



the dti

Department:
Trade and Industry
REPUBLIC OF SOUTH AFRICA

ENTERPRISE INVESTMENT PROGRAMME (EIP)

Claim form for Enterprise Investment Programme: Foreign Investment Grant (FIG)

DISCLAIMER AND IMPORTANT NOTICE:

- o Please read the relevant pages of the claim form guide detailing the legal implications of filling out this form or claiming an incentive grant under the programme.
- o Specific attention is drawn to **the dti**'s rights to or cancels any agreements based on incorrect or misleading information provided in this form.
- o Entities that make fraudulent applications and claims will be prosecuted to the full extent of the law.

PLEASE NOTE THE FOLLOWING BEFORE COMPLETING THE FORM:

- o Please study the EIP information brochures and Manufacturing / Tourism programme guidelines.
- o Please be aware that the guidelines form part of the agreement with **the dti**.
- o Each page must be initialled and the last page signed by the authorised official of the applying entity.
- o Before submitting, be sure to have attached all required documents.
- o All amendments must be initialled.
- o The standard format of the claim form can not be changed.

All applicants are encouraged to submit completed claim forms via the internet for efficient processing of claims (<https://eip.thedti.gov.za/dti>).

Alternatively return completed forms by registered mail / courier / hand delivery to:

Postal Address	Physical Address	Courier Address	Web Address
Private Bag X84 Pretoria 0001	77 Meintjies Street Sunnyside Pretoria 0002	1 Esselen Street (Ground Floor) Shared Service Centre Sunnyside, Pretoria 0002	www.thedti.gov.za
			Customer Contact Centre 0861 843 384 +27(0)12 394 9500

SECTION 1**DOCUMENT CHECKLIST**

1:-UNIQUE REFERENCE NUMBER (e.g.300012-001-000)

2:-NAME OF APPLICANT (as registered with CIPRO)

3:-LIST OF ADDITIONAL INFORMATION

- Bank stamped Credit Order Instruction Form
- Valid original Tax Clearance Certificate or SARS cession document
- Resolution of Board members (if different to application stage)
- Notification of name change (where applicable)
- Packing list of relocated assets indicating cost of each item and total value of transferred assets
- Bill of Entry

Please note that the asset list is used to calculate your claim and must reflect accurate cost of assets.

FOR the dti USE ONLY

Date of receipt:

Unique reference number:

Auditor/Accredited Person initials_____
Authorised Representative for Applicant initials

SECTION 2**CLAIM FORM****4:-PHYSICAL ADDRESS OF
FACTORY**

Postal Code

5:-CONTACT PERSON

Title

 Mr Mrs Ms Dr Prof Sir**6:-CONTACT DETAILS**

(with area codes)

EMAIL

FAX

MOBILE

WORK

WEBSITE

e.g. +27(0)12 394 1234

e.g. +27(0)83 394 1234

e.g. +27(0)12 394 1234

7:-FINANCIAL YEAR END

e.g. February

8:-TAX OFFICE

VAT NUMBER

TAX NUMBER

TAX CLEARANCE CERTIFICATE
NUMBER**9:-BANKING DETAILS**

BANK NAME

ACCOUNT NUMBER

BRANCH CODE

ACCOUNT TYPE

10:-TRANSFER OF M&EIN PHASES AT ONE TIME **11:-COUNTRY OF ORIGIN****12: PORT OF DEPARTURE****13: SA PORT:**

DATE(CCYY/MM/DD)

DATE(CCYY/MM/DD)

Auditor/Accredited Person initials_____
Authorised Representative for Applicant initials

SECTION 4

SUMMARY OF CLEARING INFORMATION

BILL OF ENTRY			CORRESPONDING CLEARING AGENT / FORWARDING INVOICES			
BILL OF ENTRY NUMBER	CUSTOMS VALUE PER CONTAINER / RANDB	DUTY / RANDB	INVOICE NUMBER	DATE	INVOICE COSTS FOR CORRESPONDING BILL OF ENTRY (EXCLUDING VAT) / RANDB	VAT / SURCHARGE (RANDB)
TOTAL VALUE			TOTAL COSTS			

