



**agriculture,
forestry & fisheries**

Department:
Agriculture, Forestry and Fisheries
REPUBLIC OF SOUTH AFRICA

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Pretoria 0001
Tel: +27(12) 319 6000
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Agriculture Place
20 Steve Biko Street
ARCADIA
Pretoria
0002

Office Use
Ref.: _____

**APPLICATION FORM
FINANCIAL SUPPORT: COMMERCIALISATION OF BLACK PRODUCERS PROGRAMME
JF8/1628**

NB: Please use a black ink pen to complete this Application form.

1. APPLICATION FORM SUBMISSION			
Date of submission:		Submitted by:	
Received by:		Signature :	

2. PERSONAL INFORMATION						
Surname:		Names as appears in Identity Document (ID):			Gender:	
					Male	
					Female	
Date of Birth:		Identity No:				
<i>Or</i>						
*Race Group: Please tick the applicable block	Asian	Black	Passport No. And Country:	Country of normal residence:		
	Coloured	White				
Home Address:		Postal Address:		Tel. No. (Home):		
				Cell No.:		
				E-mail:		

3. BUSINESS INFORMATION						
Name of Farm/Company/Business:		Name(s) of shareholders (if legal entity):		Registration number(s) (if legal entity/ies):		
Trust and registration no. (if trust):		Trustee names and ID no (s):				
Type of farming:		Commodity(ies) type(s):		GPS Coordinates:	S E	
Province:		District:		Municipality:		
Will the applicant receive >80% of his/her income from this business venture?		Yes		Is business annual turnover greater than R 200 000.00? Please attach six (6) month's bank statement.	Yes	Business annual turnover:
		No			No	
Business annual turnover in words:						
Business Physical Address:		Business Postal Address:		Tel. No. (Business): (include area codes)		
				Fax. No. (Business): (include area codes)		
				Cell No.:		
				E-mail:		

4. PREVIOUS SUPPORT FROM GOVERNMENT				
Have you received any government support before?		Yes	If yes, please provide details of support received below	
		No		
Name of the government institute		Type of support provided	Amount supported with	Date of support

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5. DECLARATION

YOU HEREBY DECLARE AND CONFIRM THAT YOU, AS THE PERSON/ENTITY/BODY/INDIVIDUAL/COMPANY WHO IS PROVIDING INFORMATION (HEREINAFTER COLLECTIVELY REFERRED TO AS THE "CLIENT"), DO HEREBY IRREVOCABLY AGREE AND UNDERSTAND THAT ANY/ALL INFORMATION SUPPLIED OR GIVEN TO DEPARTMENT OF AGRICULTURE FORESTRY AND FISHERIES (DAFF), IS PROVIDED IN ACCORDANCE WITH THE FOLLOWING TERMS AND CONDITIONS:

1. The Client certifies that all the information provided and/or disclosures made to DAFF is true and correct to the best of its knowledge. The Client understands that a false statement may disqualify it from any further consideration from DAFF, without prejudice to any other rights or remedies available to DAFF.

2. DAFF collects, uses, processes (which shall include collecting, collating, storing and disclosing and retaining) and shares the Clients provided information (with specific reference to personal information), to which the Client consents, for the purpose of the following:

- a. Assessing and processing claims
- b. Conducting credit reference searches or verification
- c. Confirming and verifying an individual's identity
- d. For credit assessment and credit management
- e. For purposes of claims history
- f. For the detection and prevention of fraud, crime, money laundering or other malpractice
- g. Conducting market or customer satisfaction research
- h. For audit and record keeping purposes
- i. In connection with legal proceedings
- j. Follow an individual's instructions
- k. Inform an individual of services
- l. Make sure the Land Bank's business, on behalf of DAFF, suits the individual's needs,

This includes collecting and sharing the Client's personal information with third party service providers and associated partners of the Land Bank, on behalf of DAFF, who are essential to the credibility and affordability processes specifically or generally accepted as related to the Purpose.

3. The Client confirms that in the event that it shares any personal information of any party related to its credit application ("Related Party"), that it has the appropriate permission to disclose the stated personal information. In the event that the Client provides personal information and consent on behalf of a minor person (younger than 18 years old) or adult dependant unable to provide their own consent, the Client confirms that it is authorised to do so on their behalf.

