

**AGRIBEE FUND APPLICATION FORM**

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| **The objective of the AgriBEE Fund are as follows:**   * To promote entry and participation of previously disadvantaged individuals in the entire agricultural, forestry and fisheries value chains, through provision for funding to:   + Acquire equity (shares) in viable and sustainable enterprises including vertically integrated enterprises (agro-processing) in the agriculture, forestry and fisheries sectors; and   + Promote enterprise development initiatives through value add and agro-processing infrastructure (post-production related infrastructure). * To ensure that there is an increased number of previously disadvantaged people who own, manage and control sustainable enterprises in the agriculture, forestry and fisheries sectors and that there is improved participation by black designated groups as stated in the respective sector codes, namely unemployed black people, black youth, black people who are persons with disabilities, black people living in rural and under developed areas, black women, black military veterans and farm workers, throughout the respective sector’s value chains.   **Please note the following:**   * The information provided on this application shall be kept strictly confidential and will be used for the purpose of this application only. * Incomplete applications will not be processed and will be returned to the Provincial Department of Agriculture/applicant. Kindly refer to the checklist (Annexure 1) at the back of this application form for minimum documents required to accompany this application. * Applications to be submitted to the nearest Provincial Department of Agriculture. * Should you require further information with regard to the AgriBEE Fund, please visit the nearest Provincial Department of Agriculture or alternatively, the following website:***http://www.daff.gov.za/daffweb3/Resource-Centre*** |
| **The following exclusions should be noted when applying for the fund:**   * Purchasing of farms and farming/ forestry / fishing infrastructure at primary level. * 100% acquisition of a business at initial investment by the applicant. * Applicants who are not involved in the sector in terms of farming, fishing and forestry activities. * Government and Land Bank employees as well as politicians. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FOR OFFICE USE ONLY** | | | | | | | | | | | | | | | | |
| Received by | |  | | | | Date | | |  | | | | Resubmission (Y/N) | | |  |
| Have all documents as per the checklist submitted? (Y/N) | | | | | | | | |  | Qualify /Meet criteria (Y/N) | | | | | |  |
| **PROGRESS (Y/N)** | | | | | | | | | | | | | | | | |
| Referred back to the province |  | | Undergoing internal assessment |  | | | Awaiting additional documents | | | |  | | | Presented to the Committee |  | | |
| Recommended for due diligence |  | | Recommended for approval | |  | | | Approved | | | |  | |  | | | |

**SECTION A: APPLYING ENTITY INFORMATION**

*(To be completed by applicant/s)*

**COMPANY DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CIPC Registered Name |  | | | | | | | | | | | | | | |
| Trading Name |  | | | | | | | | | | | | | | |
| Main Business Activity(s) |  | | | | | | | | | | | | | | |
| Type of Business (e.g. Pty (Ltd), Cooperative, Trust, CC, etc) |  | | Industry (Sector) | |  | | | | | | | | | | |
| Registration Number |  | | Registration Date | | D | D | | M | | M | C | | C | Y | Y |
| VAT Registration Number |  | | Tax Reference Number | |  | | | | | | | | | | |
| Period in Business |  | | | | | | | | | | | | | | |
| Telephone Number | ( ) - | | Fax Number | | ( ) - | | | | | | | | | | |
| E-mail Address |  | | | | | | | | | | | | | | |
| Physical Address |  | | | | | | | | | | | | | | |
|  | | | | | | | | | Code | | |  | | | |
| Postal Address |  | | | | | | | | | | | | | | |
|  | | | | | | | | | Code | | |  | | | |
| Province |  | | | | | | | | | | | | | | |
| Local Municipality |  | | | | | | | | | | | | | | |
| District Municipality |  | | | | | | | | | | | | | | |
| Location (Area) |  | | | | | | | | | | | | | | |
| Number of Beneficiaries | Total |  | Youth |  | | | Military veterans | | | | | | |  | |
| Women |  | Persons with disability |  | | | Farm  workers | | | | | | |  | |
| Number of current employees | Total |  | Youth |  | | | Permanent | | | | | | |  | |
| Women |  | Persons with disability |  | | | Casual | | | | | | |  | |
| Number of jobs to be created | Total |  | Youth |  | | | Permanent | | | | | | |  | |
| Women |  | Persons with disability |  | | | Casual | | | | | | |  | |

**CONTACT PERSON FOR THE APPLYING ENTITY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title(Prof/Dr/Mr/Ms) |  | Surname |  | Name(s) |  |
| Designation / Role |  | | | | |
| Contact Number (s) | Cell ( ) - Tel ( ) - Fax ( ) - | | | | |
| E-mail Address |  | | | | |

**CONDITIONS FOR FUNDING *(please respond by ticking the appropriate box)***

|  |  |  |
| --- | --- | --- |
| Is/are the applicant(s) Black South African(s) citizen with a valid identity document(s) | Yes | No |
| Is the business 100% black owned? | Yes | No |
| Has the business been operating for at least the past recent three (3) consecutive years | Yes | No |
| Are there Government or Land Bank employees or politicians in the applying entity? | Yes | No |
| What is the current annual turnover of the applying entity? | R | |