Auditor/Accredited Person initials

Authorised Representative for Applicant initials

SECTION 5**QUALIFYING TRANSFER EXPENDITURE****14:-FREIGHT EXPENDITURE**

DESCRIPTION	CARRIER	COST IN FOREIGN CURRENCY	COST IN RANDS
TOTAL FREIGHT EXPENDITURE			

15:-TRAVEL EXPENDITURE

NAME OF COMMISSIONING ENGINEER/TECHNICIAN / PERSONNEL	DATE OF ARRIVAL (CCYY/MM/DD)	DATE OF DEPARTURE (CCYY/MM/DD)	DURATION OF STAY	AIR TICKET COST (RANDS)	ACCOMMODATION COSTS (RANDS)
SUBTOTAL TRAVEL EXPENDITURE					
TOTAL TRAVEL EXPENDITURE					

Auditor/Accredited Person initials

Authorised Representative for Applicant initials

16:-STATUTORY EXPENDITURE

CATEGORY	DESCRIPTION	COST IN RANDS
WHARFAGE (RSA HARBOUR)		
HANDLING (RSA HARBOUR)		
DUTY (RSA HARBOUR)		
TOTAL STATUTORY EXPENDITURE		

17:-LOCAL EXPENDITURE

CATEGORY	COST IN RANDS
INLAND TRANSPORT	
OFFLOADING	
INSURANCE	
AGENCY CHARGES	
TOTAL LOCAL EXPENDITURE	
TOTAL QUALIFYING TRANSFER COSTS	

18:-TOTAL COST OF ALL CLEARING AGENT INVOICES**19:- TOTAL NON-QUALIFYING COSTS****20:- TOTAL QUALIFYING TRANSFER COSTS**_____
Auditor/Accredited Person initials_____
Authorised Representative for Applicant initials

SECTION 6

DOMICILIUM and RESOLUTION

DOMICILIUM

Indicate your domicilium citandi et executandi for the serving of legal documents and other notices (physical address of the facility).

DECLARATION

I hereby declare that the information submitted with this claim is true and correct and I have initialled each page of this form to this effect. The reviewed interim financial statements/audited financial statements used in the preparation of the claim are attached. I hereby authorise **the dti** to submit this claim form and financial statements to SARS if **the dti** deems it necessary. I also declare that all qualifying assets of the undertaking were utilised in the approved production process and were operational during the period of the claim.

I am aware that the information which I have supplied will have a fundamental and material bearing on the adjudication of the claim and if it, therefore, subsequently transpires that any information as per this claim is incorrect, or that certain information was omitted, **the dti** shall, without prejudice to any other of it's rights, be entitled to claim back any amounts already paid with interest or to withhold the payment of any amounts due to the entity.

I confirm that I am aware that the evaluation of this claim by **the dti** is subject to the EIP guidelines.

SIGNED	
CAPACITY	
NAME IN PRINT	
DATE	

RESOLUTION OF THE BOARD OF DIRECTORS (at least 3 directors)

The Board of directors of
hereby authorises
in his/her capacity as
signature

to sign all documents pertaining to the application to **the dti** or any documentation pertaining thereto.

SIGNED at	
on this	
day of	

NAME OF DIRECTORS		SIGNATURES of DIRECTORS	

Auditor/Accredited Person initials

Authorised Representative for Applicant initials

The definitions contained in the incentive guidelines apply. In addition:

- 1.1. **"The Beneficiary"** means the legal or natural person that was approved by **the dti** for incentives, and where the payment is ceded to a service provider, it also refers to the service provider.
- 1.2. **"Business Project"** or **"Project"** means the business operated by the Beneficiary and that was approved for the incentive.
- 1.3. **"the dti"** refers to the Department of Trade and Industry care of The Enterprise Organisation, Block A, 77 Meintjies Street, Sunnyside, Pretoria; Private Bag X84, Pretoria, 0001.

