







# THE NEF APPLICATION FORM

## R250 000 - R75 million TOURISM TRANSFORMATION FUND

Complete this application in full with all the required information, including copies of your comprehensive business plan and financial projections [refer pages 3-6 for guidelines], incomplete applications will not be assessed. Do not submit master/original copies, all documents submitted, including business plans, will not be returned to applicants, this also applies to declined and withdrawn submissions.

NB: THIS FORM IS FREE AND NO FEES ARE PAYABLE TO THE NEF OR ANY OTHER PERSONS FOR THE COMPLETION OR ASSISTANCE WITH THIS APPLICATION FORM. To view the electronic format please visit: www.nefcorp.co.za

BUSINESS DETAIL	LS								
Name of business:	Finance required: (Rands)								
Physical address and province:	Stage of business: Start-up/new:								
Postal address:	Existing:								
Business tel. number: Business fax. number: Business Location:	Rural Urban Peri-Urban Key contact person:  Key contact person's number:								
	Email address:								
APPLICANTS DET	AILS								
Name:	Surname: Mr Mrs Miss								
Identity number: Cellphone:	BEE classification A C I W								
Email address:									
Name:	Surname: Mr Mrs Miss								
Identity number:									
Cellphone:	BEE classification A C I W								
Email address:									
Name:	Surname: Mr Mrs Miss								
Identity number:									
Cellphone:	BEE classification A C I W								
Email address:									
DIRECTORS/MEA	ABERS INTEREST								
Name	*BEE/Non-BEE Male/Female Contribution Shareholding % (Pre-NEF funding) (Post-NEF funding)								
TOTAL									
	oloured and Indian natural persons who are citizens of the Republic of South Africa by birth or by descent ho acquired citizenship by naturalisation prior to 27 April 1994.								
FOR OFFICE USE ONLY									
Date of original application:	D D M M Y Y Y Y Resubmission								
Reference number:									
Product type:	Entrepreneurship finance Franchise finance Acquisition finance Procurement finance Rural and community development New ventures								
	Expansion capital Strategic project fund								

The NEF will not consider applications that do not comply with all current RSA legislation pertaining to the operations of a business, including but not limited to, all tax and corporate governance laws/principles. Where appropriate the NEF may report such cases to the relevant authorities.

		DEE			NI DEE			
D-t-il-	Mala	BEE	Takal	Mala	Non-BEE	Takal		and Takala
Details	Male	Female	Total	Male	Female	Total	G	rand Totals
Shareholding ownership (%)								
Senior Management Non-Managerial Staff								
Temporary Staff								
Grand Totals								
	6							
OPERATING ENTITY:	Company:							
	Reg no:			Accounting O	fficer:	Yes 🗌		No 🗍
	Close Corpo	ration:	Щ.					
	Reg no:					CURRENT F	REGISTR	ATIONS
	Other:		Ш	(indicate by X	()	,		$\Box$
	Please elabo	orate:		VAT		Yes		No
			_	RSC		Yes		No
Purpose of Finance: (Rands):				UIF		Yes		No
Business acquisition:	R			PAYE		Yes		No
Asset acquisition:	R			INCOME TAX		Yes		No
Working capital:	R			CONTACTABL	LE			
Start-up:	R		_	BUSINESS REFERENCES:				
(Additional set-up costs)								
Bridging finance:	R			1. Name: Telephone:				
Total Funding Requested	R			retepriorie.				
AVAILABILITY OF THE FOLLOWING:				2. Name:				
(Indicate by X)				Telephone:				
Own contribution	Yes	No	· <u> </u>	3. Name:				
	R			Telephone:				
Source								
DECLARATION AND C	ONSENT							
To be signed by all applica	ints							
To be signed by all applied	1103	IND	EMNITY BY A	DDLICANT				
I/We the applicant as deta	iled below dec				document is	a true and cori	ect refle	ection of the
facts, and I/we consent to							11. 1	
I furthermore authorise Kreenployment history, and a								
the South African Police Se	ervices, Tertiary	/ Education Ins	stitutions to fu	ırnish personal	information	regarding my	criminal	background,
criminal history, previous Centre of the South Africa								
duly authorised agent.								
I furthermore uncondition members, employees as w								
from furnishing information	on in this regar	rd.						
I understand that it is a co (a) the informat						Institutions, th	iat -	
(b) the NEF's du	ıly authorised a	agent is respo	nsible for veri			y respect, of th	ne infori	mation
furnished by	the South Afri	ican Police Sei	rvices.					
Please confirm if we can s funding or non-funding (b		rmation with	other DFI's o	r Gov. agencies	s for the pos	ssibilities of ac	cessing	their
randing of non-randing (E							Tick a	pplicable box
Full name	Signed at		Signature	•••••••••••••••••••••••••••••••••••••••	Date		BEE	Non-BEE
•••••	Ü							
Full name	Signed at		Signature		Date		BEE	Non-BEE
				••••••			BEE	Non-BEE
Full name	Signed at		Signature		Date		DEE	HOH-DEE
Full name	Signed at		Signature				BEE	Non-BEE

