



## APPLICATION FORM

### EXPORT MARKETING AND INVESTMENT ASSISTANCE

Group Outward Investment & Outward  
Selling Trade Missions

**Effective 1 April 2010**

Warning:

Under no circumstances should any application form and/or the claim form be altered.  
Amended application/claim forms will not be considered for evaluation.

**EXPORT MARKETING AND INVESTMENT ASSISTANCE  
form for**

**Application  
Outward**

**Mission Participation**

**Important Notice to EMIA Customers**

Customers please note that this application form goes hand in hand with the guidelines booklet. The conclusion of a successful application is only possible if it is done with cross-reference to the requirements as laid out in the guidelines booklet.

**Incomplete applications will be rejected without exception.**

This application form needs to be submitted by the mission Organiser and each of the proposed participants at least **two months (or earlier)** before the departure date of the mission. Late applications will not be considered.

**Please ensure that this application form is duly signed and initialled on each page.**

All correspondence to EMIA should be sent to one of the following addresses

**PHYSICAL  
ADDRESS  
(Hand / Courier deliveries)**

**POSTAL  
ADDRESS  
(Registered Mail)**

**Mapungubwe-The dti Group House,  
EMIA Division  
Building A: Ground Floor  
77 Meintjies Street  
Sunnyside  
Pretoria  
0002**

**Mapungubwe - the dti Group House  
EMIA Division  
Building A: Ground Floor  
Private Bag X84  
Pretoria  
0001**

Correspondence that has not been properly addressed to **the dti** can be incorrectly forwarded to other departments. This will result in delays in the processing of your application or claim. **the dti** does not accept responsibility for mail that has not been properly addressed.

## EXPORT MARKETING AND INVESTMENT ASSISTANCE

### To be completed by Mission Organiser only

Name of organisation			
Organisation's registration number			
<b>Postal Address</b>			
City			
Province			
Postal Code			
<b>Physical Address</b>			
City			
Province			
Postal Code			
Telephone number		Facsimile Number	
Cellular			
Web site address			
Email address			
Mission Leader	Title	Name and Surname	
Country/ies to be visited			
Indicate the nature of the mission	Specialised	General	
If the mission is of a specialised nature, please specify details			
Proposed dates of visit	FROM		TO
Confirm whether contact was made with the South African Embassy in the country to be visited, please specify a contact person			
How many people are expected to participate and require financial assistance (incl. Leader)			

**Section A - Particulars of Mission Participants**

Entity Name							
Entity trade name (As on the Customs & Excise Registration Certificate)							
Entity type (Please Cross X Applicable)	(Pty) Ltd	Close Corp.	Sole Prop.	Partnership	Limited	Division	Other: Specify
Entity registration number/ ID Number							
Customs & Excise registration number							
Tax Reference Number							
Name of Holding Company							
<b>Postal Address</b>							
City							
Province							
Postal Code							
<b>Physical Address/es</b>	<b>Head Office</b>				<b>Factory (where applicable)</b>		
Address							
City & Province							
Postal Code							
<b>Contact Details</b>	Code	Number			Code	Number	
Telephone							
Facsimile							
Cellular							
Web site address							
E mail address							
Contact person	Title		Name and Surname				
Responsible person (CEO/MD/Owner)	Title		Name and Surname				
Name of proposed traveler					Designation		
Proposed dates of Mission	From				To		
Countries to be visited							

**Section B - Type of Activity (To be completed by each Mission Participant including the Organiser if EMIA assistance is required)**

Number of employees		Turnover last financial year		
Total assets (Excluding fixed property)		Value of fixed property		
<b>Please indicate the percentage (%) of ownership of the entity.</b>	<b>Black Owned Entity</b>		0%	
	<b>Black Woman Owned Entity</b>		0%	
	<b>White Woman Owned Entity</b>		0%	
	<b>Disabled Owned Entity</b>		0%	
Indicate whether the business is a:	Manufacturer - Exporter	YES	NO	* Submit letters of confirmation of representation. ** Submit copies of agency agreement/s. <b>Please consult the guidelines.</b>
	Export Trading House*	YES	NO	
	Commission Agent**	YES	NO	

Disclose information on related parties where the one party can exercise significant / insignificant / substantial / insubstantial influence over another party in making financial and operating decisions or can exercise control or joint control over the other party. Please refer to the EMIA guidelines, effective 1 April 2010.

