



**WESTERN DEPARTMENT OF AGRICULTURE POPI ACT COMPLIANCE NOTICE**

The Western Cape Department of Agriculture (WCDoA) as a public service institution is required to collect, process and store information from members of the public for the purpose of rendering of services to the citizens of this province. The POPI Act, Act 4 of 2013 regulates and controls the processing, use and storage of personal information. In order to be compliant with POPI ACT, Act 4 of 2013, the WCDoA commit not to share your information with any third party outside Provincial & National Departments of Agriculture, implementing agencies, co-workers and associates / partners as per our business approval and evaluation processes. We at the Western Cape Department of Agriculture respect your privacy and will always continue to do so. By signing this form you are giving us a consent to collect, process and store your information for the purpose of rendering a service to you as a citizen.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME & SURNAME:**

**Legal entity/ Sole Proprietor:**

**DATE:**

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| **This section is for official use only** |
| Office of submission: |   | Date: |   |
| Received by:  |   | Signature |   |
| (Name in print) |
| Official Assigned: |   | Reference no: |   |
| **Category of Processor** |  | Mark with (X) where applicable |
| **Category A** | Medium-Large Enterprise: These are medium scale processors, operating between 5 or more years aspiring to process for markets at a profit with a maximum annual turnover of more than R 2 million per annum. |      |
| **Category B** | Small- Medium Enterprise: These are medium scale processors, operating between 5 or more years aspiring to process for markets at a profit with a maximum annual turnover of up to R 2 million per annum. |  |
| **Category C** | Small- Macro Enterprise: These are small scale processors, operating between 1-5 years aspiring to process for markets at a profit with a maximum annual turnover of up to R 1 million per annum. |      |
| **Category D** | Start-up Enterprise: A business, established by one or more entrepreneurs with a creative to process a product that they believe is in demand. These are new entrants, aspiring to process for markets at a profit with a maximum annual turnover of up to R 500 000 per annum. |     |



**APPLICATION FOR FINANCIAL ASSISTANCE: SMALLHOLDER & COMMERCIAL BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Legal entity/ Sole Proprietor)**

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| **APPLICATION FOR FINANCIAL ASSISTANCE**  |
| **PLEASE NOTE:**  |
| * **COMPLETION OF THIS FORM IS VOLUNTARY. COMPLETION ALSO DOES NOT MEAN THAT YOU WILL AUTOMATICALLY QUALIFY FOR ANY FORM OF FINANCIAL ASSISTANCE.**
 |
| * **INCORRECT OR MISINFORMATION SUPPLIED ON THIS FORM WILL AUTOMATICALLY DISQUALIFY THE APPLICANT.**
* **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**
* **APPLICANTS ARE REQUIRED TO DECLARE PREVIOUS GOVERNMENT SUPPORT, FAILURE TO DO SO WILL LEAD TO AUTOMATIC DISQUALIFICATION. APPLICANT MUST COMPLETE DECLARATION OF PREVIOUS GOVERNMENT SUPPORT.**
* **ALL INFORMATION PROVIDED WILL BE SAFEGUARDED AND TREATED AS CONFIDENTIAL. BY SUBMITTING THIS APPLICATION, THE APPLICANT IS AWARE AND AGREE TO ALL COLLECTED INFORMATION BEING SHARED WITH THIRD PARTIES TO SECURE FINANCIAL ASSISTANCE. WHEN SHARING THE INFORMATION, IT WILL CONTINUE TO BE SAFEGAURDED AND TREATED AS CONFIDENTIAL.**
* **THERE IS NO GUARANTEE THAT THE APPLICATION WILL BE APPROVED OR FUNDED IN FULL. THE DEPARTMENT RESERVES THE RIGHT TO ONLY APPROVE CRITICAL ITEMS DEEMED NECESSARY.**
* **NB: CIVIL SERVANTS, PUBLIC OFFICE BEARERS AND THOSE WORKING FOR PARASTATALS ARE EXCLUDED FROM THE GRANT SUPPORT LISTED ABOVE AND MAY NOT APPLY FOR ANY FINANCIAL ASSISTANCE**
 |
| **INSTRUCTION TO APPLICANT:** |
| 1. **SUPPLY AND COMPLETE ALL INFORMATION REQUIRED.**
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| 1. **WRITE LEGIBLY.**
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| 1. **ENSURE THAT ALL THE AUTHORISED PARTIES SIGN THE APPLICATION.**
2. **SUPPLY DOCUMENTS AS PER THE CHECKLIST GUIDELINE.**
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| 1. **GENERAL INFORMATION**
 |
| Business Name: |  |
| Legal Entity:  | Yes  | No | Type of Legal Entity: |   |
| Registration Number: |   | Number: Shareholders Beneficiaries |   |
|  |
| Access to land/production facilities | Own  |   | **Attach title deed** |
| Leased (specify) | Term: |   | **Attach lease agreement and title deed** |
| Right of use: attach  | Term: |   | **Attach Proof from owners & title deed** |
| Name of Business/Farm Premises : |   |
| GPS Coordinates: |   |
| Postal/Residential address: |   |
|   |
| District Municipality: |   | Nearest Town: |  |
| Contact Person: |   | Contact details: Cell, landline |   |
| Identity Number | **(Applicant: Attach a certified copy of I.D. and authorization (Proxy) to apply)**  | Email: |   |