4. The Client acknowledges that its personal information may be stored in a secure web-based facility, where the Land Bank, on behalf of DAFF will endeavour to ensure that its personal information is kept confidential at all times.
5. The Client acknowledge that it has the right to contact the Land Bank, on behalf of DAFF at any time to update, correct or delete its personal information.
6. You have the right to object to the processing of your Personal Information at any time and revoke any consent you have given for yourself or Related Party.
7. The Client hereby expressly agree that it is its own responsibility to ensure that it has read and understood these terms and conditions.
8. The Applicant does not have any conflict of interest that would make the Applicant ineligible of this Jobs Fund, i.e., the Applicant is not employed by any organ of state as defined in section 239 of the Constitution?
9. The Applicant is not disqualified from applying for Jobs Fund as per the applicable laws and regulations.
Signed at _____ on _____
Signature: _____
Full name and surname: _____
Designation: _____

6. CREDIT CHECK AUTHORISATION

TO WHOM IT MAY CONCERN

I/We,

(1) _____

(Full names and surname)

Identity Number _____

(2) _____

(Full names and surname)

Identity Number _____

In my/our personal capacity OR as trustee(s)/member(s)/director(s) of _____ hereby authorise LAND BANK, on behalf of DAFF to perform the necessary credit enquiries on myself/ourselves and/or on the aforementioned entity (this includes obtaining information/documentation from my creditors, debtors, brokers, commercial banks and accountant).

Physical Address:

(1) _____

Code _____

(2) _____

Code _____

Postal Address:

(1) _____

Code _____

(2) _____

Code _____

Tel.No.:

(1) _____

(2) _____

Cell. No.:

(1) _____
(2) _____
Signed at _____ on _____
(1) _____
(2) _____
SIGNATURE _____

GUIDING ANNEXURES

7. AML DOCUMENTATION CHECKLIST

Land Bank, on behalf of DAFF, in its capacity as an accountable institution, has a duty to verify the identity of all its clients with the Financial Intelligence Centre Act No. 38 of 2001 (FICA).

For sanctions and Politically Exposed Persons (PEP) screening the following individuals must be screened:

- The borrower
- The company directors, the board and management that make controlling decisions
- The shareholder holding more than 25% of the voting rights of the company
- Any individual with voting rights that is known to be a PEP
- The guarantor or surety
- In terms of the trust the beneficiaries, the founder and the trustees
- Person/s authorised to act on behalf of client

Certified copies of documents (both soft copy and hard copy) are to be delivered to Provincial Departments of Agriculture (PDA's)

The following documents are required:

7.1 INDIVIDUAL(S)

Item	Document
IA.3.1	Certified copy of green, bar-coded South African identity document (if not available valid reason why identity document could not be provided together with a valid passport or valid driver's licence) (also used for PEPs/Sanctioned screening purposes)

7.2 UNLISTED SOUTH AFRICAN COMPANY

Item	Document
IA.3.1	Shareholding structure signed by company secretary or the auditor
IA.3.2	Current list of Directors (CM29 or CoR 39)
IA.3.3	Shareholders information (CM1 and/or ID)
IA.3.4	Beneficial ownership (warm body that owns the company) of the company. If the shareholder is another company, provide shareholder details and beneficial ownership. Process continues till we establish the ultimate beneficial owner. If the shareholder is a trust, the trust deed needs to be provided to identify and verify all trustees, founders and beneficiaries to the trust.

7.3 LISTED COMPANY

Item	Document

IA.3.1.	ID document and proof of residence of persons authorised to act.
7.4 CLOSE CORPORATION	
Item	Document
IA.3.1.	ID document and proof of residence of all members and persons authorised to act.
7.5 TRUST	
Item	Document
IA.3.1.	ID document and proof of residence of each trustee, the founder (confirmation of address) and the beneficiaries (confirmation of address) and each person authorised to act.
7.6 PARTNERSHIP	
Item	Document
IA.3.1.	ID document and proof of residence of persons authorised to act, partners and person exercising executive control.
7.7 PROFESSIONAL PARTNERSHIP	
Item	Document
IA.3.1.	ID document and proof of residence of persons authorised to act and person exercising executive control.

