



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 QUALIFYING SERVICES ENTITIES

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

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

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

**POSTAL ADDRESS
(Registered Mail)**

**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 QUALIFYING SERVICES ENTITIES**

Important Notice to EMIA Customers

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) 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.**
- (c) A copy of a valid passport for the proposed traveller.**
- (d) Company profile or colour / corporate brochure or CD ROM of the services to be marketed by the company. (Faxed copies will not be accepted.)**
- (e) Latest audited Financial Statements. Please consult the Guidelines for specific requirements.**

Section A - Particulars of Mission Participants

Name of the Company						
Entity type (Please Cross X Applicable)						
(Pty) Ltd	Close Corp.	Sole Prop.	Partnership	Limited	Division	Other: Please specify
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- Type of Activity of Applicant			
Number of Employees		Turnover last financial year	
Total assets (Excluding fixed property)		Value of fixed property	
Indicate nature of business:	Electro-Technical	YES	NO
	Business Process Outsourcing	YES	NO
	Pre-Qualified Tourism	YES	NO
	Built Environment Professions	YES	NO
	Other (please specify)		
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 April 2011.			
Name of related party	Short description of the relationship		
Section C - Service Capacity			
Give a brief description of the nature of your business, as well as information on services exported over the last two years.			
Please list the number and value of major local/international projects undertaken over the last two years.			
Description	Rand Value	Country	Local Content %
Section D - Previous Financial Assistance: Did you receive any financial assistance from EMIA offerings during the last 3 years? (This includes both the Individual and Group offerings.)YES/NO. 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			
<p>The Department of Trade and Industry (the dti) has appointed Preferred Service Providers, to the EMIA Scheme, for the provision of Travel services.</p> <p>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.)</p> <p>Upon return from the event, the original/certified copy of the 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.</p>			
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 or flight and other travel arrangements.			
Section E - Declaration (To be completed by all applicants)			
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 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.)</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 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.</i></p>			
Indemnity:			
<p>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.</p>			
Signed (Authorised Official of Entity)			Designation
Name in Print			
Date			

Reference No: 15/4/4/2 Document Checklist (Outward Investment & Selling Missions)	
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.	Refer to Mission Guidelines for details
(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	
(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.)	
(c) A detailed business plan (Only applicable to Outward Investment Missions.)	
(d) A valid current Original Tax Clearance Certificate when EMIA makes upfront payments for logistics	
(e) 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.	
(f) A copy of the proposed traveller's passport.	
(g) 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)	
(h) Latest audited Financial Statements in the case of a company. Please consult the Guidelines for specific requirements.	