



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA

Important Notice to EMIA Customers

the dti will be introducing new rules to the Export Marketing and Investment Assistance (EMIA) Group schemes. The aim of introducing these new rules is to:

- Make the schemes more accessible
- Improve administrative efficiency
- Ensure greater quality of service to our customers
- Introduce new products

These rules will be implemented as follows:

Rule Changes	Effective Date
General Rules	1 April 2008
Group Missions	1 April 2008
National Pavilions	1 April 2008
National Pavilions and Missions Claims	1 April 2008

General Rules

Supporting documents – Marketing and Business Plans to be submitted with EMIA Group Mission and National Pavilion applications

Marketing and/or Business Plans are no longer required with the application for EMIA funding for Group Missions and National Pavilions. However, it may be requested from an applicant, should the Adjudication Committee require the information to assist them in making a final decision on the application.

Airfare Benefits pertaining to Outward Bound Missions and National Pavilions

The EMIA benefits pertaining to Group Outward Selling or Investment Missions and National Pavilions are increased as follows:

HDI / SMMEs	R13, 000
Other	R 6, 500.

Group Missions

Submission of airfare quotations with EMIA applications for Group Outward Selling/Investment Missions

Airfare quotations with EMIA Group Outward Bound Mission applications are no longer required and the maximum benefit as stipulated above will be approved. Approved participants are however, still responsible to book and pay their air tickets through one of EMIA's Preferred Service Providers and submit proof of payment of the total cost with the EMIA claim for reimbursement.

Daily allowance for Export/Investment Conference or Seminar attendance

The EMIA benefits pertaining to the daily allowance for Export/Investment Conference or Seminar attendance are increased as follows:

HDI / SMMEs / Other	R900.00 per day for a maximum of three days.
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Mission Plans – Group Outward Selling/Investment Missions

The deadline for submission of final Mission Plans for approved EMIA participants has been extended until two weeks prior to departure date of the Mission.

Inward Buying/Investment Missions – Hotel Accommodation

The EMIA benefits pertaining to hotel accommodation for Inward Buying/Investment Missions are increased as follows:

R1,800 per night per delegate (Dinner, bed, breakfast and all Tourism levies excluding any alcoholic beverages or any other services of a personal nature). This amount also excludes any service fees or commission payable to the EMIA Preferred Service Provider.

✿ **Inward Buying/Investment Missions – Copies of passports of the foreign travelers**

Copies of the foreign delegates' passports must be submitted with the EMIA Inward Buying/Investment Mission application in order to verify the personal details for the purpose of issuing air tickets in the correct name of the traveler.

✿ **Mission Brochure**

This benefit is only available to external stakeholders/Mission Organisers.

National Pavilions

● **Export Readiness Questionnaire**

The Export Readiness Questionnaire is no longer required with EMIA applications for National Pavilions.

● **Local Exhibition Benefits**

Approved exhibitors at Local Pavilions will only qualify for airfare and a daily allowance to exhibit at these events, should the exhibitor stay more than 200 kms from the exhibition venue.

✿ **Subsistence Allowance on the day of set-up**

Should approved exhibitors not have their exhibition booths ready on the morning of the official opening day of the event, they will not qualify for the subsistence allowance for the set-up day.

NP and Group Mission Claims

✿ **Invoices and Proof of Payment**

Invoices and proof of payment of all expenditure during the visit are no longer required with the EMIA claim for reimbursement and only the invoices and proof of payment pertaining to the air ticket (if not paid upfront by **the dti**) should be submitted with the EMIA claim.

✿ **Tax Clearance Certificates**

An original valid Tax Clearance certificate is only required with the EMIA claim if not available on the Master file, not submitted with the initial EMIA application and/or expired at the claim stage.

● **Customs and Excise Certificate (Exporter's Registration)**

This document is no longer required for the EMIA claim.

✿ Boarding Passes

Original/certified copies of boarding passes are required with a copy of the 'e-ticket' for all legs of the journey funded by **the dti**. Boarding passes for any add-ons/deviations not paid for by **the dti** are not required with the EMIA claim.

For more information on these or any of the other EMIA rules, please call:

National Pavilions: Mr Koos Janse van Rensburg	012 394 1029
Group Missions: Ms Corne du Plessis	012 394 1020
NP and Group Missions Claims: Ms Normelia Mashele	012 394 1146
Individual Participation (EMIA/TEO): Mr James Koko	012 394 1037
SSAS Funding: Ms Phindile Skosana	012 394 1330