consultants			
25. Program of Work./Cashflow			
26. CV of Applicant			
27. CV of Foreman			
28. CIDB Registration			
29. Health & Safety Plan			
30. Builders All risk Insurance			
31. JV Agreement			

NB: We will not process your application if any of the above items required for your application is not submitted