2. NATURE OF THE INCENTIVES

- 2.1. **the dti** and the **Beneficiary** do not enter into a partnership, agency agreement, shareholding agreement or other representation because of the approval of an incentive application or a claim.
- 2.2. The **Beneficiary** has no authority to bind or attempt to bind **the dti** in any manner or to assume or to incur any obligation or responsibility, expressed or implied on behalf of or in the name of **the dti**.

3. INCENTIVE GUIDELINES

- 3.1. The incentive guidelines and/or this schedule may be amended from time to time. Amendments to the guidelines and/or this schedule will be published on **the dti** website and will be effective immediately. **Beneficiaries**, whose applications have already been approved will only be affected by retrospective amendments if it is not prejudicial to them or to **the dti**.
- 3.2. Where **the Beneficiary** is of the opinion that a word or sentence in the incentive guidelines or this schedule is vague and /or has to be interpreted, the **Beneficiary** must not make its own interpretation. **the dti** has the right in its sole discretion, to provide interpretations on the meaning and intention of such words or sentences. Such decisions are binding on all **Beneficiaries**.

4. APPROVAL OF THE INCENTIVE APPLICATION AND SUBMISSION OF CLAIMS

- 4.1. The approval set out in the Letter of Approval is only relevant to the specific business project that applied. A business project, activity or expenditure can only qualify once for an incentive (unless the incentive guidelines states different). A Business Project will be disqualified if it contravenes this clause.
- 4.2. No representation, communication (including official **dti** letters), or offer made prior to the approval of the application/claim shall be valid in so far as it does not agree with the letter of approval, or the requirements of the claim.
- 4.3. No information may be submitted with the claim on any, or part of any, project other than the business project that has been approved.
- 4.4. The calculation method of the maximum incentive approved, replaces any calculation method explained in the incentive Guidelines and shall be final. The approved maximum amount is fixed and shall not be adjusted due to changes in macroeconomic variables like inflation -; exchange -; or interest rate etc.
- 4.5. The **Beneficiary** is not automatically entitled to the full amount of the maximum incentive offered. Another calculation will be made based on the figures set out in the full financial statements. This calculation may result in an amount that is less than the maximum amount, but can never be more than the offered maximum amount.

5. AMENDMENTS TO THE INFORMATION SUBMITTED BY THE BUSINESS PROJECT

- 5.1. Any change (including amendment, addition or variation) in the information set out in the application which is relevant to the approved incentives, must immediately be communicated to **the dti** in writing. This includes, but is not limited to, changing an approved Network Facilitator or Service Provider and changes to time frames.
- 5.2. The **Beneficiary** must request written approval from **the dti** that the planned changes do not affect the incentive in a manner that is unacceptable to **the dti**, before the planned changes take place. The decision to amend the information submitted for the incentive shall be solely in the discretion of **the dti** and is final.
- 5.3. **the dti** may accept the change; or may refuse to make the change applicable to the approval; or may accept the change as part of the approval, but make the approval subject to (additional / other) conditions; or may reject the whole application or claim based on the planned changes. The application or claim shall be rejected where, amongst others, the **Beneficiary** will no longer qualify for the incentive because of the planned changes.
- 5.4. An approval of an amendment may affect the approved incentive amount.

