

**Business Recovery Package  
Application Form**

**PLEASE NOTE:**

- a) Read the product leaflet on page 4, before completing the application form
- b) Kindly ensure to submit **ALL supporting documents** as listed in section 5 below
- c) Incomplete applications will be re-routed to the Small Enterprise Development Agency (Seda) - this will delay the processing of an application.

**1. Contact Details**

First name(s)	
Surname	
ID Number	
Telephone number (landline)	
Cell phone number	
Email address	
Residential Address	
Postal Code	
Postal address (No & Street Name)	If different from Residential

**2. Company Information**

Business Name	
Business Address	
Postal Code	
Province	
District Municipality	
Local Municipality	
Township/Village	
Type of Business (e.g. restaurant, butchery, etc)	
Company Registration Number (CIPC)	
SMME Database Registration Number	
Date started operating	
Financial Year-end (if applicable)	

Number of jobs maintained/created	
Date when the business was vandalised	
SAPS Case Number	

**3. List of assets (equipment, machinery, fixtures & fittings, stock, etc) that were vandalised, stolen or destroyed**

Name of asset	Year purchased	Purchase price	Estimated replacement value

**4. Funding Requirements**

Assets	
Stock	
Other (please specify)	
Other (please specify)	
Other (please specify)	
Other (please specify)	
<b>Total finance required</b>	

**5. Required Documentation (please attach only relevant documents)**

- a) CIPC registration certificates
- b) Valid Tax Clearance Certificate (Pin)
- c) FICA documents **not less than 3 months** old (e.g. municipal accounts, sworn affidavit)
- d) Certified ID copies of Directors/Members
- e) Latest **3 months stamped** personal and business bank statements

- f) Latest annual financial statements (**last 3 years**)
- g) Three (3) years cashflow projections (**with clear assumptions**)
- h) **Signed** copy of lease agreement or proof of ownership (business premises)
- i) Facility statement of other (external) funders – where applicable
- j) Quotation of assets to be financed (replaced) with banking details and contact persons
- k) Detailed break-down of finance requirements (including salaries, rent, etc)
- l) Copy of **Police Statement**
- m) **Affidavit** confirming that the business is **not insured**

## 6. DECLARATION AND CONSENT

I/We, the undersigned declare that the information provided in this application form is to the best of my/our knowledge true and complete.

I/We also understand that any wilful misrepresentation of the information in this application form will disqualify my/our application and may lead to legal action against me/us including the laying of criminal charges against me/us as sureties as well as against the entity I/we represent for furnishing false statement or information to the Department of Small Business Development (DSBD), Small Enterprise Finance Agency (SOC) Ltd (**sefa**) and Small Enterprise Development Agency (SOC) Ltd (Seda) hereto referred as the DSBD Portfolio.

I/We hereby grant the DSBD Portfolio consent to perform an entity/personal search and check on my/our records with any other party (e.g. credit bureau and/or a government agency) relating to this application  
I/We further authorise the DSBD Portfolio to disclose my/our personal information to these parties to obtain the information they require and acknowledge that the DSBD Portfolio will never disclose more information than they are required to

DSBD Portfolio warrants that it will treat your personal information as confidential and take all necessary steps to protect your information as required by the Protection of Personal Information Act of 2013

DSBD Portfolio will only disclose your information if:

- The law requires us to do so;
- It is in the public interest to do so;
- Our interests require disclosure; or
- You have given us your consent



<b>Surname</b>	
<b>Full Name(s)</b>	
<b>Designation</b>	
<b>Place</b>	
<b>Date</b>	
<b>Signature</b>	

## BUSINESS RECOVERY PACKAGE

### PRODUCT LEAFLET

#### BACKGROUND

According to the South African Property Owners Association (SAPOA) and Business Leadership South Africa (BLSA), the estimated cost of the recent violent protests on the economy of KwaZulu Natal & Gauteng is as follows:

- R1.5 billion in stock has been lost.
- Damage to the tune of R15billion recorded on property and equipment.
- More than 800 retail stores were looted and 100 were completely burnt.
- This has impacted negatively on about 50000 informal traders and 40000 businesses. To date 150000 jobs are reported to be at risk.

This necessitated the introduction of formal and informal sectors business recovery support packages to accelerate business and economic recovery with a view to curb job loses as well as business closure.

#### FOCUS AREAS

The Business Recovery Support package focuses on the following:

- **Uninsured** small enterprises impacted negatively by the unrest predominantly in KwaZulu Natal and Gauteng Provinces.
- Small enterprises which require funding for working capital (including stock, equipment, delivery vehicles, furniture & fittings, etc).

#### FINANCIAL SUPPORT

The programme offers the following financial support:

- Blended Finance which is a combination of a grant (**60%**) and a loan (**40%**).
- Interest rate on the loan component is limited to 5%.
- Initial payment moratorium of up to 6 months
- Repayment period of a maximum of 60 months.
- Maximum funding accessible per entity (enterprise) is R2million.

## **NON-FINANCIAL SUPPORT**

### **Pre-investment**

Small enterprises will be assisted by Small Enterprise Development Agency to package their funding applications (incomplete applications).

### **Post-investment**

The programme through the Small Enterprise Development Agency will offer customised Business Development Support based on the needs of the small enterprises.

## **ELIGIBILITY CRITERIA**

- The small enterprise must be negatively affected by the unrest that took place in July 2021 (SAPS case number and police statement must be submitted).
- Be a registered legal entity in South Africa (CIPC).
- Be a 100% owned by South African citizens.
- Have been in operation as at 30 June 2021 (Bank statements to prove operations)
- Be registered and compliant with the South African Revenue Service.
- Be registered on the National SMME Database –<https://smmesa.gov.za>
- Preference will be given to businesses in KwaZulu Natal and Gauteng.
- Affidavit confirming that the business is not insured (the conditional grant provided in the scheme will be converted into a loan should the business benefit from insurance post approval).
- Informal businesses are excluded since there is a dedicated support package for them (Informal Traders Support Package).

## **EXCLUSIONS**

Please note that the following businesses are not eligible to apply:

- Labour brokers
- Manufacturing and selling of ammunition
- Tobacco, Liquor, Gambling and sex trade
- Non-profit organisations
- Political organisations
- Persons under debt review
- Un-rehabilitated insolvent shareholders and/or directors of applying entities
- Speculative property development

## APPLICATION PROCESS

- Applications are submitted to [BRP@sefa.org.za](mailto:BRP@sefa.org.za)
- Funding queries can be directed to BRP Hotline on **0860 663 7867/**  
**info@dsbd.gov.za**
- Upon receipt of the applications, they are reviewed and completed applications are subjected to due diligence exercises
- Follow ups are made by Seda, with SMMEs whose funding applications are incomplete to submit the outstanding information