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| 1. **STRUCTURE OF THE BUSINESS AND SHAREHOLDING**
 |
| Give a summary of the structure of the business, together with an organogram and % of the shareholding. (Provide all certificates, shareholders' agreements and other documents as indicated in the Checklist and required by law.) |
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| 1. **GROUP/INDIVIDUAL DETAILS (attach I.D. copies)**
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| **Total number of beneficiaries** | **Analysis of beneficiaries**  |
| **Male** | **Female** |
| **A** | **C** | **I** | **W** | **A** | **C** | **I** | **W** |
| **<35 youth:** |  |  |  |  |  |  |  |  |
| **>35:** |   |   |   |   |   |   |   |   |
| **Disabled:** |  |  |  |  |  |  |  |  |
| **Military Veterans** |  |  |  |  |  |  |  |  |

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| 1. **LABOUR (attach I.D. copies and employment contract)**

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| Number of Permanent Workers: |   | Specify the number of seasonal employees required over a year/annual cycle |   |
| Availability of labour skilled in your farming enterprise | Good  | Moderate | Poor |

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| **Number of skilled permanent employees** | **Analysis of labour** |
| **Male** | **Female** |
| **A** | **C** | **I** | **W** | **A** | **C** | **I** | **W** |
| **Age<35 youth:** |  |  |  |  |  |  |  |  |
| **Age>35:** |   |   |   |   |   |   |   |   |
| **Disabled:** |  |  |  |  |  |  |  |  |
| **Number of skilled seasonal employees** | **Male** | **Female** |
| **A** | **C** | **I** | **W** | **A** | **C** | **I** | **W** |
| **Age<35 youth:** |  |  |  |  |  |  |  |  |
| **Age>35:** |   |   |   |   |   |   |   |   |
| **Disabled:** |  |  |  |  |  |  |  |  |
| **Number of temporary employees** | **Male** | **Female** |
| **A** | **C** | **I** | **W** | **A** | **C** | **I** | **W** |
| **Age<35 youth:** |  |  |  |  |  |  |  |  |
| **Age>35:** |   |   |   |   |   |   |   |   |
| **Disabled:** |  |  |  |  |  |  |  |  |