**SECTION B: EQUITY DEALS ONLY**

*(Note: the applicant must have been operating in the sector for, at least, the past recent three (3) consecutive years)*

**APPLYING ENTITY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Investment required for the total transaction | | R | | |
| % Stake Currently Owned (by the applicant) | |  | | |
| % Stake required for the total transaction | |  | | |
| Breakdown of % stake and investment required from different institutions/ funders | | AgriBEE Fund | % | R |
| Other (please specify) | % | R |
| Other (please specify) | % | R |
| Please specify if the commodity of the applicant is in line with that of the entity in which the investment is intended |  | | | |
| Describe the business relationship between the applicant and the empowering partner |  | | | |

**ENTITY WHERE INVESTMENT IS INTENDED**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CIPC Registered Name |  | | | | | | | | | | | |
| Trading Name |  | | | | | | | | | | | |
| Main Business Activity(s) |  | | | | | | | | | | | |
| Type of Business |  | Industry (Sector) |  | | | | | | | | | |
| Registration Number |  | Registration Date | D | D | M | | M | C | C | | Y | Y |
| VAT Registration Number |  | Tax Reference Number |  | | | | | | | | | |
| Period in Business |  | | | | | | | | | | | |
| Telephone Number | ( ) - | Fax Number | ( ) - | | | | | | | | | |
| E-mail Address |  | | | | | | | | | | | |
| Physical Address |  | | | | | | | | | | | |
|  | | | | | | Code | | | |  | | |
| Postal Address |  | | | | | | | | | | | |
|  | | | | | | Code | | | |  | | |
| Province |  | | | | | | | | | | | |
| Local Municipality |  | | | | | | | | | | | |
| District Municipality |  | | | | | | | | | | | |
| Location (Area) |  | | | | | | | | | | | |

**CONTACT PERSON FOR THE EMPOWERING ENTITY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title(Prof/Dr/Mr/Ms) |  | Surname |  | Name(s) |  |
| Designation / Role |  | | | | |
| Contact Number (s) | Cell ( ) - Tel ( ) - Fax ( ) - | | | | |
| E-mail Address |  | | | | |

**SECTION C: VALUE ADDING / AGRO-PROCESSING DEALS ONLY**

*(Note: the applicant must have been operating in the sector for, at least, the past recent three (3) consecutive years)*

**START-UP AND EXISTING VALUE ADDING / AGRO-PROCESSING BUSINESS (ES)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Investment required for the total transaction | R | | | |
| Breakdown of investment required | AgriBEE Fund | Total as per quotations | Contingency fee | Total required |
| R | R | R |
| Other (please specify) | R | | |
| Other (please specify) | R | | |
| Purpose and / or utilisation of the funds (Cost breakdown per items) is as follows:   |  |  |  |  | | --- | --- | --- | --- | | **No.** | **ITEM** | **COST BREAKDOWN** | **FUNDER** | | 1. |  |  |  | | 2. |  |  |  | | 3. |  |  |  | | 4. |  |  |  | | 5. |  |  |  | | 6. |  |  |  | | | | | |

**ENVIRONMENTAL IMPACT ASSESSMENT REPORT (EIA)**

|  |  |  |
| --- | --- | --- |
| Would EIA be required in terms of the schedules provided in the National Environmental Management Act 107 of 1998? | Yes | No |
| If EIA was conducted, has the report been provided? | Yes | No |

**SECTION D: DECLARATION & CONSENT BY THE APPLICANT/S**

This is to certify that,

I/We................................................................. (Name & Surname)......................................... (Capacity) representing.................................................... (Legal Entity) declare that, all the information provided by me/us as applicant/s on this form is true and correct and that all the necessary documents required to process this application are attached as per the checklist appended to this application. Furthermore, should this application be successful, I/We will be able to pay own contribution of R...................................... (Amount).

Also,

|  |  |  |
| --- | --- | --- |
| I/We consent to Land Bank having access to my information on my application to perform a due diligence and to support my application to disburse approved funds should my application be successful. | Yes | No |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICANT** | | | | | | | | |
| **Surname** |  | | | | | | | |
| **Full Name (s)** |  | | | | | | | |
| **Designation and/or capacity** |  | | | | | | | |
| **Contact details** | Cell ( ) - Tel ( ) - Fax ( ) - | | | | | | | |
| **E-mail address** |  | | | | | | | |
| **Signature** |  | | | | | | | |
| **Place** |  | | | | | | | |
| **Date** | D | D | M | M | C | C | Y | Y |

***NB: Please note that incomplete applications will not be processed and shall be returned to the applicant through the Provincial Department of Agriculture.***

**SECTION E: TO BE COMPLETED BY THE RELEVANT PROVINCIAL DEPARTMENT OF AGRICULTURE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RELCIPIENT OFFICIAL FROM THE PROVINCIAL DEPARTMENT OF AGRICULTURE** | | | | | | | | |
| **Surname** |  | | | | | | | |
| **Full Name (s)** |  | | | | | | | |
| **Designation and / or role** |  | | | | | | | |
| **Contact details** | Cell ( ) - Tel ( ) - Fax ( ) - | | | | | | | |
| **E-mail address** |  | | | | | | | |
| **Signature** |  | | | | | | | |
| **Place** |  | | | | | | | |
| **Date** | D | D | M | M | C | C | Y | Y |

|  |  |  |
| --- | --- | --- |
| Does preliminary assessment suggest that this application fits the criteria for funding | Yes | No |
| Have all the minimum required documents as per the checklist attached as Annexure 1 to this application form been appended. | Yes | No |
| Comments if any? | | |

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**ANNEXURE 1: CHECKLIST FOR NEW APPLICATIONS (Please tick the appropriate box)**

|  |  |
| --- | --- |
| **AGRO-PROCESSING / VALUE ADDING DEALS** | **✓** |
| Verify if the applicant is directly linked in the commodity / industry in which they want to invest |  |
| Completed and signed application form |  |
| Business plan of the applicant(s) |  |
| CVs or profile of Directors / Shareholders / Trustees |  |
| Valid ID copies of the applicant(s) (Certified by the Commissioner of Oath at SAPS) |  |
| Registration certificates of the applicant(s) |  |
| Constitutional and / or founding documents must be provided such as Memorandum of Incorporation |  |
| The past recent three (3) year consecutive audited and / or independently reviewed financial statements (Balance Sheet, Income and Cash Flow statements) and five (5) year financial projections. DAFF and Land Bank have a prerogative to request audited financial statements. |  |
| Valid copy of Tax Clearance certificates for applicant(s) |  |
| Shareholder’s certificates |  |
| Letter of support from the respective Provincial Department of Agriculture endorsed by the Head of Department with detailed economics report |  |
| Off take agreement(s) / letter(s) of intent / market plan that will indicate the volumes, prices and duration |  |
| Environmental Impact Assessment (EIA) where applicable |  |
| Plans/ designs/ specifications/ quotations for the cost items |  |
| Declaration by the applicant(s) committing to pay own contribution as well as consent to Land Bank having access to applicant’s information |  |
| Trust deed for farm workers organised into a Trust |  |
| Annual returns by CIPC ( to verify status of the enterprise) |  |
| B-BBEE certificate for the applicant(s) except for Exempted Micro Enterprises and Qualifying Small Enterprises who may provide the dti EME/QSE Sworn Affidavit or Companies and Intellectual Property Commission (CIPC) issued certificate |  |

|  |  |
| --- | --- |
| **EQUITY DEALS** | **✓** |
| Verify if the applicant is directly linked in the commodity / industry in which they want to invest |  |
| Completed and signed application form |  |
| Business plans for both the applicant(s) and the entity offering shares |  |
| CVs or profile of Directors / Shareholders / Trustees for both the applicant(s) and the entity offering shares |  |
| Valid ID copies of the applicant(s) and relevant persons such as directors/shareholders/trustees in the entity offering shares (Certified by the Commissioner of Oath at SAPS) |  |
| Registration certificates for both applicant(s) and the entity(s) offering shares |  |
| Constitutional and / or founding documents must be provided such as Memorandum of Incorporation |  |
| The past recent three (3) year consecutive audited and / or independently reviewed financial statements (Balance Sheet, Income and Cash Flow statements) for both applicant(s) and entity offering shares and five (5) year financial projections. DAFF and Land Bank have a prerogative to request audited financial statements. |  |
| Valid copy of tax clearance certificates for both applicant(s) and the entity (s)offering shares |  |
| Shareholder’s certificates |  |
| Letter of intent to sell shares from the entity offering shares |  |
| Letter of support from the respective Provincial Department of Agriculture endorsed by the Head of Department with detailed economics report |  |
| Off-take agreement(s) / letter of intent / market plan for both the applicant and the entity offering shares that will indicate the volumes, prices and duration. |  |
| Sellers independent business valuation report |  |
| Declaration by the applicant(s) committing to pay own contribution as well as consent to Land Bank having access to applicant’s information |  |
| Trust deed for farm workers organised into a Trust |  |
| Annual returns by CIPC (to verify status of the enterprise) |  |
| Partnership agreement between the applicant and entity (s) offering shares |  |
| B-BBEE certificate for the applicant(s) except for Exempted Micro Enterprises and Qualifying Small Enterprise who may provide the dti EME/QSE Sworn Affidavit or Companies and Intellectual Property Commission (CIPC) issued certificate |  |

***NB: Please note that incomplete applications will not be processed and shall be returned to the applicant through the Provincial Department of Agriculture.***