**A close-up of a sign

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**NOMINATION FORM** **Annexure C4**

|  |
| --- |
| **BEST ENTREPRENEUR: COMMERCIAL**  **DALRRD WOMEN ENTREPRENEUR AWARDS 2025** |
| Western Cape Department of Agriculture  Private Bag X1, Elsenburg, 7607 |
| Tel:  Email:  (Details of District Manager / District Coordinator) |

## SECTION 1

**Personal Information:**

|  |
| --- |
| Name of the enterprise (e.g. Luthando LTD) |
| Name of owner: (e.g. Ms Noluthando Maseko) |
| Job title of the nominee: |
| Physical address: |
| ID (attach copy): Yes |
| Postal address: |
| Banking details: |
| Contact numbers and e-mail for the owner:  Contact number and e-mail for a nominee: |

## SECTION 2

**Enterprise Information:**

|  |
| --- |
| 2. 1 Type of enterprise: Agro Processing 2. 2 Specialised Commodity: |

|  |  |
| --- | --- |
|  | |
| 2. 3 Background of the enterprise: | |
| 2.4. **Legal requirements and cooperate governance standards (Attach Evidence)** | **Please Tick** |
| 2.4.1. Entity registration certificate |  |
| 2.4.2. Information on occupational health and safety matters(e.g. protective  clothing) |  |
| 2.4.3. Unemployment Insurance Fund(UIF) records |  |
| 2.4.4. Employment contracts, salary advises and leave records |  |
| 2.4.5. Tax Clearance certificate |  |
| 2.4.6. Industry Compliance/Requirements/norms and standards (e.g. Phytosanitory  and Health Requirements, HAACP, Local and global gap, SABS) |  |
| 2.4.7. BBBEE Level 2 Certificate |  |
| **Processing practices**      2.5 Processing Methods:          2.5.1 Indigenous Knowledge Systems (IKS) N/A          2.5.2 Use of new technology (Innovation):        2.5.3 Responsible use of production inputs (pesticides, vaccines, etc.): | |
| 2.6 Natural Resources Management:      2.6.1 Caring for natural resources, adaptation and mitigation to climate change: | |

## SECTION 3

**Financial management:**

Describe your recording keeping system citing the types of financial journals you keep (cash flow, enterprise budget, balance sheet etc.)

**SECTION 4**

**Processing:**

|  |  |  |
| --- | --- | --- |
| Demonstrate Value chain standards: (e.g. HAACP, Phytosanitary and health requirements)    Demonstrate Labeling of ingredients:  Demonstrate Handling and packaging: | | |
| **Quality of product and quantity of processed produce:** | | |
| **Produce** | **Quality** | **Quantity** |
|  |  |  |
|  |  |  |

## SECTION 5

**Marketing plan:**

|  |  |  |  |
| --- | --- | --- | --- |
| Mention the existing markets ( indicate formal or informal Local/ national/ international):  Monetary value of the sales: | | | |
| **Produce** | **Quantity** | **Price** | **Total amount** |
|  |  |  |  |
|  |  |  |  |

## SECTION 6

**Job creation:**

|  |  |  |
| --- | --- | --- |
| Indicate total number of permanent and seasonal jobs created: | |  |
| Seasonal Jobs creation | Permanent Jobs | |
| Persons with disability:  Youth:  Women:  Men: | Persons with disability:  Youth:  Women:  Men: | |

Sustainability of jobs created (Indicate number of jobs created over the past two years and the

average number of years permanent employees have been retained):

## Section 7

**Investment in human capital development:**

Skills transfer (Mentoring, coaching and capacity-building programmes):

Programmes focusing on staff well-being:

**Section 8**

**Social responsibility**

Indicate Contribution to community development:

**Name of Nominee:**

Signature: Date:

**Name of the Nominator (Extension Officer name):**

Signature: Date:

**Name of the District Manager:**

Signature: Date: