
Export Market and Investment Assistance (EMIA)

(PMR, FDI, IE, IP & IIBM)

APPLICATION FORM

Please note the following before completing the form:

1. Ensure you have read this form fully and understood it before you begin to fill it in. All questions must be answered.
2. The application form must be submitted before any activities applied for, commenced.
3. Applications must be signed by the authorised representative of the enterprise / company and dated.
4. Before submitting your application, ensure you have attached all required documents.
5. It is mandatory to read through the document: Export Marketing and Investment Assistance Guideline and understand the requirements. (the document is obtainable from **the dti** website.)
6. An Export Marketing Plan must accompany this form, please refer to the Guidelines
7. It is important that you provide us with all the correct and complete information to ensure that your application is processed quickly and efficiently.
8. When submitting your signed application, please ensure that you e-mail the electronic copy of the application to **the dti** at following e-mail address: EMIA@thedti.gov.za (Please don't send any queries to this e-mail address)

How did you find out about the Export Market and Investment Assistance scheme?

(Select the applicable block below and mark it with a "X".)

- | | | | |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Road Show/Exhibition/Presentation | <input type="checkbox"/> | <input type="checkbox"/> TEO Private Business Consultation |
| <input type="checkbox"/> | <input type="checkbox"/> TEO Regional Office | <input type="checkbox"/> | <input type="checkbox"/> the dti Group |
| <input type="checkbox"/> | <input type="checkbox"/> Advertisement: TV, Radio, Print | <input type="checkbox"/> | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> | <input type="checkbox"/> Private Sector Consultant | <input type="checkbox"/> | <input type="checkbox"/> dti Website |
| <input type="checkbox"/> | <input type="checkbox"/> the dti Customer Contact Centre | <input type="checkbox"/> | <input type="checkbox"/> Other - Specify <input type="text"/> |

Please return completed forms by registered mail or by courier/hand deliver to:

The Enterprise Organisation
Department of Trade and Industry
Private Bag X86
Pretoria 0001

the dti Campus:
EMIA - TEO
Utangamiri Building
Sunnyside,
Pretoria 0002

[Website: www.thedti.gov.za](http://www.thedti.gov.za)

· Customer Contact Centre: 0861 843 384

INITIAL OF CLERK

DATE STAMP
OF RECEIPT

Version: 1,5

The EMIA Scheme is a Department of Trade and Industry Incentive Scheme aimed at growing exports

Select the applicable incentive sub programme for your application by entering a "X" in the box

- | | |
|--|-------------------------------------|
| 1. Primary Market Research (PMR) | <input checked="" type="checkbox"/> |
| 2. Foreign Direct Investment (FDI) | <input type="checkbox"/> |
| 3. Individual Exhibitions (IE) | <input type="checkbox"/> |
| 4. In-Store-Promotions (IP) | <input type="checkbox"/> |
| 5. Individual Inward Bound Missions (IIBM) | <input type="checkbox"/> |

The applicable incentive sub programme you selected was: **Primary Market Research (PMR)**

Please complete the following sections below for this application

A B C D E H

APPLICANT PROFILE

SECTION A : ENTERPRISE DETAILS

- | | | | |
|--|--|-------------------------|--|
| 1. Registered Name of the Business / Entity in full: | | | |
| 2. Registered Trading Name of the Business / Entity in full: | | | |
| 3. Business registration number: | | 4. Business Start Date: | |
| 5. Export registration number: | | 6. Income Tax Number: | |
| 7. Type of Company (Select from list): | | | |

CONTACT DETAILS

- | | | | | | | | |
|----------------------|-------------------|--------|---------|---------|-----------|--|--|
| 8. Contact Person : | | | | | Position: | | |
| 10. Contact details: | Tel.No: | | | Fax.No: | | | |
| | Cell No: | | | Code | Number | | |
| | Code | Number | E-mail: | | | | |
| | Web Site Address: | | | | | | |