6. PAYMENT OF THE INCENTIVE

- 6.1. **the dti**, or its representative (including independent consulting engineers or other experts) may visit the premises where the business project is conducted/executed/produced/recorded/edited and inspect such business project before it approves an application or claim. **the dti** may do this with or without prior notice.
- 6.2. Such inspection will be among other things, to verify the information submitted with the application and/or claim and to inspect the premises, financial books, technology, documents, reports and any other information that may pertain to this incentive.
- 6.3. The **Beneficiary**, or its successor in title (including the executor / trustee of a deceased / sequestrated / liquidated estate), must keep records (electronic or paper) of all documents relevant to the incentive for 5 years after it received the last payment. This includes a copy of its application and all its claims; Originals of documents submitted with the application and claims; Copies of reports or other information provided to **the dti** and relating to the incentive.
- 6.4. The **Beneficiary** must allow **the dti** reasonable access to the records mentioned in paragraph 6.3 above, during normal business hours and must also provide **the dti** with any information required for the inspection. Should the **Beneficiary** hinder **the dti** or its representative and/or refuse access to such records in any way so that the inspection cannot be effectively completed, **the dti** may summarily reject the application and/or claim.
- 6.5. **the dti** may verify the information contained in the application, claim and/or supporting documents by carrying out an independent investigation. To do such an investigation **the dti** may contact any person which **the dti** feels may be of assistance. If the Beneficiary hinders **the dti** or its representative in any way so that the investigation cannot be effectively completed, **the dti** may summarily reject the application and/or claim.
- 6.6. Should **the dti** find that a price claimed by the Beneficiary is not market related, **the dti** may, in its sole discretion and despite the contents of the letter of approval, reduce the approved claim amount to reflect such market related price or may reject the full claim.
- 6.7. **the dti** shall only evaluate claim forms that are fully and correctly completed to the satisfaction of **the dti** (including that all the supporting documents required by the incentive guidelines be attached). Approval of a claim is in **the dti's** sole discretion.
- 6.8. **the dti** shall make payment within 30 calendar days after an approval by **the dti** of the relevant claim in accordance with the requirements and conditions of the incentive scheme's guidelines (which may include a physical inspection). **the dti** may delay payment for an indefinite period, provided that it shall inform the **Beneficiary** for the reasons for such delay so as to ensure that no delay is for unjust administrative reasons.
- 6.9. Payment shall only be made directly into the bank account of the **Beneficiary**. The **Beneficiary** must notify **the dti** of the correct account details in writing when submitting its claim form.
- 6.10. No interest shall be payable by **the dti** on any amounts due and payable. Payment is subject to availability of funds as approved by National Treasury and Parliament on a yearly basis and allocated to **the dti** in terms of the annual Division of Revenue Act.
- 6.11. Where a service provider is involved in terms of the incentive guidelines, **the dti** accepts no liability for non-performance, poor or failed execution of the activity/ies by a service provider or for damages or penalties incurred by the **Beneficiary** for using the services of a service provider.
- 6.12. **the dti** may reject a claim and refuse any further payment, at any stage during the incentive period:
 - 6.12.1. the business project stops manufacturing/production/operations for any reason. This includes provisional/final liquidation (or sequestration of the sole proprietor/partner/firm); becoming dormant; being destroyed. It is irrelevant whether this cessation is permanent or temporary (seasonal business projects must at least be operational during the relevant seasons);
 - 6.12.2. the **Beneficiary** enters into a compromise offer or arrangement with creditors, or where the **Beneficiary** is placed under judicial management;
 - 6.12.3. and where investment is a requirement, the business project reduces the qualifying investment without replacing it again with qualifying investment;
 - 6.12.4. the business project reduces jobs and/ or reduces permanent staff or reduces permanent staff in favour of casual, contract or temporary staff;
 - 6.12.5. the business project stops complying with the incentive guidelines and/or this schedule.

Auditor/Accredited Person initials

Authorised Representative for Applicant initials

- 6.13. The **Beneficiary** is required to report to **the dti** in writing within 7 (seven) days any discrepancy (insufficient / excess) on payments made and must repay to **the dti** within 7 (seven) days from such report any excess received.

6.14. Any erroneous payment (including those resulting from a miscalculation, mistake, or irregularity) will immediately be recoverable and may be deducted from any future payments which are, or will become, payable. **the dti** levies interest at the rate prescribed in terms of the Public Finance Management Act, 1999 Act No. 1 of 1999 on any outstanding amounts payable as from 30 days of date of demand.