### DOCUMENT AND INFORMATION CHECKLIST

Please provide us with the applicable documents as outlined below;
Where the information requested is not applicable please write "not applicable" or "n/a"

		Existing Business	Start-up Business
1	Application form and Business plan	•	•
2	Affidavit from members or directors that they are aware of the contents of the application form	•	
3	Three (3) year audited financials (Income Statement, Balance Sheet, Cash Flow Statement)	•	
4	Five (5) year financial projections (Income Statement, Balance Sheet and monthly Cash Flow Statement) with first year prepared on a monthly basis		
5	Recent management accounts (Income Statement and Balance Sheet)	•	
6	Personal Statements of Assets and Liabilities of all the members or directors including those of spouses if person is married in Community of Property	•	
7	Business bank statements for the past twelve (12) months	•	
8	Certified ID copies of all members or directors	•	
9	Registration Documents and all the relevant legal documents relevant to the entity	•	
10	Detailed profile of the Franchisor	•	
11	Details of why the business is for sale	•	
12	Sale Agreement	•	
13	Franchise Agreement	•	
14	Historical financials of other franchises that are similar in size and in similar locations	•	
15	Indication from the Franchisor of how much a new Franchise in a similar location would cost	•	
16	Indication of whether the lease agreement will be ceded to the new company after the sale or a new lease agreement will be signed If lease is ceded, how long will it still run for before renewal? New lease if it is a new franchise.	•	
17	The prospective buyer must have been approved by the franchisor	•	
18	Fica compliance - Proof of residence	•	•
19	Detailed CV of principle Applicant	•	

#### NB:

- AN APPLICATION WILL BE REJECTED IF YOU DO NOT SUBMIT ALL THE DOCUMENTS AS PER THE ABOVE LIST AND GUIDELINES.
- PROVIDE ALL OTHER DOCUMENTS RELEVANT TO YOUR BUSINESS NOT LISTED ABOVE.
- OUR APPLICATION PROCESS IS APPROXIMATELY 3 TO 4 MONTHS FROM THE RECEIPT OF THE APPLICATION UP TO DISBURSEMENT STAGE.

### BUSINESS PLAN GUIDELINES AND INFORMATION CHECKLIST

PLEASE NOTE THAT THIS SECTION ONLY PROVIDES GUIDELINES TO ASSIST YOU WITH COMPILING A BUSINESS PLAN THAT MEETS THE NEF'S MINIMUM INFORMATION REQUIREMENTS AND DOES NOT REQUIRE ALL SUBMISSIONS TO FOLLOW THIS FORMAT. ALL OTHER BUSINESS PLANS WILL BE ACCEPTED PROVIDED ALL THIS INFORMATION HAS BEEN SUFFICIENTLY COVERED IN THOSE PROPOSALS.

#### 1. Executive Summary

Provide a brief description of the business, the reason the funding is required, background on the promoters, and an overview of the socio-economic benefits.

### 2. Purpose of required funding

Motivate why capital is required and provide details of how these funds will be applied.

#### 3. Valuation of Business

If funds are to be used for the purchase of an existing business, please provide details of how business valuation has been derived, eg, DCF, NAV, price-earnings.