8. FICA DOCUMENTATION FOR INDIVIDUAL(S)					
Note:	1. For legal entities to be created as part of the transaction, please provide FICA information and documents requested for the existing and new legal entities.				
	2. Please name electronic files according to the item number in the checklist e.g. "IA.4.1. Proof of address" for the first item in the list				
Item	Document	Indicate			Comments
		Yes	No	N/A	
IA.4.1.	Proof of physical residential address				
IA.4.2.	Authority to act (if applicable): power of attorney / letter of appointment from the court and Identity				

document, physical residential address and contact details of persons authorised to act				
Proof of physical residential/business address				
Any one of the following documents reflecting the physical/business address is acceptable:				
Utility bill (must be less than 3 months old, unless otherwise specified)				
Current lease or rental agreement				
Bank statement (6 months)				
Municipal rates and taxes invoice				
Valid television licence				
Mortgage statement				
Telkom account				
Valid motor vehicle licence				
Insurance policy				
Tax return (less than 1 year old)				
Letter from bank manager, medical practitioner, accountant, or attorney, on a formal letterhead, stating that they know the client for three years and confirming physical address				
Letter on letterhead, signed by board of trustees, directors' etc. confirming physical business address				
Correspondence from a body corporate or shareblock association				
Payslip or salary advice				
All address verification documents must be valid and reflect the name and the current physical address of the client (legal property descriptions are also acceptable - e.g. erf/stand numbers).				
Any of above documents for spouse, together with marriage certificate or if not available;				
- Affidavit from person co-habiting with client, providing:				
Name, identity number and physical residential address of client and co-habitant				
Relationship between client and co-habitant				
Confirmation that residential address is shared				
Parent:				
- Any of above documents for parent				
- Must be accompanied by the child's birth certificate (for a minor)				
If above documentation not available:				
Visit to physical address by a Land Bank employee, on behalf of DAFF, or				
Affidavit from client (as a last resort), providing:				
- Name, identity number and physical residential address				
- Confirmation that client resides at physical residential address				

9. INITIAL ASSESSMENT DOCUMENT CHECKLIST

Note:

1. Provide information and documents for both historical and planned, and provide the split between the two if relevant

2. Please name electronic files according to the item number in the checklist e.g. "IA.4.1. Business plan" for the first item on the list

3. Please ensure that business plan and financial projections submitted meet the requirements in the checklist in the "8. Business Proposal" tab

9.1 Business Proposal

Item	Document	Indicate			Comments
		Yes	No	N/A	
IA.4.1.	Brief business plan that at least details the nature of the business, agricultural activities, revenue, market and key competitors, key suppliers, key customers, amount of funding required, use of funds, management, and transformation				

9.2 Technical

Item	Document	Indicate			Comments
		Yes	No	N/A	
IA.4.2.	List of contracts, letters of intent and verbal discussions with major suppliers of inputs to the business - Provide details such as name, tenor, specific commodities, conditions, values, counterparties and whether renewable				
IA.4.3.	Details of water rights - Provide details such as granting authority, water capacity granted, and rates charged				
IA.4.4.	Details of right to use of land - Such as ownership, lease or communal				
IA.4.5.	Details of composition of farm properties and land use break down				

9.3 Marketing						
Item	Document	Indicate			Comments	
		Yes	No	N/A		
IA.4.6.	Copies of contracts and letters of intent, and list of verbal discussions regarding offtake with major local customers - Provide details such as name, tenor, specific commodities, conditions, values, counterparties and whether renewable					
IA.4.7.	Copies of contracts and letters of intent, and list of verbal discussions regarding offtake with major export customers - Provide details such as name, tenor, specific commodities, conditions, values, counterparties and whether renewable					
9.4 Financial						
Item	Document	Indicate			Comments	
		Yes	No	N/A		
IA.4.8.	6 months historical financial statements (income statements, balance sheets, cash flow statements) for all parties linked to the affordability assessment and/or surety					
IA.4.9.	Latest management accounts not older than 6 months					
IA.4.10.	3-year projected integrated income statement, balance sheet and cash flow statement including assumptions and impact of facilities being requested - Budget per month or quarter to the end of the current financial year and for the next financial year, and budget per year for the remainder of the budget period					
IA.4.11.	Details of funding requirements, purpose and term of funding					
IA.4.12.	List of loan agreements concluded or to be concluded with banks and other financial services providers for interest-bearing facilities - Provide details such as name of bank, interest rate, and securities					
IA.4.13.	List of non-interest-bearing liabilities - Provide details such as name of creditor and terms					
IA.4.14.	Copy of tax clearance certificate or latest tax assessment					
9.4 Security						
Item	Document	Indicate			Comments	
		Yes	No	N/A		