- | | | | |
|---|-----------------|--|--|
| 11. Principal Physical Address (where the business operations are located): | Address line 1: | | |
| | Address line 2: | | |
| | Address line 3: | | |
| | Postal Code: | | |

- | | | | |
|---------------------|-----------------|--|--|
| 12. Postal address: | Address line 1: | | |
| | Address line 2: | | |
| | Address line 3: | | |
| | Postal Code: | | |
| 13. Province: | | | |

Ownership					
Shareholder / Member / Owner(s)	ID Number / Company Reg.No.	Disabled Yes/No	% of Shareholding	Race	Gender / Entity
Total			0,00%		

EMIA applicants for assistance must 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 list information on related parties.

Enterprise's annual turnover for the last three years:		
Previous Financial Year	Current Financial Year	Projection next Financial Year
	1	2

Number of employees:

Operational assets (Total Assets value excluding Land and Buildings):

Sector (Select from the dropdown list): **Manufacturing**

Sub-Sector (Select from the dropdown list): **MANUFACTURE OF BASIC METALS, FABRICATED METAL PRODUCTS, MACHINERY AND EQUIPMENT AND OF OFFICE, ACCOUNTING AND**

Details of products or services			
Description of Products or Services	SIC Code Description	Value in full rands	Local Content %
Total		R 0	

SUMMARY OF THE EXPORT MARKETING PLAN

SECTION D : EMIA FINANCIAL ASSISTANCE REQUIRED

Will you receive any other financial support from other sources towards activities for which you are applying for support from the EMIA Programme?	
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SECTION F : ASSISTANCE FOR : Individual Exhibitions & In-Store-Promotions

Description of Expenditure	Estimated Rand Value of Expenditure	
Economy Class Airfare		
Subsistence Allowance @ for Days		
Transport cost of samples		
Exhibition Costs		
Marketing Materials		
Total	R 0	

Will your company be sharing a stand or participate in a circuit of exhibitions	
Name under which your company will be exhibiting	
% of stand allocated to your company	

Information of the three Quotations for Travel	Service Provider	Amount		

Information of the three Quotations for Transport & samples	Service Provider	Amount		

SUPPORT DOCUMENTATION REQUIRED FOR Individual Exhibitions & In-Store-Promotions Refer Guidelines for descriptions of documentation	
The following documentation must be attached to the hard copy of this application form. Please mark with a "X" if included with the submission	
	Certificate of registration issued by the Commissioner of Customs and Excise
	Proof of registration of the enterprise
	Comprehensive colour brochure or CD ROM of the relevant products marketed by the company.
	Financial Documentation
	Export Market Plan
	A formal outsource agreement or proof that your enterprise is the legal owner of the product/design or patent in the case where the enterprise is outsourcing it's manufacturing process
	Comprehensive brochure for the exhibition or agreement with rental outlet in the case of an in-store promotion
	For in-store promotions only: Motivation from CSP desk and letter of support from the foreign office or Trade and Investment's Sector International Unit (IOU)
	3 Air ticket quotations, from the service providers of your choice
	3 Freight quotations, from the service providers of your choice
	3 Quotations from different service providers for the development of Marketing materials in the case of an In-Store-Promotion application
	If the applicant is an Export Trading House, 3 letters confirming permission to represent these 3 companies in the case of a commission agent and 3 copies of the agency agreements from these 3 companies
	Both the Export Trading House and the agent need to submit 3 copies of the brochures of the 3 companies or a combined brochure representing the 3 companies

SECTION H : DECLARATION BY THE APPLICANT

I hereby declare that the information in this application is a fair and true reflection of our intended project. I am aware of the fact that the information which we have submitted above will have a material bearing on the adjudication of the application and if it therefore subsequently appears that any information in the application with addendum was not correct, or that certain information was omitted, the Adjudication Committee shall be entitled to withdraw or amend its approval and without prejudice to its rights, to recover any amounts already paid or to withhold further payments due.

SIGNED

CAPACITY / DESIGNATION

NAME OF APPLICANT / RESPONSIBLE OFFICIAL IN PRII

DATE