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| 1. **NATURAL RESOURCES**
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| **WATER:** |
|  | **Yes** | **No** |
| Availability of water? |  |  |
| Water source? E.g. municipal, borehole, etc. |  |
| Are you in possession of a water analysis test? |  |  |
| **If yes, please provide water analyses and compliance certificate for production facility (SANS 241 Part 1 & 2: Drinking Water)** |
| **Water quality:** **Attach most recent, full chemical and biological (when applicable) analysis with a comprehensive interpretation thereof for *each water source* (clearly identified, georeferenced) that is being used or potentially will be used (new development) for product processing.** |

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| 1. **MOVEABLE ASSETS**
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| **Vehicles, production equipment & infrastructure (Mention all specifications and the year of purchase)** | **Number** | **Suitable for Purpose** | **Condition** |
|  |  | Yes | No | Good | Moderate | Poor |
|  |  | Yes | No | Good | Moderate | Poor |
|  |  | Yes | No | Good | Moderate | Poor |
|  |  | Yes | No | Good | Moderate | Poor |
|  |  | Yes | No | Good | Moderate | Poor |
|  |  | Yes | No | Good | Moderate | Poor |
|  |  | Yes | No | Good | Moderate | Poor |
|  |  | Yes | No | Good | Moderate | Poor |
|  |  | Yes | No | Good | Moderate | Poor |
|  |  | Yes | No | Good | Moderate | Poor |

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| 1. **FINANCIAL RECORD AND BOOKKEEPING**
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| Who is responsible for your day to day bookkeeping? |  |
| What system is being used (e.g. manual, Excel, Pastel, FRK)? |   |
| Do you prepare management accounts? | Yes  | No |
| Do you compare financial results with the projected budget? | Yes  | No |
| Do you have enterprise budgets and cash flow projections? | Yes  | No |
| Do you have production records for all products being produced? | Yes  | No |
| Do you utilise reproduction records to evaluate the product performance? | Yes  | No |
| Does the business have a bank account? | Yes  | No |
| Financial Liabilities, e.g. loans and Proof (total in Rand): |  |
| Amount of annual repayments, and are these being met? |  |
| Have you been liquidated or are you under a business rescue programme  | Yes | No |
| **Attach signed financial statements for the past 3 years or the years the business has been in operation as well as other documents required according to the Checklist.**  |

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| 1. **MARKETING**
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| **Indicate what portion of the total income is derived from each of the following markets:** | Formal %   | Informal %  |
| Company Name: | Contact Person: | Telephone No and email address |
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| 1. **REGULATIONS AND CERTIFICATION**
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| Certified for SA GAP/ Global GAP: | Yes  | No |
| Other certification, e.g. Certificate of Acceptability (COA), BRC, Nature's Choice, HACCP, FSSC 22000, etc. | Yes | No |

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| 1. **ENVIRONMENT AND REGULATIONS**
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| **Are there any current regulations or directives imposed by law on the property (examples: CARA, waste disposal, water act, or admission of guilt fines?)** |
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| **Was an environmental impact assessment (EIA) been done for listed activities that require such an investigation, e.g. a) cleaning of virgin Land b) Greenfield Development or c) Construction of a Production Facility that are above the allowed thresholds? If yes, what is the outcome, or is it still pending/underway?** |
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| 1. **PLANNING OF AGROPROCESSING, BUSINESS OBJECTIVES AND ESSENTIAL REQUIREMENTS**