Name of related party	Short description of the relationship

**Section C - Product Capacity (Outward Selling Missions only)**

State the number of products which can be manufactured per month and which are available for export

Description	Hs-Code	Quantity	Unit Price	Rand Value	Local Content

**Details of products exported over the past two years**

Description	Hs-Code	Quantity	Unit Price	Rand Value	Country

**Note:** The HS-Code (Harmonised System Code) or Tariff Heading can be obtained from Customs & Excise Tel: 0800 00 7277 or www.cargoinfo.co.za. This is an international code, which is used to classify products, which are imported and exported. Please also consult your shipping agent.

**Section D - Previous Financial Assistance**

**Please indicate financial assistance received under any of the EMIA offerings during the last 3 years? (This includes both the Individual and Group offerings.)**

Event / Mission	Venue	Date	EMIA Offering

Details of whether previous participation resulted in any exports / investments:


**Section E - Cost Estimate**

Description of Expenditure	Rand Value		Office Use Only
Economy class airfare*			
Subsistence (Number of days_____ x R2,000-00)			
Transport cost of samples:R2,000-00 (Excess baggage only)			
Missions Brochure (Three quotes to be attached - please refer to the Missions guidelines - <b>Mission Organisers only</b> )			
<b>T O T A L</b>			

**Important Information**

**Travel Arrangements**

The Department of Trade and Industry (**the dti**) has appointed Preferred Service Providers, to the EMIA Scheme, for the provision of Travel services.  
 It is the responsibility of the customer to make the arrangements for air-tickets.This includes the booking, issue, payment and delivery stages.  
 EMIA will only consider claims in respect of travelling expenses where **the dti** Preferred Service Providers or the respective airline were utilized.  
 (Please refer to the guidelines pertaining to Group Missions for full details on bookings through the relevant airline.)  
 Upon return from the event, the original/certified copy of the ticket/e-ticket together with proof of payment (original/certified copies of bank statements), original / certified copies of all the boarding passes and certified copies of your passport should be submitted to **the dti** for reimbursement.

**Preferred Service Provider: Disclaimer**

Please note that EMIA does not accept any liability relating to the non-performance or service delivery of the appointed Preferred Service Providers pertaining to the transport of samples of air and travel arrangements.

Section F - Declaration <i>(To be completed by the Organiser and each Mission Participant)</i>			
AUTHORISED OFFICIAL OF THE ENTITY			
I,			
In my capacity as			
of			
<p>am aware of the fact that the information which I have submitted will have a material bearing on the adjudication of the application and if it, therefore, subsequently transpires that any information in the application and addenda was incorrect, or that certain information was omitted, The Department of Trade and Industry shall be entitled to withdraw or amend its approval and without prejudice to its rights, recover any amounts already paid or to withhold further payments due. I further undertake to furnish follow-up reports on the successes achieved by the visit no later than six months after my return. <b>(Failure to submit the follow up reports will result in you/ your company/organisation being barred from further assistance under the EMIA scheme.)</b></p>			
<p><i>This application (with any addenda), if successful, will form part of your contract with The Department of Trade and Industry. Please Note: Cessions of the incentives granted are not allowed unless consented to in writing by <b>the dti</b>. Any cessions of these EMIA incentives or part thereof invalidate the contract from the date such cession is effected. <b>The dti</b> reserves the right to cede or transfer its rights to any other Government Agency.</i></p>			
<b>Indemnity:</b>			
The organiser / participants indemnify and shall hold harmless <b>the dti</b> against any claims, damages, expenses and costs (including those asserted by third parties) directly or indirectly related to this Trade Mission and the Export Marketing and Investment Assistance provided to the mission participants by <b>the dti</b> , in delict, for breach of statutory duty or otherwise.			
<b>Signed</b> (Authorised Official of Entity)		<b>Designation</b>	
<b>Name in Print</b>			
<b>Date</b>			
Appointment TO ACT AS A CONSULTANT			
The Board of Directors of			
declare that			
Physical address			
Postal address			
Telephone		Facsimile	
E-Mail address			
was appointed as a consultant to act on our behalf with regard to issues pertaining our participation in the <u>EMIA Scheme of Trade and Industry</u> . This appointment will remain in force until written notification of change by the entity.			
<b>NB.</b> This appointment <b>does not</b> authorise the consultant to sign any EMIA documents on behalf of the applicant. All documents submitted to EMIA must be signed by the <b>applicant</b> .			
<b>Signed</b> (Authorised Official of Entity)		<b>Designation</b>	
<b>Name in Print</b>			
<b>Date</b>			