#### 4. Products and Services

Describe the product and/or service offering by including the following:

- Benefits to the user
- Specifications of products/services
- Unique selling proposition
- Product mix
- Source of revenue/contractual revenue
- Product life cycle
- Potential and proposed new product developments
- Export potential

### 5. Industry analysis

Provide information on industry by including the following:

- Summary of the industry
- Value drivers and industry price structures
- Historical growth rates
- Trends and problems the industry is facing
- Recent developments
- · How is the market segmented and why
- Applicable industry ratios
- Legal and regulatory environment
- Economic outlook
- Growth constraints
- Growth opportunities
- Cyclicality and seasonality
- Industry specific risks

### 6. Target market analysis

Provide information on customers by including the following:

- Market analysis (size and growth in terms of number of products, money value and number of customers)
- Target Market and geographic coverage
- List of existing and potential customers
- Letters of intent, contracts and orders on hand
- Bargaining power of customers
- Growth opportunities i.e. new products/new customers
- Distribution channels

### 7. Competitor analysis

Provide information on competitors, by including the following:

- Market share
- Barriers to entry and new entrants
- Substitute products
- Details of marketing budget
- Marketing strategy to realise objectives

### 8. Supplier analysis

Provide information on suppliers by including the following:

Number of suppliers

- Bargaining power of suppliers
- Availability of raw materials
- Cost of imported vs local materials
- Rand/Dollar exchange rate (where applicable)

### 9. Operational analysis

Provide information on operations by including the following:

- Production processes
- Equipment required
- Plant capacity and utilisation
- Production costs
- Replacement requirements
- New technology requirements
- Quality control/reject rate
- Raw materials required

#### 10. Management and Human Resources

Provide information on management and HR by including the following:

- Management experience and qualifications
- Number of employees
- % BEE Skills required
- Training programmes
- Staff turnover

#### 11. Summary of all internal and external risks

Provide a summary of information on the principle risks that the entity is subject to and how these risks will be addressed.

### 12. Socio-economic benefits

Provide information on socio-economic benefits by including the following:

- Job creation
- Poverty alleviation
- Women participation
- Skills transfer/training
- Industrial growth and development
- Number of households to benefit

### 13. Financial/cash flow analysis

See attached templates for layout of financial statements:

- Please provide income statement, balance sheet and cash-flow statements and state assumptions used in projections
- Financials should reflect: 3 years historic information for existing entities plus 5 year forecasts
- Please provide the most recent management accounts if the business is already in existence
- The first year of financial forecasts must be broken down month by month

Please include commentary on the financials to date and the forecasts, as well as:

- · Break-even analysis
- Specify value drivers for base, best vs worse case scenario
- Cash flow cycle, seasonal, monthly, credit days, debtors days, stock days
- Profit margins
- Profitability
- Key assumptions used in compiling cash flow forecasts
- Cost drivers (What proportion is fixed)
- Debt structure
- Working capital review/analysis
- Fixed assets profile For Start-ups please attach a five-year forecast, analysis as stated above but emphasis should be on motivating why forecasts on sales are achievable and costs are reasonable.

Sales in units	
Sales in Rands	
Less: Cost of sale	es .
Raw materia	la
Raw materia	lb
Direct labou	r
Gross profit	
Less: Operating	expenses
Accounting a	and auditing fees
Advertising	
Depreciation	
Distribution	cost
Equipment le	eases
Insurance	
Interest	
Motor vehicl	e expenses
Office expen	ses
Other expen	ses
Printing and	stationery
Rental, elect	ricity, water
Salaries and	wages
Directors' sa	laries
Security cos	ts
Telephone	
Income/(loss	) before tax
Income tax	
Income/(los	s) after tax

HISTORICAL			PROJECTED/FORECAST						
Year-3	Year-2	Year-1	Year-1	Year-2	Year-3	Year-4	Year-5		

### **BALANCE SHEET TEMPLATE**

### ASSETS

### Fixed assets

Land and buildings

Motor vehicles

Furniture and fitting

Machinery and equipment

Other

### **Current assets**

Debtors

Stock

Cash surplus/(deficit)

Total assets

### **EQUITIES AND LIABILITIES**

### Capital and reserves

Share capital

Shareholders' loan

Retained income

	HISTORICAL	-		PROJ	ECTED/FORE	CAST	
Year-3	Year-2	Year-1	Year-1	Year-2	Year-3	Year-4	Year-5

### **BALANCE SHEET TEMPLATE** (continued)

### HISTORICAL PROJECTED/FORECAST Year-3 Year-2 Year-1 Year-2 Year-3 Year-4 Year-5 Year-1 Non-current liabilities Term loan Other loan **Current liabilities** Creditors Bank overdraft loan **Total equity and liabilities** Debtors' days Creditors' days

