



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. **This form should not be altered in any form.**
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, 77 Meintjies Street
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 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 checked="" type="checkbox"/> |

The applicable incentive sub programme you selected was: **Individual Inward Bound Missions (IIBM)**

Please complete the following sections below for this application

A B C D G H

APPLICANT PROFILE

SECTION A : ENTERPRISE DETAILS

1. Registered Name of the Business / Entity in full:	<input type="text"/>		
2. Registered Trading Name of the Business / Entity in full:	<input type="text"/>		
3. Business registration number:	<input type="text"/>	4. Business Start Date:	<input type="text"/>
5. Export registration number:	<input type="text"/>	6. Income Tax Number:	<input type="text"/>
7. Type of Company (Select from list):	<input type="text"/>		

CONTACT DETAILS										
8. Contact Person :	Mr					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):

Sub-Sector (Select from the dropdown list):

Details of products or services (Export Capacity available per month)			
Description of Products or Services	SIC Code Description	Value in full rands	Local Content %
Total		R 0	

Details of Products exported over the past two years: Please list information per country of export				
Year	Country (Select from list)	Description of Products or Services	Sic code	Rand Value
Total				R 0

SECTION B : CONSULTANT DETAILS (Entity who was appointed to assist with this specific application)

Name of Consulting Firm:		Contact Person	
Registration Number		Company Type	
Telephone Number		Fax Number	
Cell Number		E-Mail Address	
Code eg. 011	Number eg. 789 1234	Code eg. 011	Number eg. 789 1234

SECTION C : EVENT DETAILS

Name of Event:			
Country:		City:	
Duration: Start date (CCYY/MM/DD)		Duration: End date (CCYY/MM/DD)	
If this date field is coloured "PINK" the period is invalid)			
Name of the proposed decision maker at the Event:			

Must be from SA

SUMMARY OF THE EXPORT MARKETING PLAN

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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 G : ASSISTANCE FOR : Individual Inward Bound Missions		
Description of Expenditure	Estimated Rand Value of Expenditure	
Economy Class Airfare		
Subsistence Allowance @ R 2,000 for 2 Days	R 4,000	
Car Rental Number of days for car rental = <input type="text"/> days		
Total	R 4,000	

Information of the three Quotations for Travel	Service Provider			
	Amount			

SUPPORT DOCUMENTATION REQUIRED FOR Individual Inward Bound Missions	
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.	
<input type="checkbox"/>	Export Registration certificate (Inward Buying Mission only)
<input type="checkbox"/>	Proof of registration of the enterprise
<input type="checkbox"/>	Financial Documentation
<input type="checkbox"/>	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 (where applicable)
<input type="checkbox"/>	Business Plan (Inward Investment Mission only)
<input type="checkbox"/>	Detailed Itinerary listing business activities
<input type="checkbox"/>	3 Air ticket quotations, from the service providers of your choice
<input type="checkbox"/>	Proof of the invite company such as a website address etc. as well as letter from the foreign company confirming the designation of the buyer/investor
<input type="checkbox"/>	Motivation of Mission Assistance A motivation for the Buying mission including: <ul style="list-style-type: none"> • Objective of the mission • The market potential of the industry • Any import restrictions, and • Export potential of industry and products concerned. OR A motivation for the Investment mission including: <ul style="list-style-type: none"> • Objectives of the mission • Investment potential of the investors

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