



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA

EXPORT MARKETING AND INVESTMENT ASSISTANCE

National Pavilions & Local Pavilions

Application form for Manufacturing Entities

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

PHYSICAL ADDRESS (Hand/Courier Deliveries)	POSTAL ADDRESS (Registered Mail)
EMIA: Division Building A: Ground Floor 77 Meintjies Street Sunnyside Pretoria 0002	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.

Section A - Document Checklist	
<p>Kindly ensure that all the required documentation is attached to the application in the following order. Emerging Exporters: please refer to the criteria and documents mentioned at the bottom of this page.</p>	<p>Refer to National Pavilion Guidelines</p>
(b) Electronic Product photos / images on CD disc in high definition (at least 300 dpi). These images are in addition to the product brochure. The cost of preparing these images is for the exhibitor's account).	
(c) A copy of the company's Export Registration certificate from Customs & Excise. Note: Not applicable to domestic pavilions held in South Africa.	
(d) An original valid Tax Clearance Certificate , which must be obtained from SARS. The Tax Clearance Certificate should be valid at the time of approval of the application (+/- 4 months prior to the exhibition). Applicants are	
(e) A copy of the Certificate of Incorporation and copies of all name changes effected. In the case of a sole proprietor a copy of a South African identity document.	
(f) A copy of a valid passport of the proposed traveller. Note: Not applicable to domestic pavilions held in South Africa.	
(g) If you are a Commission Agent, please submit copies of agency agreements and brochures from three manufacturing entities, which you represent.	
(h) If you are an Export Trading House please supply details and brochures of at least three manufacturing entities represented and a letter of permission to represent these entities.	
(i) If you are a Outsource manufacturer, please submit an outsource agreements letter and a brochures of your entity.	
(j) Latest audited financial statements, signed by the Directors and the report of the Auditors on the Auditor's letterhead.	
(k) Company profile and logo according to the attached template (company logo in high definition (at least 300 dpi) on a cd disc. Product images MUST be submitted in high resolution and be at least 3MB.	
(l) Emerging Exporter Criteria: An emerging exporter is an HDI entity such as a CC, Partnership, Sole Proprietor or Cooperative that: <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. 	
Important Information	
<u>Travel Arrangements</u>	
<p>the dti has appointed Preferred Service Providers, to the EMIA Scheme, for the provision of Travel services. These services include the management of air travel for SMME's and PDIs for the "National Pavilions & Mini National Pavilions" component of the EMIA Scheme. the dti / EMIA therefore makes the arrangements and bears the costs. Any extra costs incurred, over and above those benefits as approved by the dti / EMIA, will be for the applicants account.</p>	
<p>Preferred Service Suppliers DISCLAIMER: Whilst every effort has been made to ensure that the Preferred Service Providers in the National Pavilions Guidelines and application forms are competent and efficient, the dti is discharged and exempted from all liability which might arise from all acts pertaining to the transport of samples and air travel arrangements.</p>	

National Pavilions: Application form for Manufacturing Entities

Important Notice to EMIA Customers

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.

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

Section B - Particulars of Applicant

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
Name of holding company							
Name of the show							
Show dates							
Location: City							
Name under which you will exhibit					Postal Address		
How many times have you participated in this Pavilion previously?					P.O. Box		
Have you already appointed an agent in the country where this National Pavilion is taking place?	YES		NO		City		
Exhibition Space required:					Postal Code		
Physical Address/es	Physical Address				Factory Address (where applicable)		
Address					Address		
City					City		
Province					Province		
Postal Code					Postal Code		
Contact Person	Title			Name and Surname			
CEO/MD/Owner	Title			Name and Surname			
Proposed Traveller (Designation)	Title			Name and Surname			
Telephone number				Facsimile			
Alternative Numbers				E-mail			
Cellular				Web site address			
Disclose information on related parties where the one party can exercise significant / insignificant / substantial / insubstantial influence over party in making financial and operating decisions or can exercise control or joint control over other party. Please refer to "Related Parties" on page 5 of the National Pavilion Guidelines, effective 1 April 2016.							
Name of related party				Short description on the relationship			

Section C - Type of Activity of Applicant

Number of employees		Turnover last financial year	
Total assets (Excluding fixed property)		Value of fixed property	

Please indicate the percentage (%) of ownership in your entity

Black Owned Entity	%	Black Woman Owned Entity	%
White Woman Owned Entity	%	Disabled Entity	%

Indicate whether the business is a:	Manufacturer - Exporter	YES	NO	
	Outsource Manufacturer	YES	NO	Submit the outsource agreement letter. Please consult the National Pavilion Guidelines, 1 October 2013
	Export Trading House	YES	NO	* Submit letters of confirmation of representation. ** Submit copies of agency agreement/s. Please consult the guidelines
	Commission Agent*	YES	NO	
	Emerging Exporter	YES	NO	Please refer to the latest National Pavilion Guidelines and Section F of this form.

Section D - Product Capacity of Applicant

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

Product(s) intended for display: **(Note: Only products listed below may be exhibited)**

HS-Code	Description of Product	Local Content (%)

Section E - Previous Financial Assistance

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

Event	Country	Date	EMIA Programme Offering (i.e IE,NP, GM, ITI)

Section F - 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 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. **(Failure to submit the follow up reports will result in your company/organisation being barred from further assistance under the EMIA scheme for a period of 2 years from the date of the exclusion letter).**

*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 National Pavilion and the Export Marketing and Investment Assistance provided to the National Pavilion participants by **the dti**, in delict, for breach of statutory duty or otherwise.

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

