

**EIP Claims Procedures for the handling of late submission of claims, the non-submission of claims and requests for extension to submit claims for the Enterprise Investment Program (EIP): Manufacturing Investment Program (MIP) and Tourism Support Program (TSP) effective from 6 July 2015**

**Claims are required to be submitted within six months after the end of a financial year and or the claim year.**

In light of the above requirement, the procedures are summarised as follows:

- Requests for extension to submit claims will no longer be accepted and no appeals in this regard will be allowed.
- Late submission of annual claims, that is, stages 2, 4 and/or 6 will result in the approval being cancelled and no appeals will be allowed.  
It must be noted that only complete claims with relevant supporting documents will be accepted. Should claims be submitted without the relevant supporting information, the approval will be cancelled. Supporting information consists of:  
Signed claim form by both the applicant and the auditor  
Accurately completed factual findings report  
Signed audited financial statements  
Signed asset list which correlates to the signed financial statements  
Signed authorised management accounts for the division where applicable  
Valid tax clearance certificate  
Valid BEE certificate where applicable  
Valid UIF certificate  
Bank stamped credit order instruction form not older than six months  
Signed declaration by consultant if applicable  
Signed resolution of Board of Directors/Domicilium
- Non-submission of claims will result in the approval being cancelled and no appeals will be allowed.