

Section G: Document Checklist (Outward Investment Missions & Outward Selling Missions) Emerging Exporters: please refer to the criteria and documents mentioned at the bottom of this page	
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) 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.	
(d) A detailed business plan (For Outward Investment Missions only)	
(e) A valid current Original Tax Clearance Certificate only when EMIA makes upfront payments for logistics	
(f) A copy of an exporter's registration certificate from Customs & Excise. (Not applicable for Services Industries)	
(g) 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.	
(h) A copy of the proposed traveler's passport.	
(i) 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)	
(j) Latest audited Financial Statements in the case of a company. Please consult the Guidelines for specific requirements.	
(k) If you are a Commission Agent, please submit copies of agency agreements from manufacturing entities which you represent.	
(l) If you are an Export Trading House please supply details, brochures and letters of permission of manufacturing entities which you represent.	
EMERGING EXPORTER CRITERIA	
<p>An emerging exporter is an HDI entity such as a CC, Partnership, Sole Proprietor or Cooperative that:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is at least 51% owned by black persons, women or disabled persons of South African nationality; <input type="checkbox"/> Is involved in no exports; <input type="checkbox"/> Has traded locally for more than 12 months; <input type="checkbox"/> Has an EMIA qualifying product or service; <input type="checkbox"/> Has an annual turnover of less than R5 million. 	
DOCUMENTS TO BE SUBMITTED	
<ul style="list-style-type: none"> • Submission of an appropriate EMIA application form within the permissible timelines; • Original, valid Tax Clearance Certificate; • Proof of products i.e. brochure / pamphlet; • A valid passport (only required when travelling internationally); • An exporter Registration Certificate (only required when product samples are transported internationally to allow for custom clearance requirements); • Proof of turnover i.e. bank statements or letter from Auditor / Accounting Officer or audited financial statements; • Proof of HDI identity or company registration reflecting shareholding percentages. 	