7. MONITORING

- 7.1. The **Beneficiary** must use the incentive amounts received from **the dti** for the approved business project or activities that it described in its application form.
- 7.2. **the dti** may ask the **Beneficiary** to complete questionnaires or to report to **the dti** on its business project /activities, as well as on the incentive received in order for **the dti** to monitor and evaluate compliance as well as the contribution that the incentive is making or has made to the South African economy. If the **Beneficiary** does not comply with the request, **the dti** may, in addition to any other legal remedies that it may have, stop or reduce all further payments in its sole discretion and may refuse any other applications being evaluated at that stage, or that may be submitted in future, from the **Beneficiary** or any of its shareholders, directors or principal officers, whether presented directly, or indirectly through another legal person for this or any other scheme.
- 7.3. **the dti** may appoint an auditor to perform an audit on the **Beneficiary** to ascertain whether the **Beneficiary** has complied with the incentive guidelines and this schedule. **the dti** will notify the **Beneficiary** in writing of the audit and the **Beneficiary** must cooperate with the auditor.

8. NON COMPLIANCE WITH THE INCENTIVE GUIDELINES OF THIS SCHEDULE

- 8.1. Should the **Beneficiary** not comply with any requirement of the incentive guidelines or this schedule, **the dti** shall be entitled without prejudice of any other rights that it may have, to reject the application and / or claim and to stop all further payments and/or benefits.

9. DISPUTES

- 9.1. Any dispute relating to a decision (including the rejection of an application) taken by **the dti** must be resolved by way of one internal appeal only, lodged within such time as is set out in the letter of rejection. Should the **Beneficiary** dispute the appeal decision, it must proceed by way of review in the High Court of SA.
- 9.2. If the **Beneficiary** wishes to place new facts before **the dti** for reconsideration, the **Beneficiary** must explain in writing why these facts could not be provided at the first hearing. If this explanation is, in the sole discretion of **the dti**, unsatisfactory, it may reject the request.
- 9.3. Any other dispute or disagreement between **the dti** and the **Beneficiary** may be submitted in writing for mediation. If the matter can still not be resolved, it may be referred in writing for arbitration. The decision of the arbitrator shall be final and binding.
- 9.4. Arbitration shall be in accordance with the rules of AFSA (Arbitration Foundation of South Africa) and the arbitration costs shall be shared equally.

10. CRIMINAL, MISLEADING, DISHONEST ACTIVITIES

- 10.1. **the dti** shall, in the case of criminal/misleading/dishonest activities/information be entitled to exercise any rights that it may have in terms of common law or statutory law. In addition, the following paragraphs will be applicable:
- 10.2. The **Beneficiary's** application/claim is approved conditional on the correctness and completeness of information provided by the **Beneficiary** in the application/claim/addenda/supporting documents /reports. Should the information be substantially incorrect and/or incomplete, **the dti** may immediately reject the application/claim and claim back all monies already paid.
- 10.3. Where **the dti** suspects criminal/misleading/dishonest activities/information in relation to the **Beneficiary's** incentive **the dti** may immediately suspend any payments that may be due or may become due to the **Beneficiary**.
- 10.4. **the dti** may, where the final findings of a forensic investigation indicates criminal/misleading/dishonest activities/information, without prejudice to any other rights that it may have, reject any pending claim and reclaim any payments already made, with *mora* interest, together with the costs of the forensic investigation and/or costs of the auditor appointed by **the dti**.
- 10.5. **the dti** may refer financial statements or supporting documents submitted by the **Beneficiary** to SARS for comment and comparison. If SARS informs **dti** of a difference in financials, **the dti** may without prejudice to any other rights that it may have, reject any pending claim and reclaim any payments already made, with *mora* interest, and refuse any further payment to the **Beneficiary**.
- 10.6. **the dti** shall not be liable for any damages, interest or other claims that may ensue, should incentive payments be delayed, suspended or terminated for whatsoever reason. In addition, the **Beneficiary's** risk of business failure is solely for the **Beneficiary** and no delay, suspension or termination shall render **the dti** liable to the **Beneficiary** whatsoever.
- 10.7. Where **the dti** rejected an application or claim due to misrepresentation/discrepancy/abuse/fraud, **the dti** may reject any current or future application from the **Beneficiary**, its shareholders, directors or principal officers, whether presented directly or indirectly through another legal person. **the dti** shall have the right to immediately refuse any other applications/claims or terminate any contract(s) that are in existence between **the dti** and the **Beneficiary**, its shareholders, directors or principal officers, whether represented directly, or indirectly through another legal person.
- 10.8. **the dti** subscribes to the principles set out in the Prevention and Combating of Corrupt Activities Act, 12 of 2004 ('PRECCA'). **Beneficiaries** are requested to contact **the dti** fraud hotline on 0800 701 701 should they wish to report any suspicious activities.