### CASH FLOW STATEMENT TEMPLATE (Please also provide year-1 forecasts month by month)

CASH FLOWS	HISTORICAL			PROJECTED/FORECAST					
FROM OPERATING ACTIVITIES	Year-3	Year-2	Year-1	Year-1	Year-2	Year-3	Year-4	Year-5	
Net profit before taxation									
Adjustments for:									
Depreciation, amortisation									
Interest paid									
Interest received									
(Increase)/decrease in debtors									
Increase/(decrease) in creditors									
(Increase)/decrease in stock									
Cash generated from operations									
Interest paid									
Dividends paid									
Preference dividends (paid)									
Income taxes paid									
Net cash from operating activities									
CASH FLOWS FROM OPERATING ACTIVITIES									
Capital expenditure									
Interest received									
Net cash used in investing activities									
CASH FLOWS FROM FINANCING ACTIVITIES									
Proceeds on issue of shares									
Proceeds on disposal of fixed assets									
Holding company loan									
Preference shares									
Nedbank long-term loan									
Net cash used in investing activities									
Net change in cash Cash equivalent at beginning of period Cash equivalent at end of period									
RATIOS									
Gross margin									
Net margin									
Current ratio									
Debtors' days									
Creditors' days									
Stock days									
Debt to equity ratio									
Interest cover									

### HOW TO REACH THE NATIONAL EMPOWERMENT FUND

### **Gauteng Province**

#### Head Office

West Block, 187 Rivonia Road, Morningside 2057, PO Box 31, Melrose Arch, Melrose North 2076 Tel: +27 (11) 305 8000 | Fax: +27 (11) 305 8001 | Call Centre: 0861 843 633 | 0861 (THE NEF) applications@nefcorp.co.za (Funding) | info@nefcorp.co.za (General Enquiries)

#### **Eastern Cape Province**

7b Derby Road, Berea, East London 5241 | Tel: (043) 783 4200 | 0861 NEF ECP (0861 633 327) Fax: 0861 ECP NEF (0861 327 633) | easterncape@nefcorp.co.za

#### **Free State Province**

Ta3 Bloem Plaza, Charles St, Bloemfontein Central, 9300
Tel: (051) 407 6360 | 0861 NEF FSP (0861 633 377) | Fax: 0861 FSP NEF (0861 377 633) freestate@nefcorp.co.za

### KwaZulu-Natal Province

4th Floor (South Side), Grindrod Bank Building, 5 Arundel Close, Kingsmead Office Park, Durban | Tel: (031) 301 1960 | 0861 NEF KZN (0861 633 596) | Fax: 0861 KZN NEF (0861 596 633) kzn@nefcorp.co.za

#### **Limpopo Province**

Suite 8, Biccard Park, 43 Biccard Street, Polokwane 0699 | Tel: (015) 294 9200 | 0861 NEF LIM (0861 633 546) Fax: 0861 LIM NEF (0861 546 633) | limpopo@nefcorp.co.za

#### Mpumalanga Province

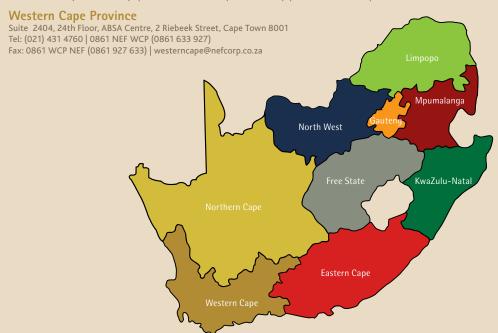
13 Ferreira Street, Maxsa Building, 2nd floor, Nelspruit | Tel: (013) 754 9860 | 0861 NEF MPU (0861 633 678) Fax: 0861 MPU NEF (0861 678 633) | mpumalanga@nefcorp.co.za

#### Northern Cape Province

Block Three, Ground Floor, The Montrio Corporate Park, 10 Oliver Road, Monument Heights, Kimberley Tel: (053) 831 1152 | 0861 NEF NCP (0861 633 627) | Fax: 0861 NCP NEF (0861 627 633) | northerncape@nefcorp.co.za

#### **North West Province**

32B Heystek Street, Sunetco Office Park, Ground Floor, Rustenburg, 0299 | Tel: (014) 523 9220 0861 NEF NWP (0861 633 697) | Fax: 0861 NWP NEF (0861 697 633) | northwest@nefcorp.co.za



# STOP Fraud, Corruption and Theft

Contact Tip-Offs Anonymous on 0800 212 705 or email nef@tip-offs.com
If you suspect any irregularity in the application process



**Growing Black Economic Participation** 

National Empowerment Fund Trust (established by Act 105 of 1998) IT: 10145/00.

A member of *the dtic* group | www.nefcorp.co.za