<b>Section H[i]- Document Checklist (Outward Investment Missions)</b>	
<b>Kindly ensure that all the required documentation is attached to the application in the following order. Please tick in the last column the documentation submitted.</b>	Refer to Mission Guidelines for details
(a) Copies of the certificate of Incorporation as well as of all name changes effected. In the case of a sole proprietor, please submit a certified copy of a South African identity document.	
(b) A detailed motivation and market research information for the mission to be submitted by the Mission Organiser. Please refer to the Mission Motivation Template for details to be covered, such as: (1) Brief background and overview (2) Purpose of the mission, including clear, measurable objectives and outcomes (3) Duration of the mission and mission plan (4) How will the mission support the mandate of sustainable SMME support and HDI development	
(c) A copy of the proposed traveler's passport.	
(d) A detailed mission plan for each of the participants containing information on the companies targeted. (Note: weekends and public holidays are excluded.)	
(e) A detailed business plan	
(f) Comprehensive colour / corporate brochure or CD ROM of the products (or services) manufactured and / or marketed by the company (Faxed copies will not be accepted)	
(g) Latest audited Financial Statements in the case of a company. Please consult the Guidelines for specific requirements.	
(h) If you are a Commission Agent, please submit copies of agency agreements from three manufacturing entities which you represent.	
(i) If you are an Export Trading House please supply details, brochures and letters of permission of three manufacturing entities which you represent.	



(j) Mission Organisers must submit proof to EMIA (when applying for financial assistance) that the following minimum marketing activities were undertaken: - Advertisement of the Mission, the number of recipients as well as the medium used; - At least two recruitment advertisements should have been placed.	
<b>Section H [ii]- Document Checklist (Outward Selling Missions)</b>	
<b>Kindly ensure that all the required documentation is attached to the application in the following order. Please tick in the last column the documentation submitted.</b>	Refer to Mission Guidelines for details
(a) A copy of an exporter's registration certificate from Customs & Excise	
(b) Copies of the certificate of Incorporation and copies of all name changes effected. In the case of a sole proprietor a certified copy of a South African identity document.	
(c) A detailed motivation and market research information for the mission to be submitted by the Mission Organiser. Please refer to the Mission Motivation Template for details to be covered, such as: (1) Brief background and overview (2) Purpose of the mission, including clear, measurable objectives and outcomes (3) Duration of the mission and mission plan (4) How will the mission support the mandate of sustainable SMME support and HDI development	
(d) A copy of the proposed traveler's passport.	
(e) A detailed mission plan for each of the participants containing information on the companies targeted. (Note: weekends and public holidays are excluded.)	
(f) Comprehensive colour / corporate brochure or CD ROM of the products (or services) manufactured and / or marketed by the Company (Faxed copies will not be accepted)	
(g) Latest audited Financial Statement in the case of a company. Please consult the Guidelines for specific requirements.	
(h) If you are a Commission Agent, please submit copies of agency agreements details and product brochures from three manufacturing entities which you represent.	
(i) If you are an Export Trading House please supply details, brochures and letters of permission of three manufacturing entities which you represent.	
(j) Mission Organisers must submit proof to EMIA (when applying for financial assistance) that the following minimum marketing activities were undertaken: - Advertisement of the Mission, the number of recipients as well as the medium used; - At least two recruitment advertisements should have been placed.	