IA.4.15.	Detailed fixed asset register for assets available for future security - Provide details such as asset description, and amount outstanding and period to termination of security if currently encumbered				
IA.4.16.	For assets available as security, provide valuation certificate by sworn appraiser, historical cost or valuation per balance sheet				
9.5 Management and Shareholders					
Item	Document	Indicate			Comments
		Yes	No	N/A	
IA.4.17.	Copy of CVs for current and future members of management				
IA.4.18.	Organogram of management structure				
IA.4.19.	BEE certificate				

10. FUNDING REQUIREMENTS				
	TOTAL AMOUNT REQUIRED	LOAN FUNDED	GRANT FUNDED	OWN CONTRIBUTION
(R)				

11. ACTIVITIES FOR SUPPORT & USE OF FACILITY		
TYPE (Production, Land, Assets, etc.) (Packhouse, mechanization, production inputs, stock watering system etc.)	AMOUNT	PURPOSE

12. JOBS TO BE CREATED UPON RECEIVING FUNDING			
ACTIVITY FOR SUPPORT	JOBS TO BE CREATED		
	Number of new permanent jobs	Number of new permanent seasonal	Number of short term jobs

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13. INFORMATION REQUIRED FOR PRIMARY AGRICULTURE ONLY

Information Required for Assessment by Agricultural Economics Department for Primary Agriculture Applications Only

1	SG 21 Digit Key (or coordinates)	
2	Title Deed	
3	Farm Name	
4	Farm Number	
5	Farm Portions	
6	Farm Size (ha)	
7	Province	

14. BUSINESS PROPOSAL AND FINANCIAL PROJECTIONS GUIDELINES

Details Required in Business Proposal and Financial Projections

1.	We need a detailed marketing plan elaborating on off takers / established market statistics etc. Where it is a sector where offtake agreements cannot be obtained then letters of interest should be obtained from the potential buyers. Future off-take agreements and/or historical contracts are to be provided for at least 6 months as applicable.
2.	A profitable income statement for at least 6 months of the applicant (or sponsor / partner if start-up) with detailed explanations of variances. If not profitable each year, detailed reasons are to be provided.
3.	A solvent balance sheet for at least 6 months of the applicant (or sponsor/partner if start-up) with detailed explanations for variances. If insolvent in any year, detailed reasons are to be provided
4.	A comprehensive, viable, sustainable and realistic business plan for at least the next 3 years supported by, inter alia, a detailed integrated cash flow, income statement and balance sheet funding model. Business needs to reflect a positive repayment ability in the integrated models provided. Business Plan Addition
	a) If the applicant is acquiring an equity stake, the required information must include:
	i. a valuation of the target company/project using the discounted cash flow methodology;
	ii. previous track record in that business / industry;
	iii. a plan to retain critical skills and key management;
	iv. future technical partners;
	v. plans regarding restraints of trade for the seller and other beneficiaries of the sales proceeds;
	vi. remuneration considerations regarding staff of target business, etc
	vii. a letter between buyer and seller agreeing on the valuation of the target company/project and the equity stake to be acquired by the buyer.
5.	The historical key performance indicators as well as parameters and assumptions used for these projections. Examples of such indicators are:
	o Feedlot operation
	i. Weaner weight (beginning)
	ii. Feed Conversion Ratio (FCR)
	iii. Quantity (kg) and cost (R) of key inputs such as maize, other feed
	iv. Mortality rate
	v. Weaner weight (ending)
	vi. Capex
	o Abattoir
	i. Live mass weight
	ii. Dressing %
	iii. Composition of cuts
	iv. Capex
	o Fruit production
	i. Hectares planted

	ii. Trees per ha
	iii. Yield per tree (kg)
	iv. Yield per ha (cartons)
	v. Costing (production & overheads) per ha
	vi. Capex
	o Financial indicators
	i. Inflation rates
	ii. Foreign exchange rates
	iii. Working capital assumptions
	iv. Interest rates on loans
	v. Hedging gains/losses
6.	Proof of the managerial abilities through improvement of historical performance of the applicant (or sponsor/partner if start-up) over the last 5 years and if not, explanations are to be provided. Provide CVs for all key management members.
7.	Proof that exposures will be adequately secured and if not, detailed explanations need be supplied as well as proof as to when it will be covered to justify why Land Bank, on behalf of DAFF should be able to take comfort in the transactions
8.	Proof that all risks faced by the business had been assessed and what strategies would be implemented to mitigate these risks.
9.	Proof that there will be a significant development impact as per Economic Benefit section of the Selection Criteria.
10.	Proof that the environmental and social impact had been assessed.
11.	Personal / Company Balance Sheet and Income Statement to perform the NCA calculations if the applicant is an individual or company with turnover below R1 million.
12.	Details of the available security and any actions needed to ensure securities offered are unencumbered