11. CONFIDENTIALITY

- 11.1. Both **the dti** and the **Beneficiary**, its employees, members and directors and agents shall treat all information that they gain access to as a result of communications between **the dti** and the **Beneficiary** relating to the incentive (e.g. application/claim/reports), whether on paper or electronic, and which information is not otherwise public knowledge, as confidential.
- 11.2. Confidential information may only be disclosed to any person outside the immediate working environment of **the dti** or the **Beneficiary** with the prior written permission of the other. Any information required by the public sector in terms of the reporting duties of **the dti** may be reported by **the dti** without such consent.
- 11.3. Where either **the dti** or the **Beneficiary** receives a court order or a subpoena requiring disclosure of confidential information, it must notify the other in writing within 7 days. Where the court order or subpoena gives shorter notice than 20 days, written notice must be given as soon as is reasonably possible. The reason for the written notification is so that **the dti** or the **Beneficiary** may seek a protective order or waive the provision of this clause in writing.
- 11.4. **the dti / Beneficiary** must take reasonable care to ensure that only the exact information required by the court order or subpoena, or as is limited by a protective/other order, is disclosed.
- 11.5. This paragraph shall apply even after the relationship between **the dti** and the **Beneficiary** has ceased.
- 11.6. This paragraph does not apply to litigation and/or arbitration proceedings between **the dti** and the **Beneficiary**.

12. CESSION

- 12.1. The approval of an incentive application does not give the **Beneficiary** any right to payment. An approval merely allows the **Beneficiary** to submit a claim form in accordance with the requirements and conditions of the incentive guidelines and this schedule.
- 12.2. Cession of the right to submit a claim is not allowed. The possible right (*spes*) that the claim will be successful and that payment will accordingly follow may only be ceded with the prior written agreement of the dti and shall be subject to such strict conditions as the dti in its sole discretion will determine.
- 12.3. **the dti** may refuse cession, in its sole discretion, to certain institutions.
- 12.4. Assignment of any of the **Beneficiary's** obligations is not allowed.
- 12.5. No right that the **Beneficiary** might obtain by way of the approval of an incentive may be otherwise encumbered or subjected to any form of pledge or used as the basis for any form of security whatsoever.
- 12.6. **the dti** may cede or assign any of its rights or obligations in accordance with a decision from National Treasury, Parliament or Cabinet. This decision will include any decision that causes a policy shift within **the dti** so that in order to align itself with the shift in policy, **the dti** has to so cede or assign. **The dti** will take reasonable steps to ensure that the **Beneficiary** is not unreasonably prejudiced by such assignment or cession.

Auditor/Accredited Person initials

Authorised Representative for Applicant initials

13. GENERAL

- 13.1. No waiver, indulgence and/or relaxation of whatever nature of any of the provisions of the guidelines or this schedule by **the dti** shall be valid or enforceable against **the dti**, unless such waiver, indulgence or relaxation is in writing and is signed by **the dti**.
- 13.2. The Guidelines, the completed application form (with attachments), this schedule and the claim form(s) (with attachments) are the only documents that set out the requirements and conditions applicable to the relationship between **the dti** and the **Beneficiary** as well as the information on which the relationship is based. Amendments to the Guidelines and this schedule may be made by **the dti** in accordance with this Schedule.
- 13.4. The **Beneficiary** agrees that the Laws of South Africa, excluding the law of conflicts (which determines the legal system applicable to a dispute), shall govern the relationship between **the dti** and the **Beneficiary**.
- 13.5. The **Beneficiary** is required to sign this schedule where it appears in the application form and claim form in order to confirm that the **Beneficiary** has read the content hereof and knows that it forms part of the requirements of the incentive scheme and is binding on the **Beneficiary**.

Auditor/Accredited Person initials

Authorised Representative for Applicant initials