***N.B. This section is of utmost importance, and failure to provide reliable, adequate information that was gathered through a comprehensive planning process could negatively influence the project's assessment. It should be seen as a condensed, concise narrative that explains the business, in a nutshell, to provide an excellent understanding of any outsider that is not part or familiar with the company. (Use as much space that is needed to provide essential, understandable information only. Please avoid duplications and generalisations.)*** |
| **Provide the executive summary of your business.** |
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| **What information was being used during planning (please provide details)?** |
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| **Describe your businesses' most essential Strengths and Weaknesses (Internal) – this will be a critical consideration for items requested**  |
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| **Describe your businesses' most essential Opportunities and Threats/Risks (External) - this will be a critical consideration for items requested**  |
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| **Provide information on your financial performance over the last 3 years: Income generated from operating activities; Operational expenses in the previous 3 years; Profit or loss** |
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| **Please provide the financial plan and a holistic cash flow for the farm/total business for the next 5 years. Must include assumptions, norms and standards and plan when negative cash flows are projected (attach all).** **Underneath, describe the scenarios used to arrive at cash flow projections. Provide a full interpretation of your cash flow projections to state your financial targets and expectations.** |
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| **How do you finance your business? (Sources other than the State)** |
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| **Describe your marketing plan for the following 12 months, regarding offtake agreements (name the organisations committed either to marketing, processing or consuming the product)? What are the expected prices, payment terms, volumes, distance from markets/processing/cooling facilities, appropriation of marketing costs and market segmentation? *(Proof of agreements and/or contracts must be attached.)*** |
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| **Describe your goals and targets, with time frames (short, medium and long term goals), regarding the processing systems and yield/output of each product being produced?** **Please provide a comprehensive five-year plan describing the above (attach).**  |
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| **Provide a summary of the shortcomings of your infrastructure and facilities,** f**or the Department to correctly access your infrastructure requirements. Are there any third-party facilities available? What planning and costing has been done?**  |
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| **Are the Vehicles, Production Equipment and Infrastructure adequate for your operations partaking in the production facility? If not, describe what is *crucial* to add to this list (provide full specifications for item) to enable optimal processing of the selected products (motivation on each item is required).**  |
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| **Describe the services available to the production facility. Do these services meet the technical, economic and financial gaps in the production operations?** |
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| **Describe how you will carry out business management; decision-making, implementation, evaluation and control on every critical aspect from operations, financial facets to risk mitigation (how, who).** |
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| **Job creation; permanent and temporary (describe the trend in actual numbers for the past three years and potential for additional jobs with growth)** |
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| 1. **BUSINESS REQUIREMENTS**
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| **Please see the various categories of support below.**  |
| **Please prioritise the items in total as per your needs.**  |
| **Categories where support might be needed** | **Description of item (Full specifications are required and items must be precisely aligned with those recorded in the Planning Section) *Do not mention any brand names*** | **Priority (1-3)****1=Essential****2=Very important****3=Important** | **Amount (Rand) quotations must be attached (quotes must be less than 90 days)** |
|
| Infrastructure: Process capability improvement equipment (includes machinery and technology) |  |  |  |
| Vehicles: Delivery trucks, Heists and Forklifts, Refrigerated vehicles, etc. |  |  |  |
| Product Quality: Product Development, Microbial Analysis, Nutritional Analysis, etc. |  |  |  |
| Compliance: These include safety measure improvements such as COA, BRC, HACCP, GMP, and FSSC 22000. |  |  |  |
| Production inputs: Raw materials, ingredients, specialised ingredients, packaging, etc. |  |  |  |
| Records and information management: Acquisition of information systems involves installing software and hardware; incorporating the software/hardware into the current technological infrastructure and integrating and implementing them into the data and procedures of the company. |  |  |  |
| Environmental Management: Technology and equipment used to decrease energy usage and waste (used as a verification method to comply with the environmental legislation). |  |  |  |
| Other:  |  |  |  |
| **Total amount:** |  |

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| 1. **DECLARATION OF GRANTS RECEIVED (compulsory with Application)**
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| ***Any applicant must declare truthfully, honestly and in good faith, all grants or funding received by the applicant in cash or kind, such as equipment or any agricultural assets, plants, stock or inputs and that the applicant received at any time in the past from any source of funding from which direct or indirect benefits in a personal capacity or by any directly related family member in the first degree have been obtained concerning all aspects of farming and any farming-related activity such as processing, marketing as well as training/capacity building. It might be deemed fraudulent if any such information is withheld and is not disclosed. It could lead to the immediate termination of funding and disqualification for any such financing in future.*** |

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| **Name of project** | **Farm or Production facility** | **Address** |
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| **Year received** | **Source of grants****(provide name/s of other)** | **Items received** | **Total Amount** |
|  | WCDoA |  |  |
| Other: |  |  |
| Other: |  |  |
|  | WCDoA |  |  |
| Other: |  |  |
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| Other: |  |  |
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I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of duly Authorised Person), ID no \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

declare that the above information is true and correct. I understand that it is an offence to make a false statement.

