



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA

Reference No: 15/4/4/2 EXPORT MARKETING AND INVESTMENT ASSISTANCE

GROUP OUTWARD INVESTMENT & OUTWARD SELLING TRADE MISSIONS

APPLICATION FORM FOR MANUFACTURING ENTITIES

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

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

**the dti Campus
EMIA: Division
Building A: Ground Floor
77 Meintjies Street
Sunnyside Pretoria
0002**

**POSTAL ADDRESS
(Registered Mail)**

**the dti Campus
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.
the dti does not accept responsibility for mail that has not been properly addressed

Effective 1 April 2016

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.

Reference No: 15/4/4/2 GROUP OUTWARD MISSIONS:
APPLICATION FORM FOR MANUFACTURING ENTITIES

This application form must be submitted together with the following documents:

- (a) A valid, original Tax Clearance Certificate when EMIA is required to make upfront payments
- (b) A copy of an exporter's registration certificate from Customs & Excise
- (c) 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.
- (d) A copy of a valid passport for the proposed traveler.
- (e) Comprehensive colour / corporate brochure or CD ROM of the products manufactured and / or marketed by the company. (Faxed copies will not be accepted.)
- (f) Latest audited Financial Statements. Please consult the Guidelines for specific requirements.
- (g) If you are a Commission Agent, please submit copies of the agency agreements from manufacturing entities which you represent.
- (h) If you are an Export Trading House please supply details, brochures and letters of permission from at least 3 manufacturing entities that you represent.

Section A - Particulars of Mission Participants

Name of the Company						
Entity type (Please Cross X Applicable)						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical Address						
City						
Province						
Postal Code						
Telephone Number						
Facsimile						
Mobile Number						
Web site address						
Email address						
Contact Person					Designation:	
CEO/MD/Owner						
Purpose of participation		Exports			Investment	
Application for: (Name of Mission and dates)						
Proposed Traveller						

Reference No: 15/4/4/2 Section B					
Number of Employees		Turnover last financial year			
Total assets (Excluding fixed property)		Value of fixed property			
Indicate whether the entity is a:	Manufacturer	YES	NO	*Submit letters of confirmation of representation **Submit copies of agency agreement/s Please consult the guidelines	
	Export Trading House	YES	NO		
	Commission Agent**	YES	NO		
	Outsource Manufacturer	YES	NO		
Please indicate the percentage (%) of ownership in your entity					
Black Owned Entity		%	Black Woman Owned Entity		%
White Woman Owned Entity		%	Disabled Entity		%
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 October 2013					
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
Section D - Previous Financial Assistance: Did you receive any financial assistance from EMIA during the last 3 years? (This includes both the Individual and Group offerings such as IE, PMR / FDI, NP, Group Missions and ITI's). If yes, please complete the information below					
Event / Mission Name	Date	Country	EMIA assistance received i.e. IE, NP, Group Mission or ITI		

Reference No: 15/4/4/2 Details of whether previous participation resulted in any exports / investments:

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 confirm the Air ticket itinerary as sent by the procured Travel Agent within prescribed time lines. EMIA will consider claims in respect of travelling expenses where **the dti** Preferred Service Providers, the respective airline or traveler's own travel agent are 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 E - Declaration (To be completed by all applicants)

AUTHORISED OFFICIAL OF THE ENTITY

I,	
In my capacity as	
of	

am aware of the fact that the information which I have submitted will have a fundamental 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. **(Failure to submit the follow up reports can result in your entity being excluded from future assistance under the EMIA scheme.)**

*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 **the dti**. Any cessions of these EMIA incentives or part thereof invalidate the contract from the date such cession is effected. **The dti** reserves the right to cede or transfer its rights to any other Government Agency.*

Indemnity:

The organiser / participants indemnify and shall hold harmless **the dti** 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 **the dti**, in delict, for breach of statutory duty or otherwise.

Signed (Authorised Official of Entity)		Designation	
Name in Print			
Date			

Reference No: 15/4/4/2 Document Checklist (Outward Investment & Selling Missions)

<p>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.</p>	<p>Refer to Mission Guidelines for details</p>
<p>(a) 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</p>	
<p>(b) A detailed mission plan for each of the participants by the Mission Organiser containing information on the companies targeted. (Note: weekends and public holidays are excluded.)</p>	
<p>(c) A detailed business plan (Only applicable to Outward Investment Missions.)</p>	
<p>(d) A valid current Original Tax Clearance Certificate when EMIA makes upfront payments for logistics</p>	
<p>(e) A copy of an exporter's registration certificate from Customs & Excise.</p>	
<p>(f) 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.</p>	
<p>(g) A copy of the proposed traveller's passport.</p>	
<p>(h) 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)</p>	
<p>(i) Latest signed audited Financial Statements in the case of a company. Please consult the Guidelines for specific requirements.</p>	
<p>(j) If you are a Commission Agent, please submit copies of agency agreements from manufacturing entities which you represent.</p>	
<p>(k) If you are an Export Trading House please supply details, brochures and letters of permission of manufacturing entities which you represent.</p>	