15. EXECUTIVE SUMMARY

- Description of the business including purpose of funding
- Description of products and services
- Technical capability
- Market and off take agreements (or letters of intent to be converted into offtake agreements)
- Support from provincial departments and other provincial organizations (commodity organisations)

16. KEY RISKS, MITIGANTS AND CRITICAL SUCCESS FACTORS

17. ENVIRONMENTAL AND SOCIAL SUSTAINABILITY

KPA	SUB-KPA	INDICATOR	Compliance (Y/N)
Environmental	Impact Assessment	Has an Environmental Impact Assessment (EIA) or Environmental & Social Impact Assessment (ESIA) been conducted?	
	Water & Wastewater Management	Is there a water use permit/license for the activity/operation?	
		Does the farming operation impact on (or interface with) streams, rivers, wetlands, dams, reservoirs, etc.?	
		Will there be any waste water/ agricultural effluent generated by operational activities (e.g. washdown from dairies, piggyeries and other places where livestock are kept in large numbers; slaughtering waste; fruit/vegetable washing; fertilizer run-off from fields; pesticides that enter into water, air or soils; and salt and silt drained from fields)?	
		Is there a wastewater management plan/programme or treatment process?	
	Waste Management (Solid and Hazardous)	Is there solid and hazardous waste generated by the farming activity? (e.g. solid waste - manure; harvest waste; meat processing waste product trimmings, hides, bones, etc and hazardous waste- grease, waste oil, diesel, chemicals, etc.)	
	Biodiversity	Are there any protected or threatened plant/animal species or sensitive or unique habitats (e.g wetlands, forests, etc.) that will be affected by the farming activities?	
Heritage	Will the farming activity affect any buildings/structures which are older than 60 years or affect graves on the site?		
Social	Socio-economic and Infrastructure	Will the farming activities contribute/create/result in increased traffic and noise within the surrounding areas?	
		Will there be/Is there any negative impact on the local community (including indigenous communities) or any displacements (resettlements) that is required for the project?	
	Health and Safety	Will employees be exposed to any physical or health risks (handling of toxic chemicals and working with dangerous equipment) as part of their jobs?	
		Will health and safety training and/or personal protective clothing/equipment (PPE) be provided or has already been provided to employees?	
		In case of an emergency (e.g fire, injury, flood), is there a plan/procedure in place to respond to the emergency?	
	Working Conditions	Are employees affiliated to (or allowed to be affiliated to) a union body or do employees have workers committees?	
		Are adequate resting and sanitation facilities available for employees onsite?	
		Do all employees have employment contracts?	
		Are there any grievance/communication mechanisms in place for workers to raise issues/concerns?	

		Will all salaried employees be in compliance with the national minimum wage bill?	
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18. CHECKS			
Have the following checks been completed, if yes provide status (for applicant/shareholders and management)	Credit risk		Negative publicity

19. ADMINISTRATION	
FARMERS /PRODUCERS ACCOUNT DETAILS	Bank: Account name: Account number: Branch code:

20. MOTIVATION
Motivate why the committee should consider your application

21. FOR DAFF USE - DECISIONS
Recommended <input type="checkbox"/> YES or <input type="checkbox"/> NO

ANNEXURES (must accompany the main report)

22. CHECKLIST	
Percentage of black ownership if applicant is legal entity	
Terms and Conditions of the grant signed by applicant	

23. DISCLAIMERS
The required information as listed above is not exhaustive and DAFF Project Management Team may, at its sole and absolute discretion, request further information should this be required in the assessment of the application.

The Applicant hereby hold DAFF and/or its employees and/or its affiliates and/or its agents harmless against any claim (of any nature whatsoever) by any third party arising out of or in connection with this application resulting from any cause whatsoever in relation to this application nor will DAFF and/or its employees and/or its affiliates and/or its agents be liable to either the Applicant itself for any claim of any nature whatsoever arising out of or in connection with this application

By signing below, I confirm that the information provided in this application form is true and correct. Should the information be deemed untrue I understand the legal consequences thereof.

APPLICANT'S SIGNATURE

Date: _____