**SIGNATURE OF AUTHORISED PERSON** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1. **MANAGEMENT OF THE BUSINESS**
 |
| Name and Surname: | Identity Number | Level of education | Position and Portfolio(Production, Finance, Marketing, Labour, Administration and Information) | Signature  |
| Years of Agribusiness or Production experience |
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| 1. **ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF THE APPLICATION**
 |
| Agro-Processing Advisory Official | Signature | Date | Comments |
|  |  |  |  |
| Sub-Programme Manager: Agro-Processing Support | Signature | Date | Comments |
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Comments:

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| **NO.** | **CHECKLIST GUIDELINE (Attach documents where applicable)**  | **APPLICANT: PLEASE TICK WITH √** | **DISTRICT: PLEASE TICK WITH √** |
| **1** | Entity registration certificate (CIPC documents) |  |   |
| **2** | 1. Organogram of business; 2. Percentage shareholding (share certificates); 3. Number of shareholders/beneficiaries; 4. Shareholders agreement; 5. Other entities that are linked to the business |  |   |
| **3** | BBBEE Certificate: Entity documentation required to verify BEE shareholding attached (e.g. Shareholders Agreements/trust deeds/Memorandum of incorporation) for businesses with a percentage of non-black shareholding and/or with turnover > R10m) or affidavit in the DTI template (for companies with turnover < R10m and/or 100% black ownership)  |  |   |
| **4** | Declaration of previous funds received  |  |   |
| **5** | Are all signatories in place (according to business entity's prescriptions) |  |   |
| **6** | Proof of tenure security (title deed, rent/lease, right to occupy) |  |   |
| **7** | Water (quality): Most recent, full chemical and biological (when applicable) analysis (According to SANS 241 Part 1 & 2 Drinking Water), for production facility compliance or other food safety requirements |  |   |
| **8** | Proof: Legally available amount of water sufficient for current and future production and processing |  |  |
| **9** | Production records for three years minimum and 12 months production records for start-ups |  |   |
| **10** | Signed financial statements for the past 3 years or as long as farm has been operating |  |   |
| **11** | Financial plan and a *holistic cash flow projection* for the whole business for at least the next 5 years. Must include assumptions, norms and standards and plan when negative cash flows are projected. |  |   |
| **12** | Monthly income and expenditure statements/management accounts |  |   |
| **13** | Proof of all market contracts or letters of intent |  |   |
| **14** | Tax clearance certificate |  |   |
| **15** | VAT registration |  |   |
| **16** | Proof of bank account in the name of the business (copy of bank statements past three months) |  |   |
| **17** | EIA approvals: Municipality, DALRRD, DEADP, DWS for greenfield developments (If Applicable) |  |   |
| **18** | Industrial Compliance/Requirements/norms and standards, all applicable certifications (based on market requirements (COA, HACCP, FSSC 22000, BRC, GFSI etc.) |  |   |
| **19** | Employees registration with UIF, COIDA (Three examples; one permanent, one temporary) |  |   |
| **20** | Employment contracts, salary advises and leave records/Proof of labour wages - (Three examples; one permanent, one seasonal, one temporary) |  |   |
| **21** | Copies of certified I.D.'s for applicants and employees  |  |  |
| **22** | PUC number  |  |  |
| **23** | Proof of address |  |  |
| **24** | Inventory of moveable assets |  |  |